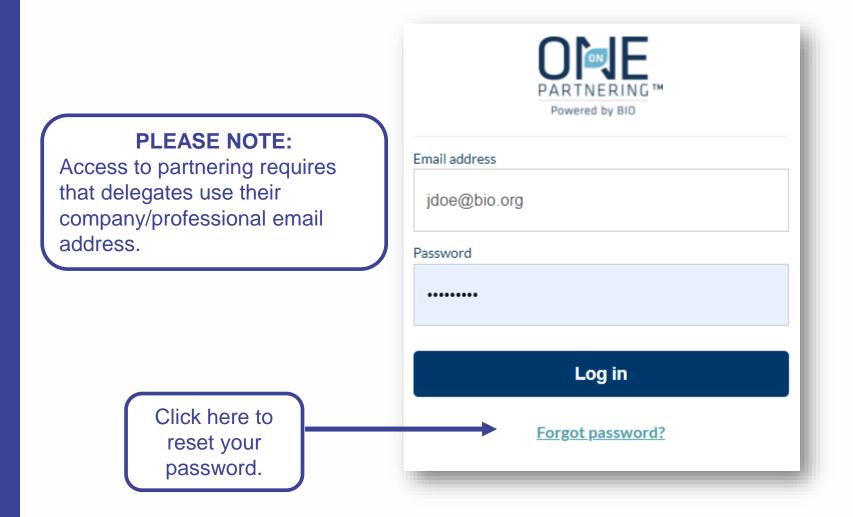
BIO One-on-One Partnering™ System Tutorial

2022 BIO International Convention



Logging In



You will receive an email confirmation with login instructions within 1-2 business days after registering for the event. If you registered prior to the opening of the partnering system, you will receive this email confirmation once the system is open.

Your partnering login email is not the same as your registration confirmation/receipt.

If you have already used the partnering system at a previous event, you may use the same password. The email will also contain a link to reset your password in case you have forgotten it.

If this is your first time using BIO One-on-One Partnering, you will need to set your password using the link provided in the email.



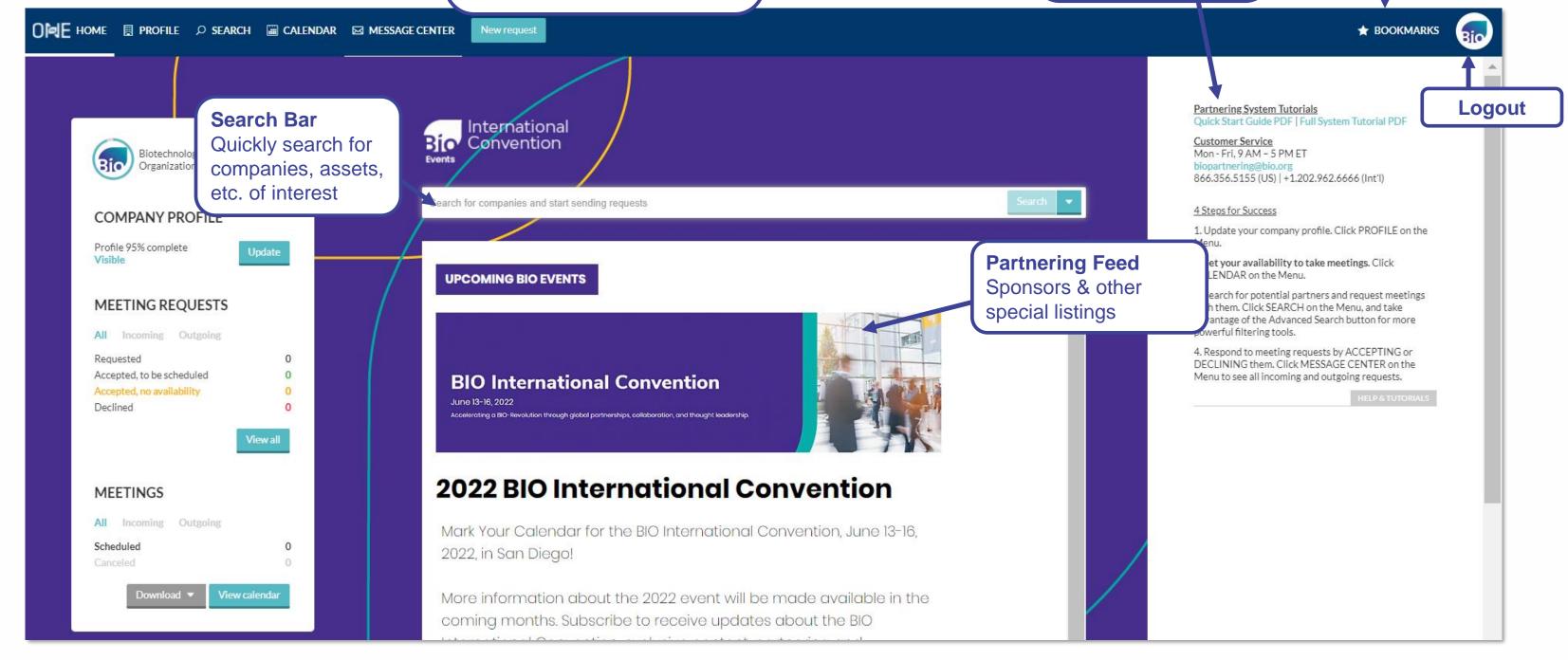
Homepage

Easy access toolbar:

- Company & Delegate profile
- Search
- Calendar
- Message Center
- Request a Meeting

Important Partnering
Updates & Tutorials
Webinars, Special
Opportunities,
Help & Support

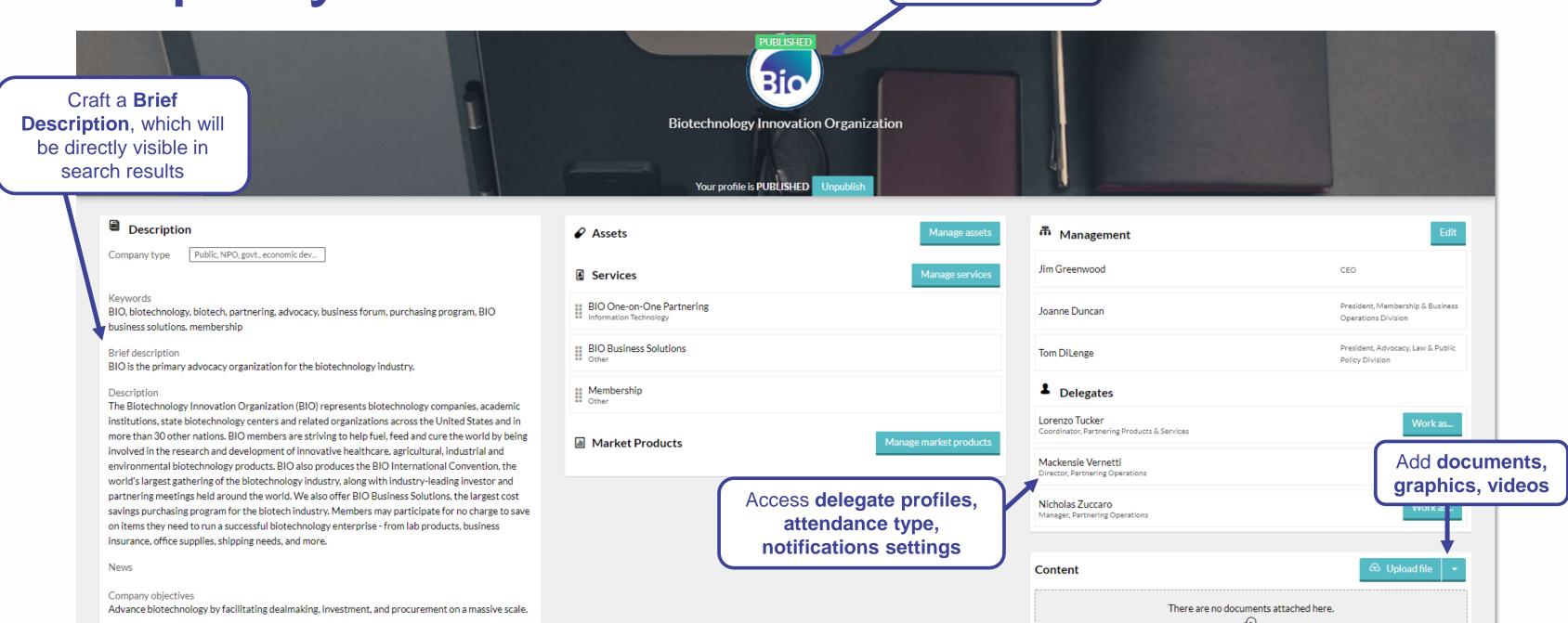








Upload your company's logo



No required fields, but all information is searchable. Add as much information as possible to increase your company's visibility

Complete applicable fields, especially **Description**, **Areas of Interest**, **Financials**, **Contact Information**

Add **Assets, Services, Market Products** as appropriate



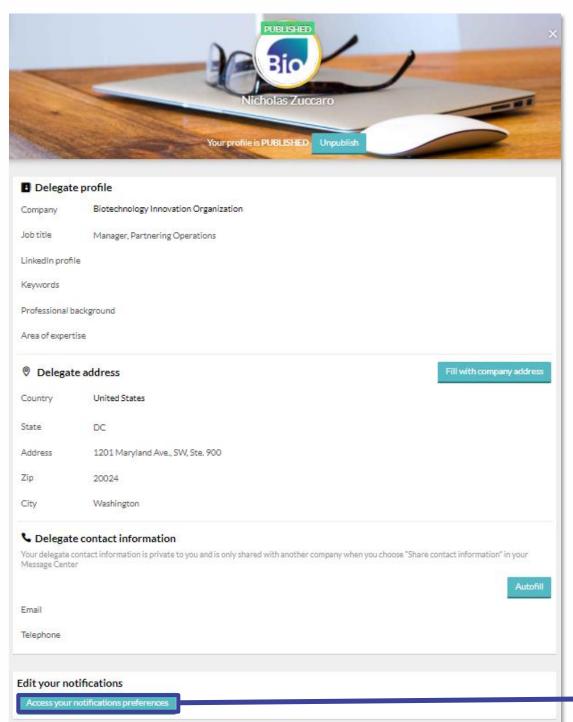
Delegate Profile & Notification Preferences

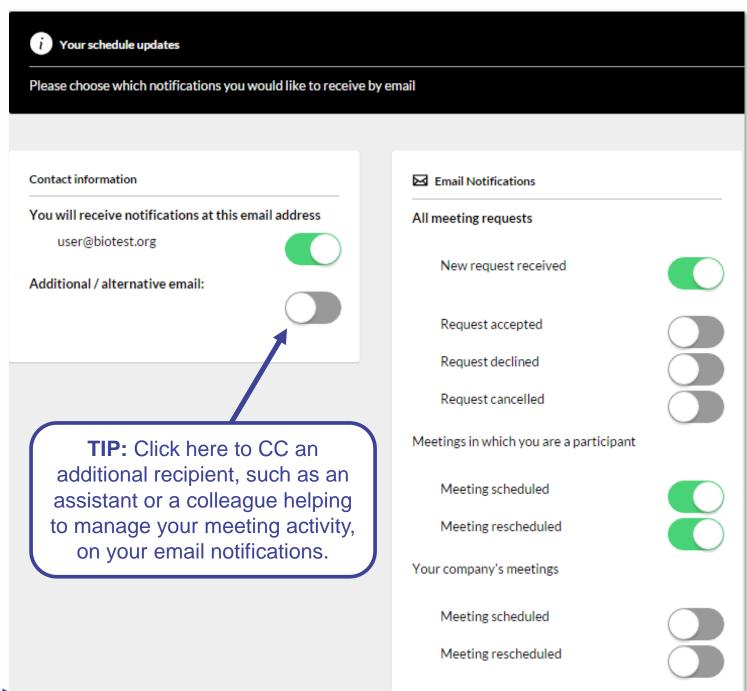
Upload your headshot

Complete applicable fields, especially **Job Title**, **Professional Background**, **Area of Expertise**

Delegate Contact Information entered here is only visible to companies with whom you share it in the Message Center

Tailor your **Notification Preferences**







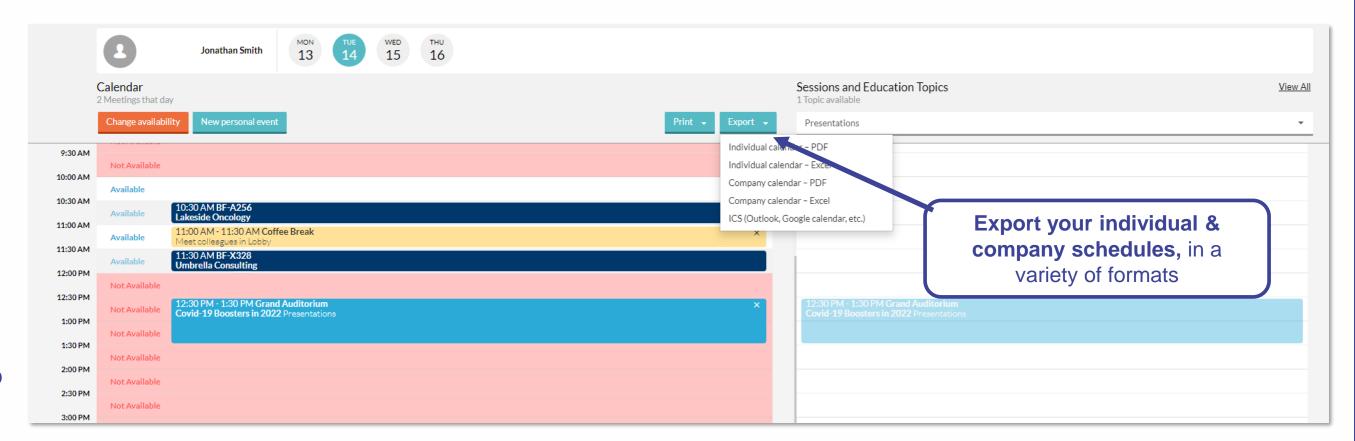
Calendar

View your calendar in the conference time zone

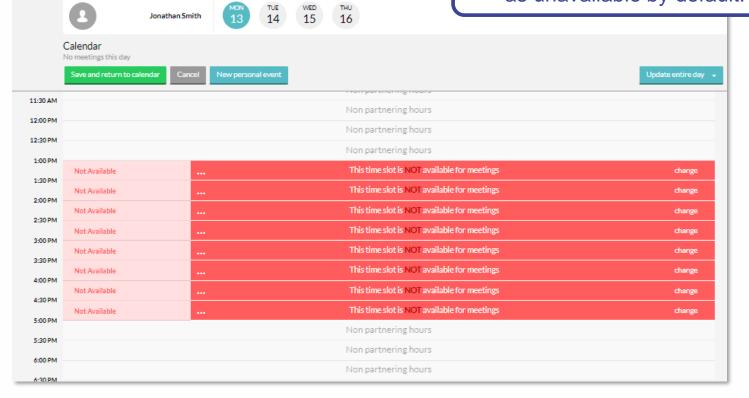
View your **scheduled partnering meetings** and their locations

Add program, presentations, networking

Add **personal events/notes** to keep track of engagements outside of programming & partnering



NOTE: Your Calendar is marked as unavailable by default.

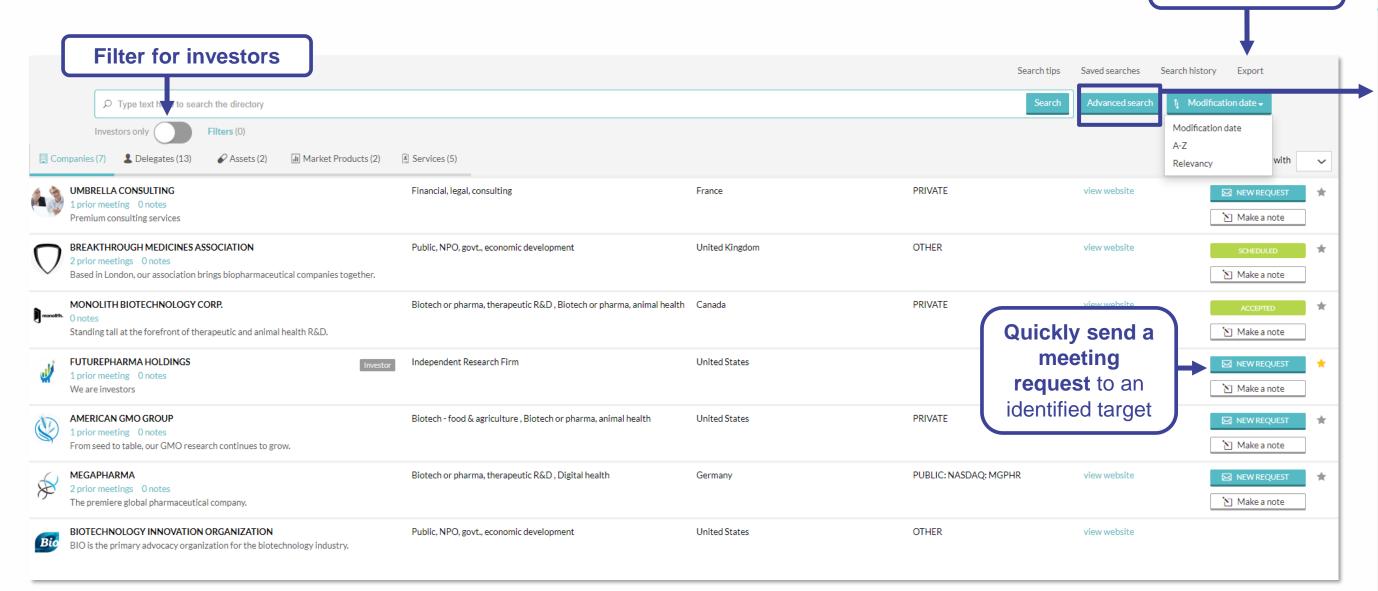


Update your availability

- 1. Select the appropriate delegate from the top left drop-menu
- 2. Select the correct day of the week
- 3. Click Change availability
- 4. Mark the timeslots available (or unavailable) by clicking Change, or update the entire day
- 5. Click Save and return to calendar



Search & Advanced Search



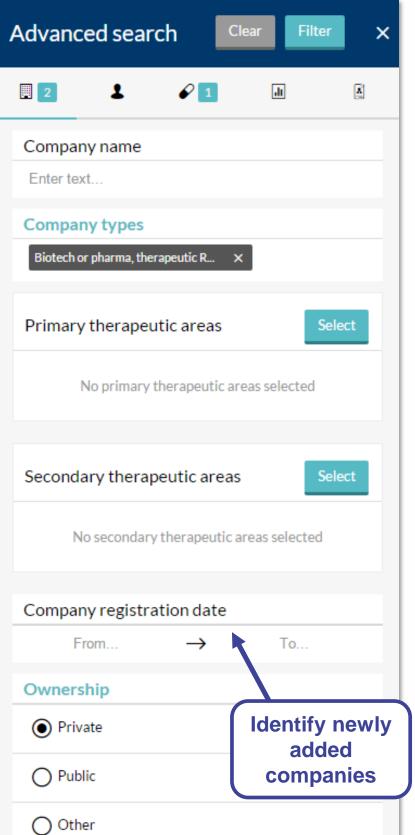
Use headers at the top to view Company, Delegate, Asset, Market Products, Services listings

Use the Advanced Search to apply specific criteria, like Company Type, Therapeutic Area, Registration Date, Location, etc.

Save your search to easily apply the same criteria and monitor results

Export search

results





Message Center

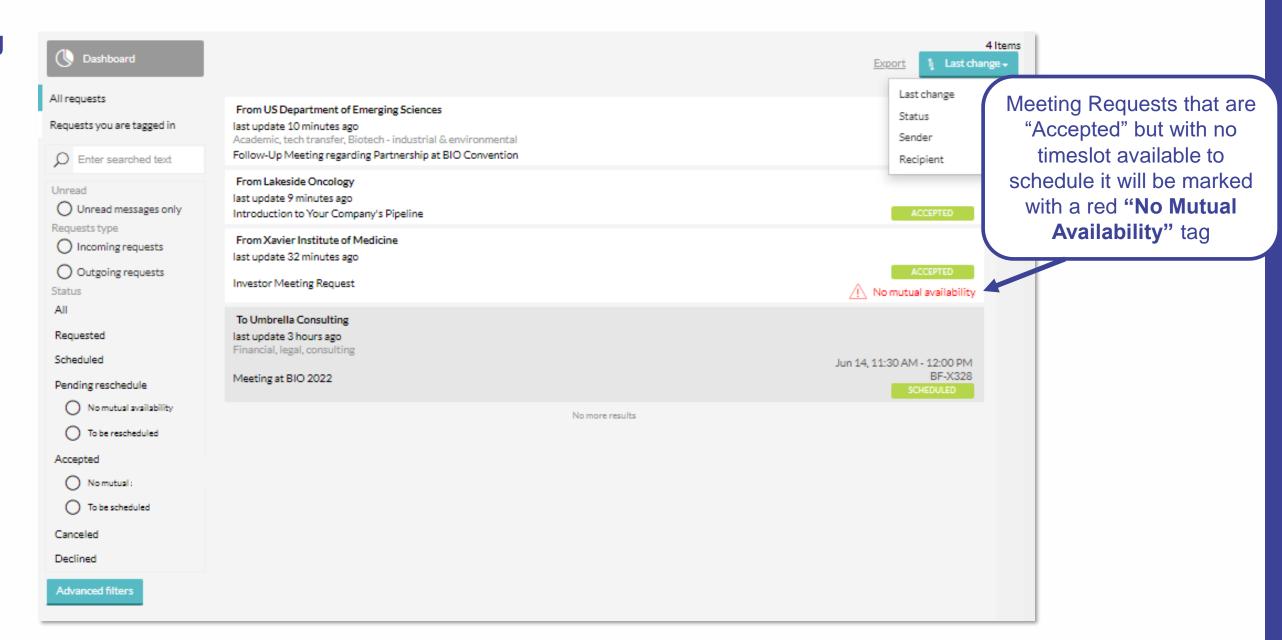
View & manage your company's meeting requests. All delegates from the same company can view all the same requests

Export meeting request data in Excel

Filter by:

- Personal tag
- Unread messages
- Incoming & Outgoing
- Meeting Status

Use the **Advanced filters** to refine and combine multiple filters

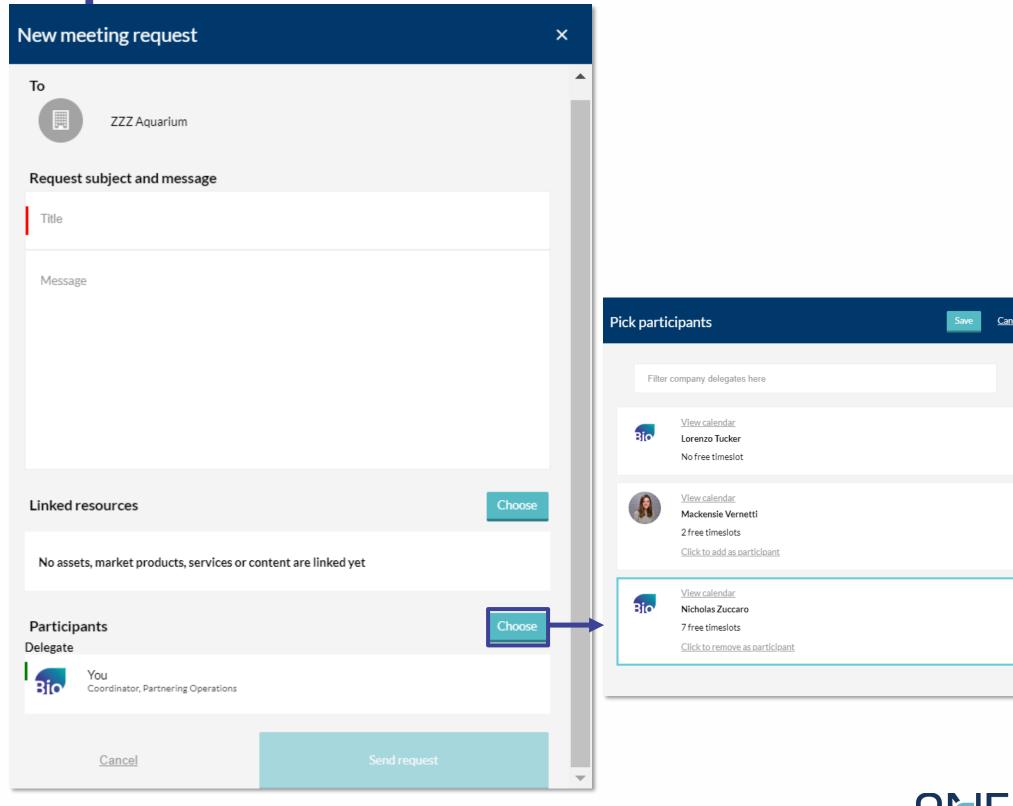




Sending Meeting Requests

NOTE: Meeting requests are sent company-to-company rather than between individuals. The receiving company will determine which of their participants to add to the meeting

- 1. Click **New Request** at the top of any page, or the New Request button to the right of a search result
- 2. Begin typing in the name of the company you'd like to meet in the **To** field
- 3. Add a **Title** and **Message**
- 4. Add a **linked resource** from your profile if applicable and/or update meeting participants from your company if needed
- 5. Click **Send Request**





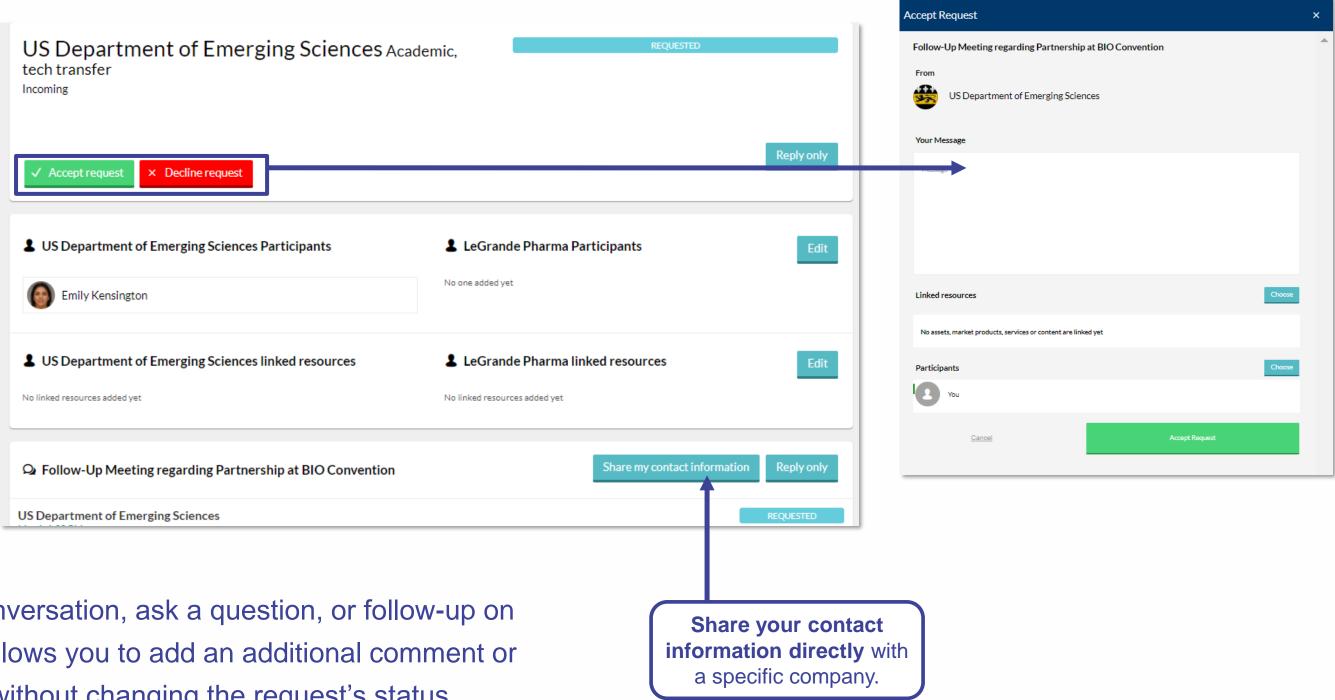
Responding to Meeting Requests

Accept a Meeting Request

- 1. Click Accept Request
- 2. Include a message (optional)
- 3. Click Accept Request

Decline a Meeting Request

- 1. Click **Decline Request**
- 2. Include a message (optional)
- 3. Click **Decline Request**



"Reply Only"

Click "Reply Only" to continue a conversation, ask a question, or follow-up on an existing meeting request. This allows you to add an additional comment or question, or respond to the thread without changing the request's status



Updating Meetings

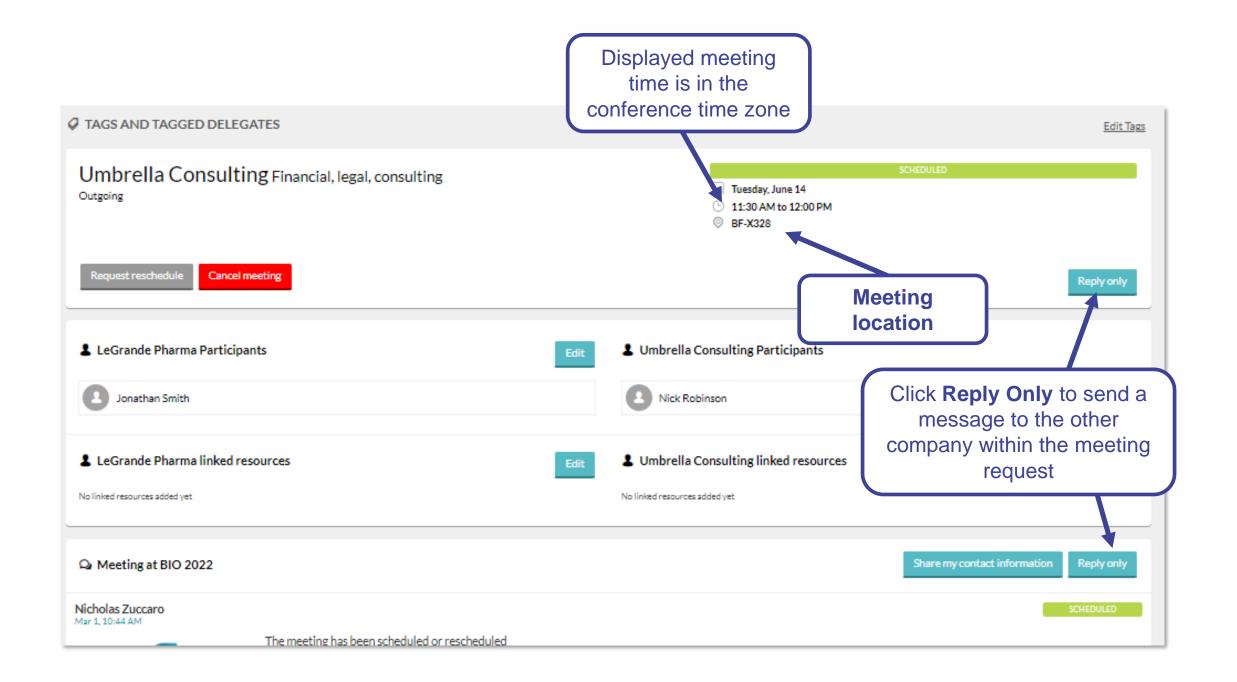
Request a meeting be rescheduled in the Message Center by clicking on "Request Reschedule"

Edit the meeting participants from your company

Link topical content from your Company Profile

Click **Share my contact information** to provide your personal contact details with this specific company

The system will be open for 1 year after the conference for your **follow up and** data review/collection

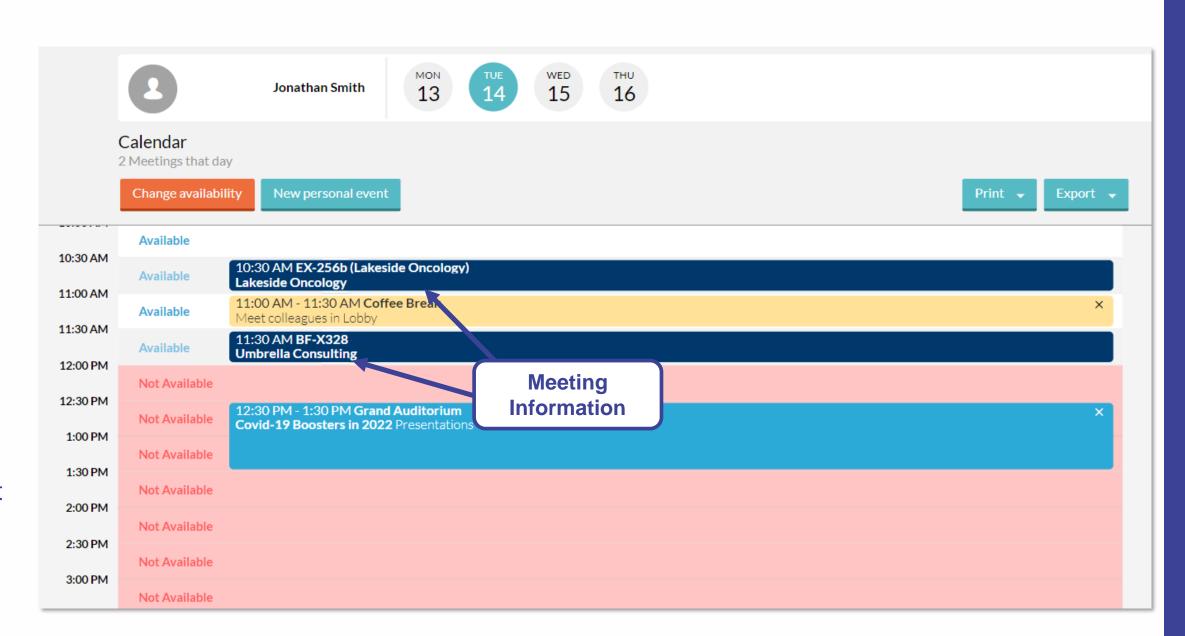




Attend Your Meetings

When on site at the conference, there are a few different ways to locate your meeting information and **get your partnering schedule**:

- 1. Find the meeting invitation in your personal calendar (Outlook, Google, etc.)
- Download the BIO One-On-One Partnering mobile app, on the Apple App Store or Google Play Store, to see your most up-todate partnering calendar
- 3. Use the terminal computers near the partnering customer service desk to get a schedule printout
- 4. You can always reference your calendar by logging into the partnering system on your computer





Contact Information



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