

BIO One-on-One Partnering™ System Tutorial

Help & Support
biopartnering@bio.org

ONE
PARTNERING™
Powered by BIO

Logging In

PLEASE NOTE:

Access to partnering requires that delegates use their company/professional email address.

Click here to
reset your
password.

ONE
PARTNERING™
Powered by BIO

Email address

jdoe@bio.org

Password

.....

Log in

[Forgot password?](#)

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

View bookmarks

Logout

Search Bar

Quickly search for companies, assets, etc. of interest

Partnering Feed
Sponsors & other special listings

The screenshot shows the ONE Partnering homepage. The top navigation bar includes links for HOME, PROFILE, SEARCH, CALENDAR, MESSAGE CENTER, and a 'New request' button. On the right, there are links for BOOKMARKS and a user profile icon. The left sidebar contains a 'COMPANY PROFILE' section with a 'Profile 95% complete' status and an 'Update' button, followed by 'MEETING REQUESTS' with filters for All, Incoming, and Outgoing, and a 'View all' button. The main content area features a 'Search for companies and start sending requests' bar, a 'UPCOMING BIO EVENTS' section with a banner for the '2022 BIO International Convention' (June 13-16, 2022, in San Diego), and a '2022 BIO International Convention' section with text about the event. The right sidebar includes 'Partnering System Tutorials', 'Customer Service' contact information, and '4 Steps for Success'.

ONE HOME PROFILE SEARCH CALENDAR MESSAGE CENTER New request

★ BOOKMARKS Bio

Search for companies and start sending requests Search

COMPANY PROFILE
Profile 95% complete
Visible Update

MEETING REQUESTS
All Incoming Outgoing
Requested 0
Accepted, to be scheduled 0
Accepted, no availability 0
Declined 0
View all

MEETINGS
All Incoming Outgoing
Scheduled 0
Canceled 0
Download View calendar

UPCOMING BIO EVENTS

BIO International Convention
June 13-16, 2022
Accelerating a BIO-Revolution through global partnerships, collaboration, and thought leadership.

2022 BIO International Convention
Mark Your Calendar for the BIO International Convention, June 13-16, 2022, in San Diego!
More information about the 2022 event will be made available in the coming months. Subscribe to receive updates about the BIO International Convention and its related activities.

Partnering System Tutorials
Quick Start Guide PDF | Full System Tutorial PDF

Customer Service
Mon - Fri, 9 AM - 5 PM ET
biopartnering@bio.org
866.356.5155 (US) | +1.202.962.6666 (Int'l)

4 Steps for Success
1. Update your company profile. Click PROFILE on the Menu.
2. Set your availability to take meetings. Click LENDAR on the Menu.
3. Search for potential partners and request meetings with them. Click SEARCH on the Menu, and take advantage of the Advanced Search button for more powerful filtering tools.
4. Respond to meeting requests by ACCEPTING or DECLINING them. Click MESSAGE CENTER on the Menu to see all incoming and outgoing requests.

HELP & TUTORIALS

Company Profile

Upload your company's logo

Craft a **Brief Description**, which will be directly visible in search results

Access delegate profiles, attendance type, notifications settings

Add documents, graphics, videos

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

Delegate profile

Company: Biotechnology Innovation Organization

Job title: Manager, Partnering Operations

LinkedIn profile

Keywords

Professional background

Area of expertise

Delegate address [Fill with company address](#)

Country: United States

State: DC

Address: 1201 Maryland Ave., SW, Ste. 900

Zip: 20024

City: Washington

Delegate contact information

Your delegate contact information is private to you and is only shared with another company when you choose "Share contact information" in your Message Center

Email

Telephone

[Autofill](#)

Edit your notifications

[Access your notifications preferences](#)

Your schedule updates

Please choose which notifications you would like to receive by email

Contact information

You will receive notifications at this email address: user@biotest.org ☒

Additional / alternative email: ☐

Email Notifications

All meeting requests

New request received ☒

Request accepted ☐

Request declined ☐

Request cancelled ☐

Meetings in which you are a participant

Meeting scheduled ☒

Meeting rescheduled ☒

Your company's meetings

Meeting scheduled ☐

Meeting rescheduled ☐

TIP: Click here to CC an additional recipient, such as an assistant or a colleague helping to manage your meeting activity, on your email notifications.

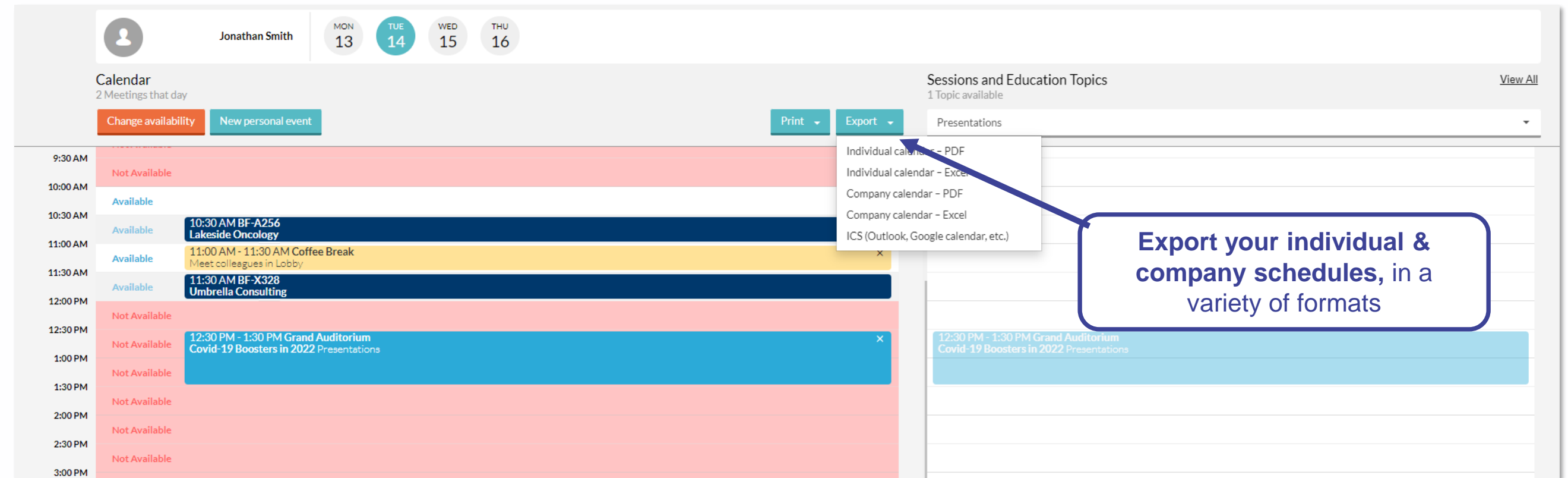
Calendar

View your calendar in the conference time zone

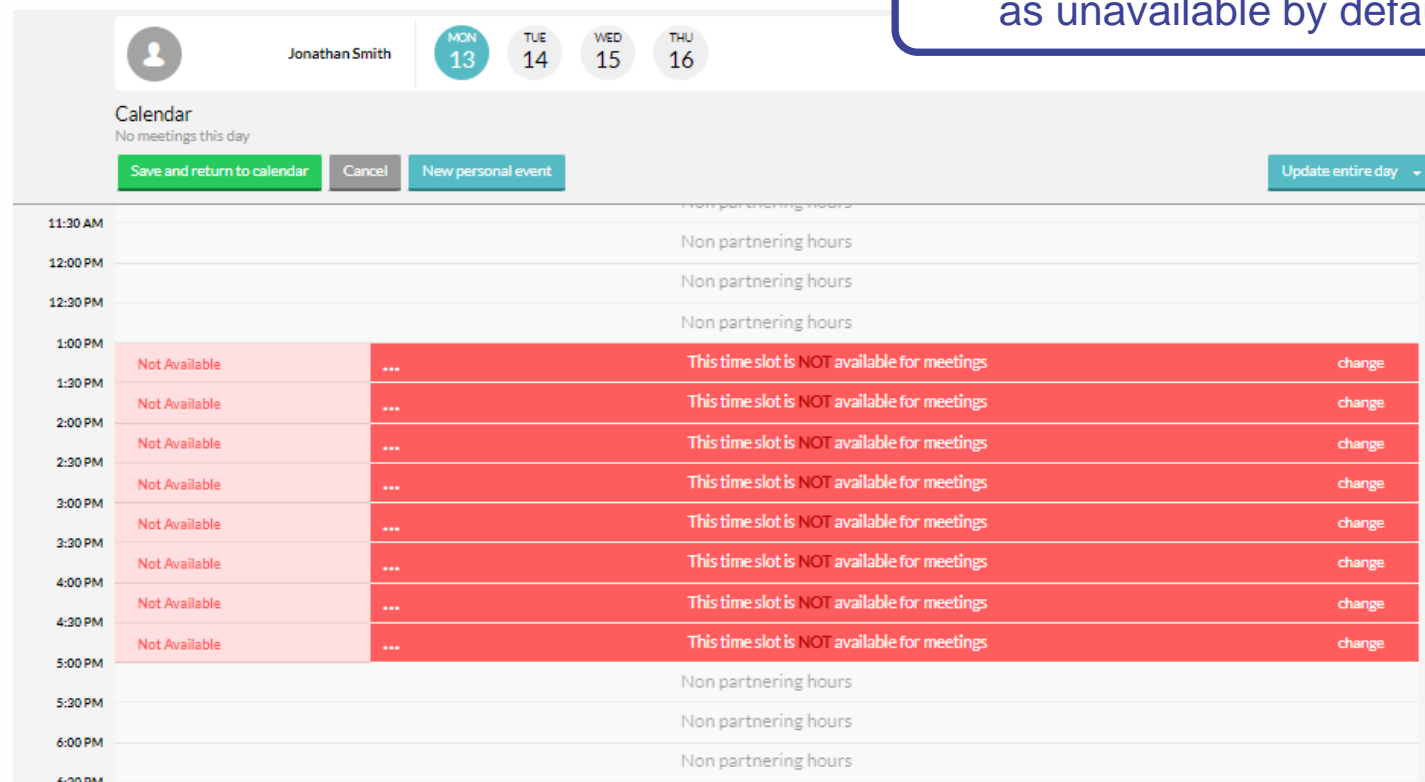
View your **scheduled partnering meetings** and their locations

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

Filter for investors

Type text here to search the directory

Investors only

Filters (0)

Companies (7) Delegates (13) Assets (2) Market Products (2) Services (5)

Search tips

Saved searches

Search history

Export

Advanced search

Modification date

Modification date

A-Z

Relevancy

with

NEW REQUEST

Make a note

SCHEDULED

Make a note

ACCEPTED

Make a note

NEW REQUEST

Make a note

NEW REQUEST

Make a note

NEW REQUEST

Make a note

	UMBRELLA CONSULTING 1 prior meeting 0 notes Premium consulting services	Financial, legal, consulting	France	PRIVATE	view website
	BREAKTHROUGH MEDICINES ASSOCIATION 2 prior meetings 0 notes Based in London, our association brings biopharmaceutical companies together.	Public, NPO, govt., economic development	United Kingdom	OTHER	view website
	MONOLITH BIOTECHNOLOGY CORP. 0 notes Standing tall at the forefront of therapeutic and animal health R&D.	Biotech or pharma, therapeutic R&D , Biotech or pharma, animal health	Canada	PRIVATE	view website
	FUTUREPHARMA HOLDINGS 1 prior meeting 0 notes We are investors	Investor Independent Research Firm	United States		
	AMERICAN GMO GROUP 1 prior meeting 0 notes From seed to table, our GMO research continues to grow.	Biotech - food & agriculture , Biotech or pharma, animal health	United States	PRIVATE	
	MEGAPHARMA 2 prior meetings 0 notes The premiere global pharmaceutical company.	Biotech or pharma, therapeutic R&D , Digital health	Germany	PUBLIC: NASDAQ: MGPHR	view website
	BIOTECHNOLOGY INNOVATION ORGANIZATION BIO is the primary advocacy organization for the biotechnology industry.	Public, NPO, govt., economic development	United States	OTHER	view website

Quickly send a meeting request to an identified target

NEW REQUEST

Make a note

Advanced search

Clear

Filter

X

2

1

Company name

Enter text...

Company types

Biotech or pharma, therapeutic R... X

Primary therapeutic areas

Select

No primary therapeutic areas selected

Secondary therapeutic areas

Select

No secondary therapeutic areas selected

Company registration date

From... → To...

Ownership

Private

Public

Other

Identify newly added companies

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

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

The screenshot displays the Message Center interface. On the left, a sidebar contains filters for 'Unread', 'Requests type' (Incoming, Outgoing), 'Status' (All, Requested, Scheduled, Pending reschedule, Accepted, Canceled, Declined), and 'Advanced filters'. The main area shows a list of requests. The first request is from 'US Department of Emerging Sciences' with a status of 'ACCEPTED'. The second is from 'Lakeside Oncology' with a status of 'ACCEPTED'. The third is from 'Xavier Institute of Medicine' with a status of 'ACCEPTED'. The fourth is 'Investor Meeting Request' with a status of 'No mutual availability' (indicated by a red warning icon). The fifth is 'To Umbrella Consulting' with a status of 'SCHEDULED' and a meeting time of 'Jun 14, 11:30 AM - 12:00 PM BF-X328'. A 'No more results' message is at the bottom. A dropdown menu for 'Last change' is open, showing options: Last change, Status, Sender, Recipient. A callout box points to the 'No mutual availability' status with the text: 'Meeting Requests that are “Accepted” but with no timeslot available to schedule it will be marked with a red “No Mutual Availability” tag'.

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**

New meeting request

To

ZZZ Aquarium

Request subject and message

Title

Message

Linked resources

Choose

No assets, market products, services or content are linked yet

Participants

Delegate

You
Coordinator, Partnering Operations

Choose

Cancel

Send request

Pick participants

SaveCancel

Filter company delegates here

[View calendar](#)

Lorenzo Tucker

No free timeslot

[View calendar](#)

Mackensie Vernetti

2 free timeslots

[Click to add as participant](#)

[View calendar](#)

Nicholas Zuccaro

7 free timeslots

[Click to remove as participant](#)

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

The screenshot shows a meeting request from the 'US Department of Emerging Sciences Academic, tech transfer' with an incoming status. At the top right, it says 'REQUESTED'. Below the header, there are three buttons: 'Accept request' (green), 'Decline request' (red), and 'Reply only' (teal). A blue arrow points from the 'Accept request' button to the 'Accept Request' dialog box on the right. Below the buttons, there are sections for 'US Department of Emerging Sciences Participants' (listing Emily Kensington), 'LeGrande Pharma Participants' (No one added yet), 'US Department of Emerging Sciences linked resources' (No linked resources added yet), and 'LeGrande Pharma linked resources' (No linked resources added yet). At the bottom, there is a section for 'Follow-Up Meeting regarding Partnership at BIO Convention' with a 'Share my contact information' button and a 'Reply only' button. A blue arrow points from the 'Share my contact information' button to a callout box.

The 'Accept Request' dialog box shows the title 'Follow-Up Meeting regarding Partnership at BIO Convention'. It includes a 'From' field with the 'US Department of Emerging Sciences' logo and name. Below is a 'Your Message' text area. At the bottom, there are 'Cancel' and 'Accept Request' buttons. The 'Accept Request' button is highlighted with a green border.

Share your contact information directly with a specific company.

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**

The screenshot displays the 'TAGS AND TAGGED DELEGATES' interface. At the top, it shows 'Umbrella Consulting Financial, legal, consulting' with an 'Outgoing' status. Below this are two buttons: 'Request reschedule' and 'Cancel meeting'. A callout points to the meeting time 'Tuesday, June 14 11:30 AM to 12:00 PM' with the text 'Displayed meeting time is in the conference time zone'. Another callout points to the location 'BF-X328' with the text 'Meeting location'. A third callout points to the 'Reply only' button with the text 'Click Reply Only to send a message to the other company within the meeting request'. The interface also shows sections for 'LeGrande Pharma Participants' (Jonathan Smith) and 'Umbrella Consulting Participants' (Nick Robinson), each with an 'Edit' button. Below these are sections for 'LeGrande Pharma linked resources' and 'Umbrella Consulting linked resources', both showing 'No linked resources added yet'. At the bottom, there is a 'Meeting at BIO 2022' section with a 'Share my contact information' button and a 'Reply only' button. A status bar at the very bottom indicates 'The meeting has been scheduled or rescheduled'.

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.)
2. Download the BIO One-On-One Partnering mobile app, on the Apple App Store or Google Play Store, to see your most up-to-date 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

The screenshot displays a web interface for a user named Jonathan Smith. At the top, there are navigation tabs for Monday (13), Tuesday (14), Wednesday (15), and Thursday (16). Below this, the 'Calendar' section indicates '2 Meetings that day'. Action buttons include 'Change availability', 'New personal event', 'Print', and 'Export'. The main calendar area shows a vertical timeline. Events are color-coded: dark blue for meetings, yellow for breaks, and light blue for presentations. A callout box labeled 'Meeting Information' points to the 11:30 AM event.

Time	Availability	Event
10:30 AM	Available	10:30 AM EX-256b (Lakeside Oncology)
11:00 AM	Available	11:00 AM - 11:30 AM Coffee Break
11:30 AM	Available	11:30 AM BF-X328 Umbrella Consulting
12:00 PM	Not Available	
12:30 PM	Not Available	12:30 PM - 1:30 PM Grand Auditorium Covid-19 Boosters in 2022 Presentations
1:00 PM	Not Available	
1:30 PM	Not Available	
2:00 PM	Not Available	
2:30 PM	Not Available	
3:00 PM	Not Available	

Contact Information



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Customer Service: Monday–Friday, 9 AM-5 PM ET