

# BIO One-on-One Partnering™ System Tutorial

Hybrid Conference

Help & Support  
[biopartnering@bio.org](mailto: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.

**The email containing partnering login instructions is not the same as your registration confirmation/receipt. The partnering email will come from [noreply.partnering@bio.org](mailto:noreply.partnering@bio.org)**

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

The screenshot shows the ONE Partnering homepage. At the top is a dark blue navigation bar with the ONE logo and links for HOME, PROFILE, SEARCH, CALENDAR, MESSAGE CENTER, and a New request button. On the right of the bar are BOOKMARKS and a Bio logo. Below the navigation bar is a large banner for the CEO & Investor Conference. A search bar is positioned below the banner with the text "Search for companies and start sending requests". On the left side, there is a sidebar with sections for COMPANY PROFILE (100% complete, Update button), MEETING REQUESTS (All, Incoming, Outgoing filters; Requested: 0, Accepted, to be scheduled: 0, Accepted, no availability: 0, Declined: 0; View all button), and MEETINGS (All, Incoming, Outgoing filters). The main content area features an "UPCOMING BIO EVENTS" section with a card for the "2022 BIO International Convention" (June 13-16, 2022) in San Diego. To the right, there is a "Partnering Feed" section with a sponsored post from HCW (H.C. Wainwright & Co.) titled "HYBRID PARTNERING AT 2022 BIO CEO & INVESTOR CONFERENCE".

## Search Bar

Quickly search for companies, assets, etc. of interest

Partnering Feed Sponsors & other special listings

# Company Profile

Upload your company's logo

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

Biotechnology Innovation Organization

Your profile is PUBLISHED Unpublish

**Description**

Company type: Public, NPO, gov., economic dev...

Keywords: BIO, biotechnology, biotech, partnering, advocacy, business forum, purchasing program, BIO business solutions, membership

Brief description: BIO is the primary advocacy organization for the biotechnology industry.

Description: The Biotechnology Innovation Organization (BIO) represents biotechnology companies, academic institutions, state biotechnology centers and related organizations across the United States and in more than 30 other nations. BIO members are striving to help fuel, feed and cure the world by being involved in the research and development of innovative healthcare, agricultural, industrial and environmental biotechnology products. BIO also produces the BIO International Convention, the world's largest gathering of the biotechnology industry, along with industry-leading investor and partnering meetings held around the world. We also offer BIO Business Solutions, the largest cost savings purchasing program for the biotech industry. Members may participate for no charge to save on items they need to run a successful biotechnology enterprise - from lab products, business insurance, office supplies, shipping needs, and more.

News: Be on top of trending biotech news with Good Day BIO. See what it's all about at <https://www.bio.org/goodday>.

Company objectives: Advance biotechnology by facilitating dealmaking, investment, and procurement on a massive scale.

Licensing objectives

**Assets** Manage assets

**Services** Manage services

Membership: Other

BIO Business Solutions: Other

BIO One-on-One Partnering: Information Technology

**Market Products** Manage market products

**Management** Edit

Michelle McMurry-Heath, President & CEO

**Delegates**

Christine Orsini, Manager, Partnering Products & Services (In-person & Virtual)

Jane Smith, Manager, Partnering Operations (Virtual)

Lorenzo Tucker, Coordinator, Partnering Products & Services (In-person)

Mackensie Vernetti, Senior Manager, Partnering Operations (Virtual)

Nicholas Zuccaro, Coordinator, Partnering Operations

Willie Reaves, Chief Business Strategy Innovation Officer (In-person & Virtual)

**Content** Upload file

BBS Program Flyer M ...

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

See your attendance type & change your local time zone

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**

**Event attendance**  
Location: In-person & Virtual

**Timezone**  
City:

**Delegate profile**  
Company: Biotechnology Innovation Organization  
Job title: Coordinator, 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: [Autofill](#)  
Telephone:

**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 two time zones – conference time zone and your local time zone

View your **scheduled partnering meetings**

Add **program, presentations, networking**

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

The screenshot shows a calendar interface for Nicholas Zuccaro. The top navigation bar includes the user's name, a profile icon, and days of the week (MON 17, TUE 18, WED 19, THU 20). Below this, the calendar title is "Calendar" with a note that the timezone is currently set to EDT (UTC-04:00) and a link to change it. The main area displays a list of events for the current day, including "Internal Team Meeting" (08:00 - 08:30), "Morning Welcome Reception Conference Programming" (09:00 - 09:30), "Indigo Investments" (10:00), and "Booth1 - Located on Floor 1 Balsa Pharma" (11:00). A dropdown menu is open over the "Export" button, showing options: "Individual calendar - PDF", "Individual calendar - Excel", "Company calendar - PDF", "Company calendar - Excel", and "ICS (Outlook, Google calendar, etc.)". A callout box points to this menu with the text: "Export your individual & company schedules, in a variety of formats".

**NOTE:** Your Calendar is marked as unavailable by default.

The screenshot shows a calendar interface for Nicholas Zuccaro. The top navigation bar includes the user's name, a profile icon, and days of the week (MON 17, TUE 18, WED 19, THU 20). Below this, the calendar title is "Calendar" with a note that the timezone is currently set to EDT (UTC-04:00) and a link to change it. The main area displays a grid of time slots, all of which are marked as "Not Available". A callout box points to the "Not Available" status with the text: "NOTE: Your Calendar is marked as unavailable by default." The grid shows time slots from 00:00 to 05:00. Each row has a "change" link.

## 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**

Export search results

Search tips | Saved searches | Search history | Export

Advanced search

Modification date

Modification date

A-Z

Relevancy

with

UMBRELLA CONSULTING 1 prior meeting 0 notes Premium consulting services	Financial, legal, consulting	France	PRIVATE	view website	NEW REQUEST	★
BREAKTHROUGH MEDICINES ASSOCIATION 2 prior meetings 0 notes Based in London, our association brings biopharmaceutical companies together.	Public, NPO, gov., economic development	United Kingdom	OTHER	view website	SCHEDULED	★
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	ACCEPTED	★
FUTUREPHARMA HOLDINGS 1 prior meeting 0 notes We are investors	Investor Independent Research Firm	United States			NEW REQUEST	★
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		NEW REQUEST	★
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	NEW REQUEST	★
BIOTECHNOLOGY INNOVATION ORGANIZATION BIO is the primary advocacy organization for the biotechnology industry.	Public, NPO, gov., economic development	United States	OTHER	view website		

**Quickly send a meeting request to an identified target**

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 is a sidebar with navigation and filter options. The main area shows a list of meeting requests with their status and details. A dropdown menu is open over the 'Last change' column, showing options for sorting. A callout box points to a 'No mutual availability' tag on an 'ACCEPTED' request.

**Dashboard** 4 Items

Export Last change ▾

All requests

Requests you are tagged in

Enter searched text

Unread

Unread messages only

Requests type

Incoming requests

Outgoing requests

Status

All

Requested

Scheduled

Pending reschedule

No mutual availability

To be rescheduled

Accepted

No mutual availability

To be scheduled

Canceled

Declined

Advanced filters

To American GMO Group  
last update a few seconds ago  
Introduction to Your Company's Pipeline

From Lakeside Investment Group  
last update 2 minutes ago  
Follow-Up Regarding Funding

To Umbrella Consulting  
last update 3 minutes ago  
Financial, legal, consulting  
Consulting Services for Foreign Markets

From Megapharma  
last update 7 minutes ago  
Partnership Update at BIO Digital 2021  
Jan 10, 01:30 - 02:00 (UTC-04:00) ...  
<https://zoom.us/j/94052183201?pwd=bm...>

ACCEPTED

REQUESTED

SCHEDULED

No mutual availability

No more results

Last change

Status

Sender

Recipient

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**

**NOTE:** To send a meeting request, the participant from your company must mark at least one time slot on their calendar as available for partnering.

The image shows two overlapping screenshots from a software interface. The primary screenshot is a 'New meeting request' form with the following sections: 'To' (a search field for companies), 'Request subject and message' (fields for 'Title' and 'Message'), 'Linked resources' (with a 'Choose' button and a note that no assets are linked yet), and 'Participants' (with a 'Choose' button and a list of delegates). The 'Participants' list includes 'You' (Senior Manager, Partnering Operations) and several other delegates from 'Bio'. A blue box highlights the 'Choose' button, with an arrow pointing to a secondary 'Pick participants' modal. This modal shows a list of delegates from 'Bio' with their names, photos, and availability status (e.g., 'No free timeslot', '226 free timeslots', '18 free timeslots', '1 free timeslot'). Each delegate has an 'In-person & Virtual' toggle and a 'View calendar' link. The delegate 'Nicholas Zuccaro' is highlighted with a blue border and has a 'Required' dropdown menu next to his name. The modal also has 'Save' and 'Cancel' buttons at the top right.

# 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

TAGS AND TAGGED DELEGATES Edit Tags

Indigo Investments REQUESTED  
Incoming

✓ Accept request × Decline request

Indigo Investments Participants Edit

Breakthrough Biotech Participants Edit

Indigo Investments linked resources Edit

Breakthrough Biotech linked resources Edit

Meeting during the Conference Share my contact information Reply only

Indigo Investments REQUESTED  
Apr 21, 11:27 (UTC-04:00)

New meeting requested  
Jane Smith wrote on behalf of Jon Smith:  
Hi Breakthrough Biotech,  
  
We are interested in meeting during this conference.  
  
Best regards,  
Jon

Accept Request ×

Meeting during the Conference

From  
Indigo Investments

Your Message  
Message

Linked resources Choose

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

Participants Choose

You

Cancel Accept Request

Share your contact information directly with a specific company.

**NOTE:** To accept an incoming meeting request, a participant from your company must mark at least one time slot on their calendar as available for partnering.

# 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 shows a meeting management interface for 'Indigo Investments'. At the top, there's a header 'TAGS AND TAGGED DELEGATES' with an 'Edit Tags' link. The main section is titled 'Indigo Investments' and 'Incoming'. It features a 'Request reschedule' button and a 'Cancel meeting' button. Meeting details are displayed: 'SCHEDULED', 'Wednesday, April 19', '10:00 to 10:30 (UTC-04:00)', 'No in-person location', and a Zoom link with a 'Copy' button. A 'Location details' link is also present. Below the meeting details are two columns for participants: 'Indigo Investments Participants' and 'Breakthrough Biotech Participants'. Each column has a 'Required participants' section with a list of names (Jon Smith and Nicholas Zuccaro) and an 'In-person & Virtual' toggle. At the bottom, there are sections for 'Indigo Investments linked resources' and 'Breakthrough Biotech linked resources', both showing 'No linked resources added yet'. A 'Share my contact information' button and a 'Reply only' button are at the bottom right. Callouts highlight: 'Displayed meeting time is in the conference time zone' pointing to the time; 'View additional meeting details' pointing to the 'Location details' link; and 'Quickly join your virtual meeting at the scheduled time' pointing to the 'Join' button.

# NEW: Optional Meeting Participants

You can now mark a meeting participant as optional on your meeting requests, allowing you to prioritize meeting attendance and get more meetings scheduled.

This is especially helpful for groups and those with busy colleagues and limited availability for meetings.

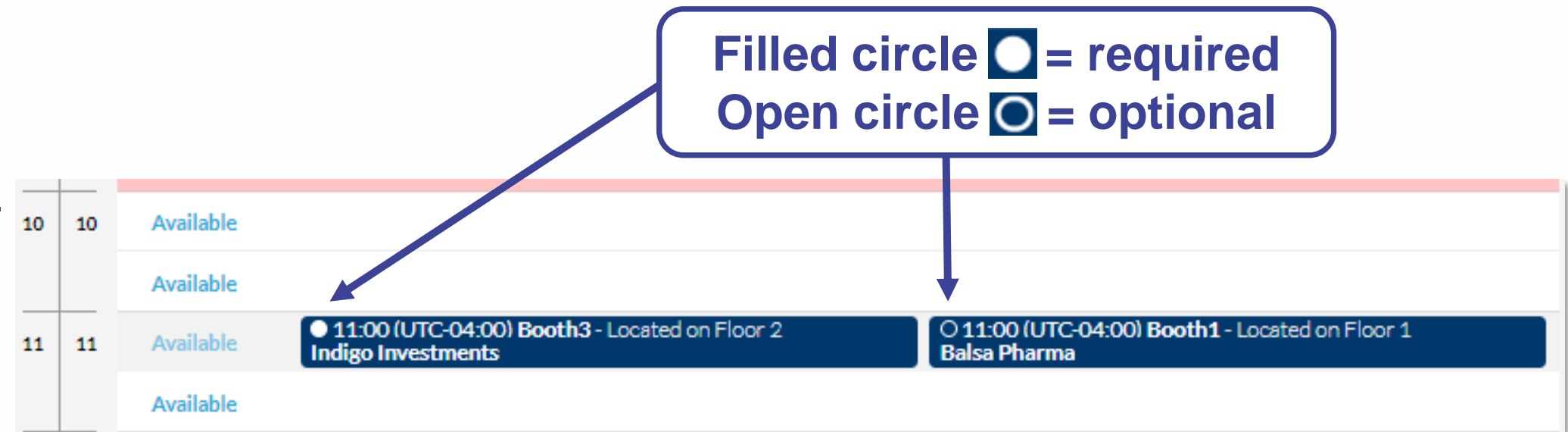
1. Click "Edit" in the participants section on a meeting request
2. Select a colleague (or yourself) and their participation type specific to that meeting - Required or Optional
3. Click "Save"

The screenshot shows the 'TAGS AND TAGGED DELEGATES' interface. At the top, there's a meeting card for 'Balsa Pharma Pharmaceutical Company' with details: 'SCHEDULED', 'Wednesday, April 19', '11:00 to 11:30 (UTC-04:00)', and 'Booth1'. Below this, there are sections for 'Balsa Pharma Participants' and 'Breakthrough Biotech Participants'. The 'Balsa Pharma Participants' section shows 'Required participants' with 'Dianna Ross, CEO' and an 'In-person & Virtual' tag. The 'Breakthrough Biotech Participants' section shows 'Required participants' with 'Nicholas Zuccaro'. A 'Pick participants' modal is open, showing a list of delegates: 'Lorenzo Tucker' (No free timeslot), 'Mackensie Verneti' (6 free timeslots), and 'Nicholas Zuccaro' (3 free timeslots). The modal also shows a dropdown menu for 'Required' with 'Optional' selected. Arrows indicate the steps: 1. Click 'Edit' on the participants section, 2. Select a participant and their participation type (Required or Optional), and 3. Click 'Save'.

# NEW: Optional Meeting Participants (Cont.)

Meetings display on your Calendar with a Required/Optional indicator.

It is possible to have more than one meeting on your calendar at the same time if you are marked as optional. **There will be only one required meeting on your calendar at any one timeslot.**



## A few more details about this new feature:

- Optional participants receive all of the scheduling notifications for the meeting, including the Outlook email invitations
- Scheduling will reference the mutual availability of the required participants only, cutting down on unschedule-able meetings without mutual availability
- Required v. optional is also noted on your schedule printout and outlook/email calendar invitations

# Attend Your Meetings

All in-person meetings will have the physical meeting location on your calendar.

When it is time to attend your virtual meetings, there are three different ways to locate your meeting information:

1. Find your meeting on your Calendar and click on the link (as shown)
2. Find your meeting in the Message Center and click the **Join** button
3. Find the meeting invitation in your personal calendar (Outlook, Google, etc.) and click on the link included

The screenshot shows a calendar interface for Nicholas Zuccaro on Wednesday, March 19, 2020. The calendar is set to EDT (UTC-04:00). The interface includes a header with the user's name, a navigation bar with days of the week (MON 17, TUE 18, WED 19, THU 20), and a main area with a list of meetings. The meetings are: 'Internal Team Meeting' (08:00 - 08:30) and 'Morning Welcome Reception Conference' (09:00 - 09:30). The 'Morning Welcome Reception Conference' meeting has a 'Join' button and a 'Virtual meeting link clickable here' callout. The 'Internal Team Meeting' has a 'Join' button and an 'In-person meeting details here' callout. The calendar also shows 'Available' and 'Not Available' status bars for various times.

# Contact Information



**Email:** [BIOpartnering@bio.org](mailto:BIOpartnering@bio.org)

**Phone:** +866.356.5155 (U.S.)

+1.202.962.6666 (International)

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