The BIO One-on-One Partnering™ BIO Digital Tutorial

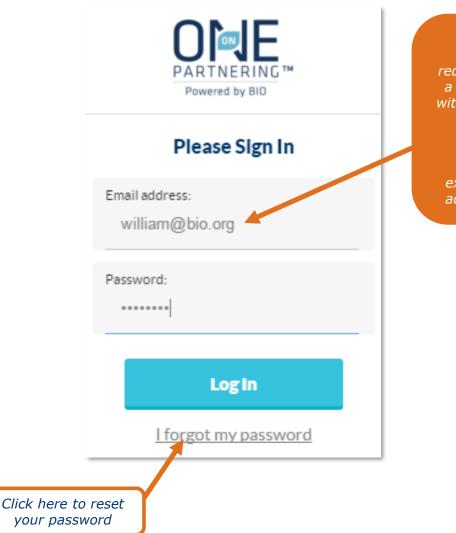


Powered by BIO

Instructions for BIO's One-on-One Virtual Partnering[™] System

Logging In

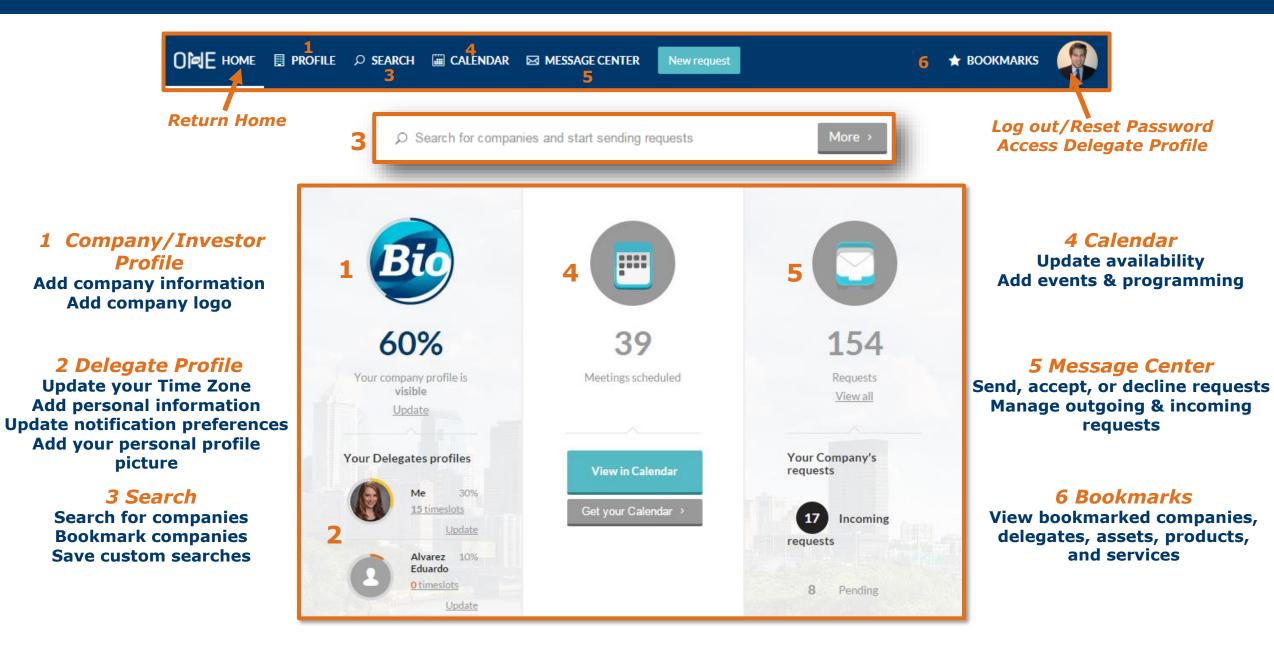
- Typically, you will receive a confirmation with login instructions from BIO Partnering within one to three business days after applying for partnering.
- If you used BIO's partnering system at a previous event, you may use the same password. The email will also contain a link to reset your password in case you have forgotten it.
- If this is your first time using BIO's partnering system, you will need to reset your password using the link provided in the email.



PLEASE NOTE:

Access to partnering requires that delegates use a company email address with their name attached to it. Generic (e.g. info@company.com, personal (e.g. Gmail/Hotmail) and executive assistant email addresses do not qualify.

Home Page

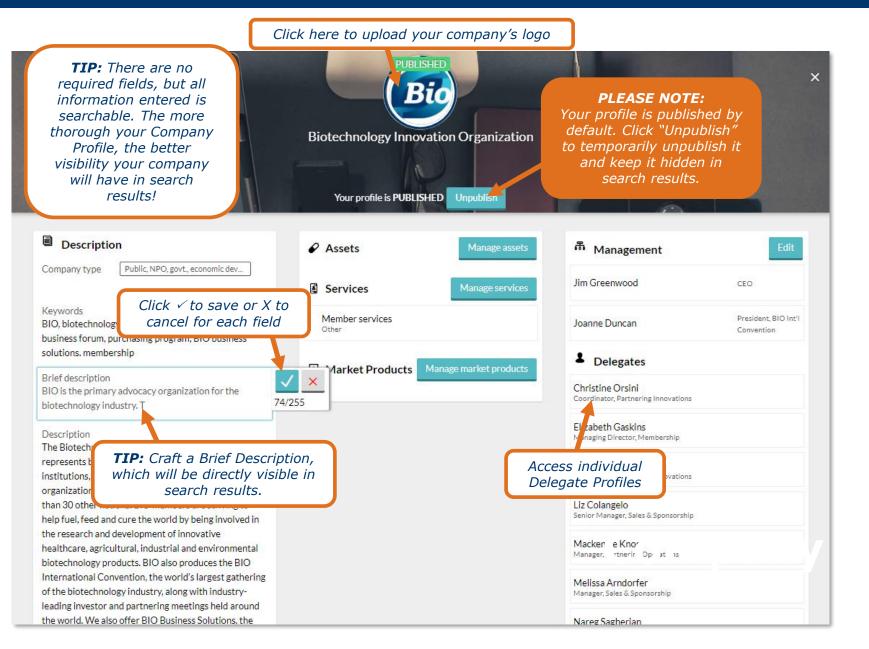


Company Profile

 Complete all applicable fields, especially those in the Description, Areas of Interest, Financials, and Contact Information sections

- Add Assets, Services, and Market Products if applicable
- Upload your company's logo

 Upload documents, graphics, and videos to the "Content" section



Assets, Services, and Market Products

1. Click Manage drug assets, services, or market products

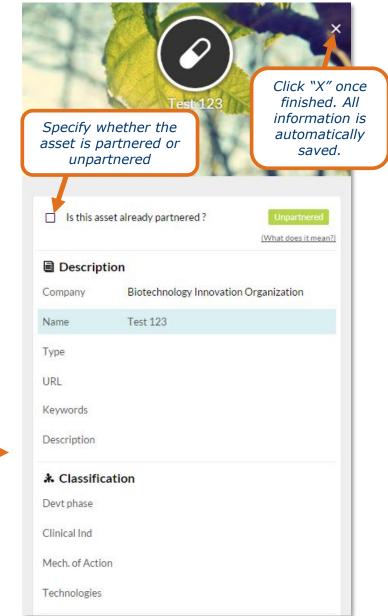
2. Type in the item's name to add a new name, or click **Add** to re-add existing item

3. Click Create

4. Complete all applicable fields, especially those found under **Description** and **Classification**

5. Upload supporting documents, graphics, and videos

PUBLIC		Add asset	×
Biotechnology Innov Your profile is PUBLIS	vation Organization	Create new asset Test Asset 123	
Assets	Manage drug assets	Or	_
Services Manage services Manage market products		Choose from existing assets	
		There is no description for this asset	



Investor Profile

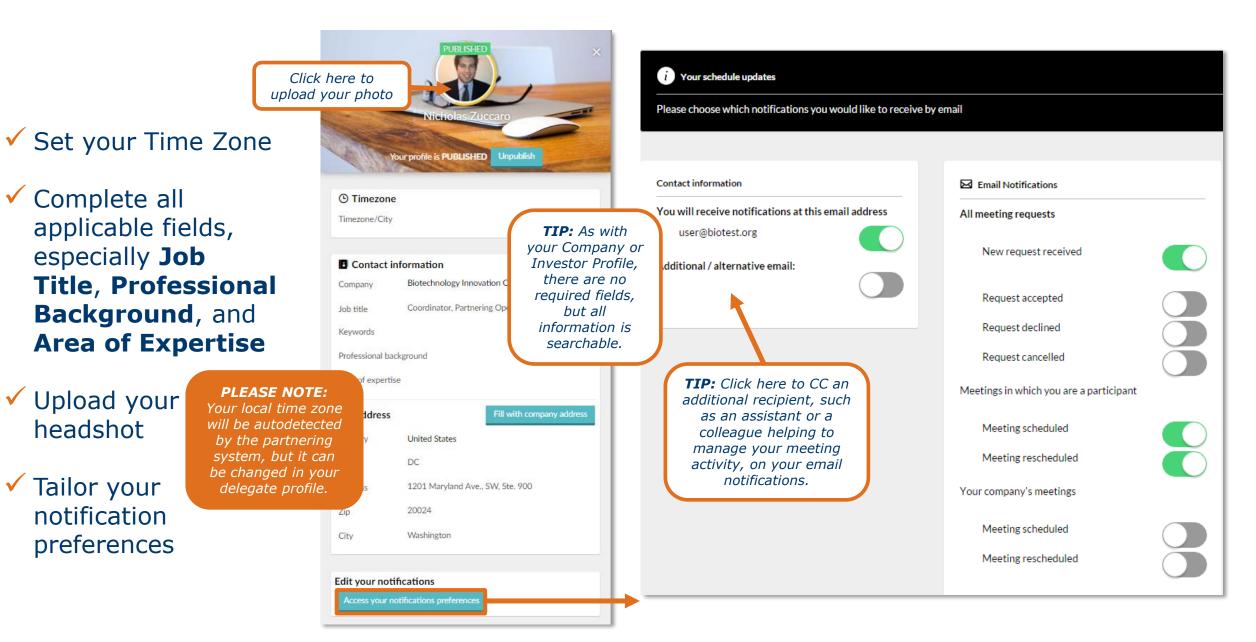
PLEASE NOTE: Your profile is published by default. Click "Unpublish" to temporarily unpublish it and keep it hidden in search results.

- Complete all applicable fields, especially those in the Investor Profile, Description, Investment Preferences, and Contact Information sections
- ✓ Upload your company logo

 Upload documents, graphics, and videos

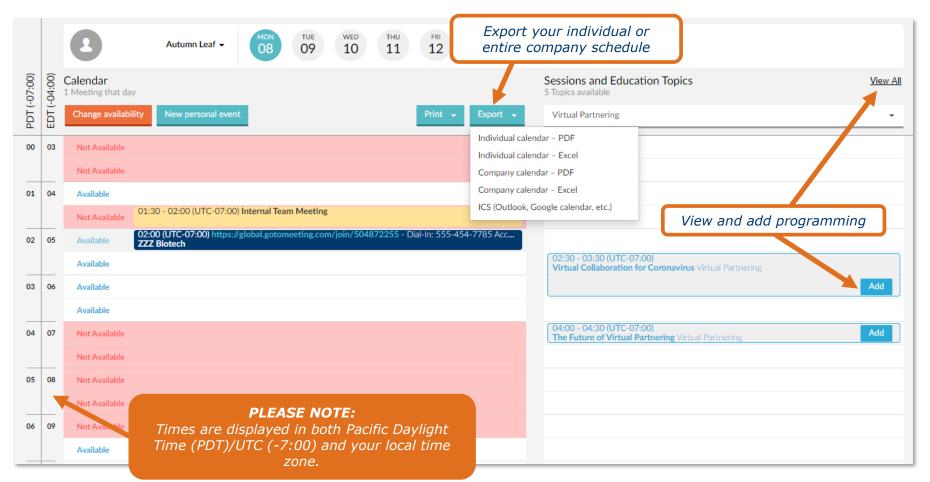
u,	lick here to	PLEASE NOTE: Registered investors will be set up ith an Investor Profile instead of a ompany Profile. While Investor and Company Profiles differ in content, both work the same way.
Investor profile	Investment preferences	岙 Management Edit
Investor type VC/Corporate VC	Investment stage Seed Early stage	
Assets managed 350 million		Sonia Dixon Partner
USD	Company cypes	La Delegates
Typical allocation 100 million USD	Other R&D services	- Delegates Access individual
Allocation preference		Dorothy Whitlow Delegate Profiles
Diversified with focus on energy in emerging markets	Asset types Small molecule Vaccine	helis Duras
Description	-	Julie Burns
Keywords	Therapeutic areas Endocrine disease Neoplasm	Melissa Gonzalez
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Delegate Profile & Notification Preferences



Calendar

- ✓ Update your availability
- View your scheduled partnering meetings
- Add programming sessions and presentations
- ✓ Add personal events
- Export your individual and/or combined company schedule



Updating Calendar Availability

3

1. Select the appropriate delegate from the top left drop-menu

2. Select the correct day of the Change av week

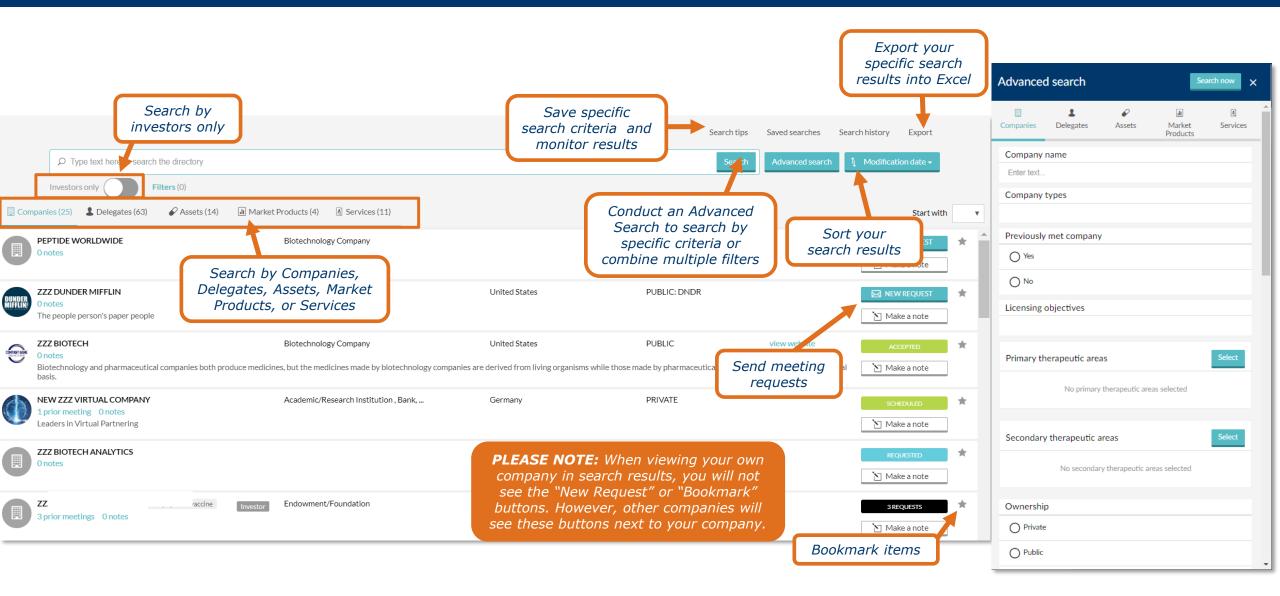
3. Click Change availability

4. Mark the timeslots available (or unavailable) by clicking **Change**, or update the entire day

5. Click Save and return to calendar

		Bio 1 Nichola		01 TUE WED THU 09 10 11	FRI 12	
PDT (-07:00)	EDT (-04:00)	Calendar No meetings this day 5				Session 2 Topics
PDT	EDT (Save and return to calendar	or Cancil New p	personal event 4	Update entire day 🛛 🛨	Virtual
vailability	03	Available	Update your	slot is available for meetings	Make available for partne Make NOT available for p	-
		Available	colleagues' Calendars	slot is available for meetings	change	parentering
01	04	Not Available	This time s	slot is NOT available for meetings	PLEASE N	
		Not Available	This time s	slot is NOT available for meetings	default, you will be n	marked
02	05	Not Available	This time s	slot is NOT available for meetings	unavailable timeslot. If y	you wish to
		Not Available	This time s	slot is NOT available for meetings	have a n scheduled	during a
03	06	Not Available	This time s	slot is NOT available for meetings	certain tim mark it as a	
		Not Available	This time s	slot is NOT available for meetings	change	
04	07	Not Available	This time s	slot is NOT available for meetings	change	
		Not Available	This time s	slot is NOT available for meetings	change	
05	08	Not Available	This time s	slot is NOT available for meetings	change	
		Not Available	This time s	slot is NOT available for meetings	change	
06	09	Not Available	This time s	slot is NOT available for meetings	change	
		Not Available	This time s	slot is NOT available for meetings	change	

Search & Advanced Search



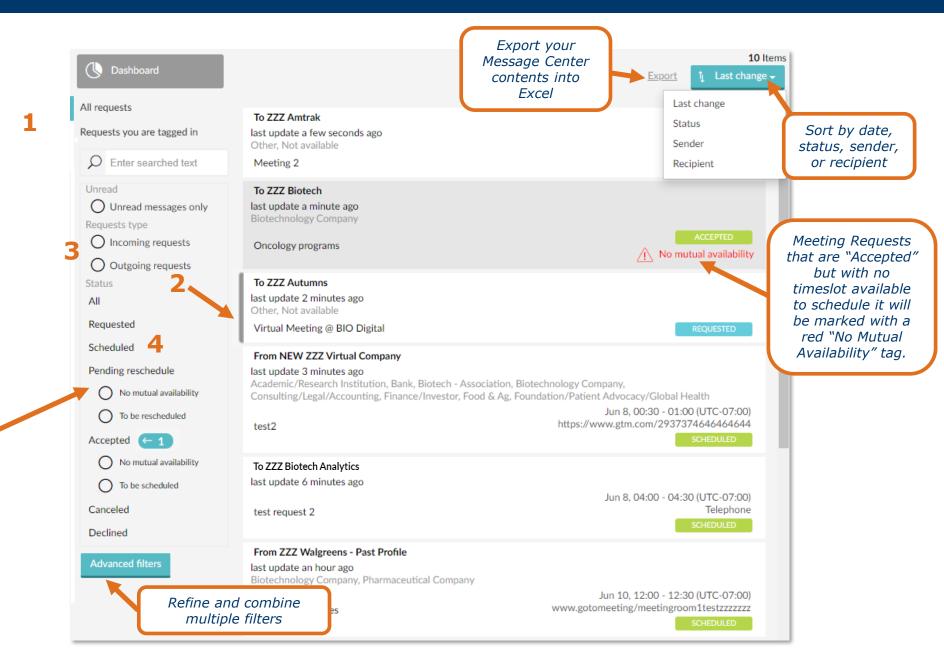
Message Center

PLEASE NOTE: The Message Center is set up at a company level. The same content will be displayed for all members of your company attending the conference.

Filter by....

Personal Tag
 Unread Messages
 Incoming & Outgoing
 Meeting Status

The number of Meeting Requests that are "Accepted" and ready to be scheduled



Sending Meeting Requests

1. Click **New Request** at the top of the page, or the envelope in your search results

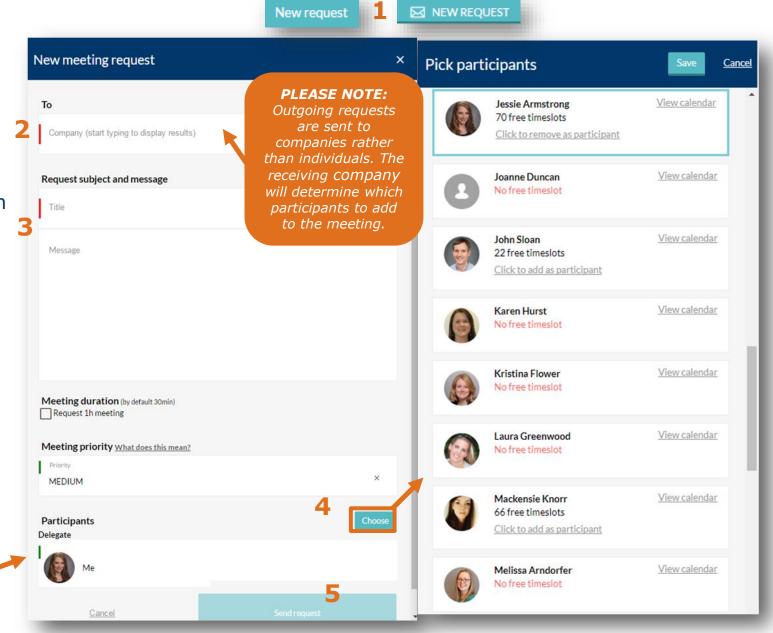
2. Type in the name of the company you'd like to meet with in the **To** field

3. Add a tailored subject and message in the **Title** and **Message** fields

4. Update meeting participants and availability, if necessary

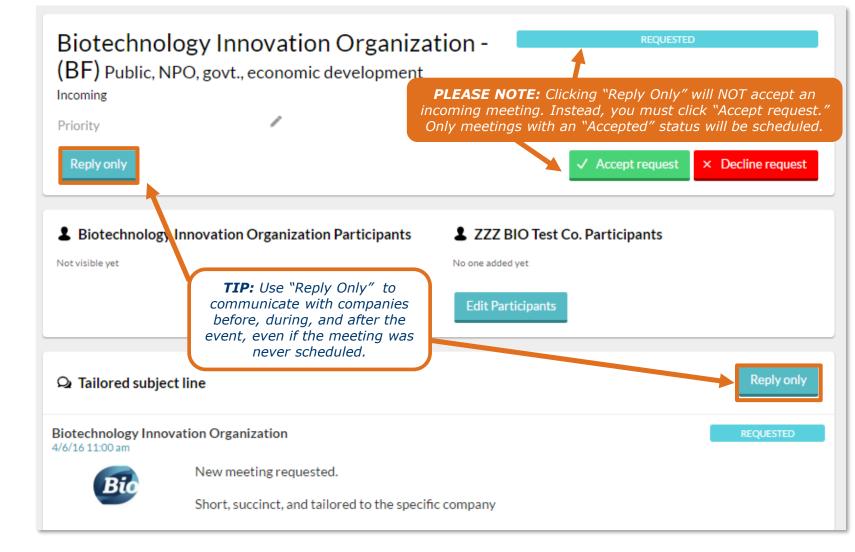
5. Click Send Request

PLEASE NOTE: The default participant will be you. Don't forget to replace yourself with another participant if you do not intend to attend the meeting, or add additional participants as necessary.

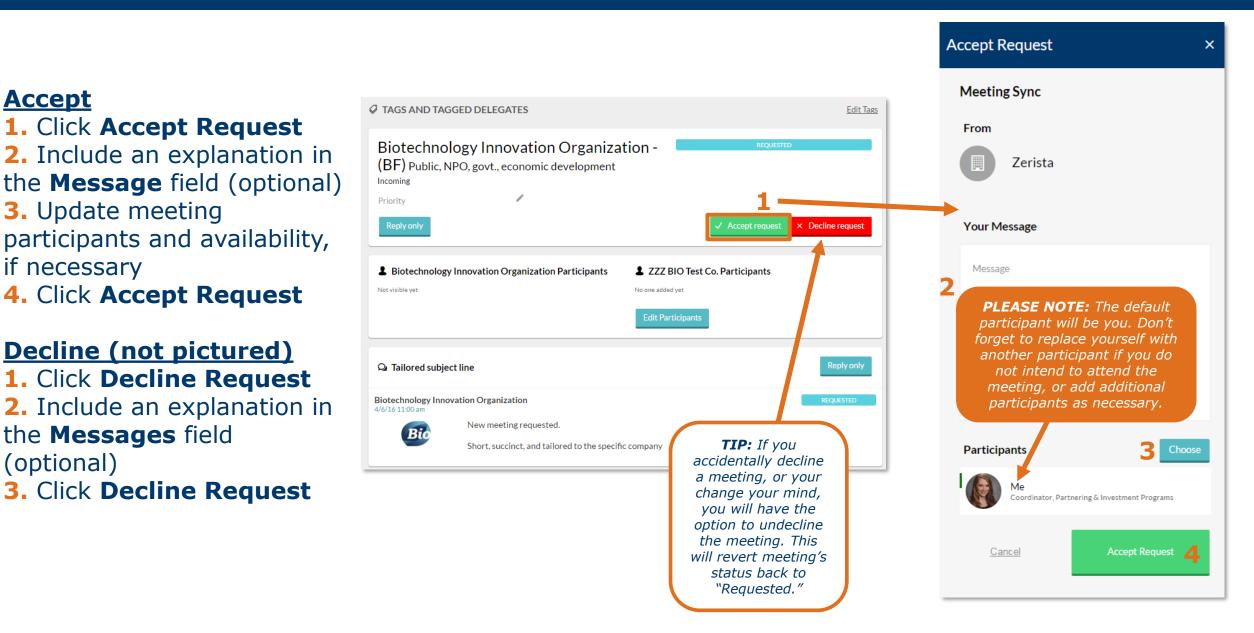


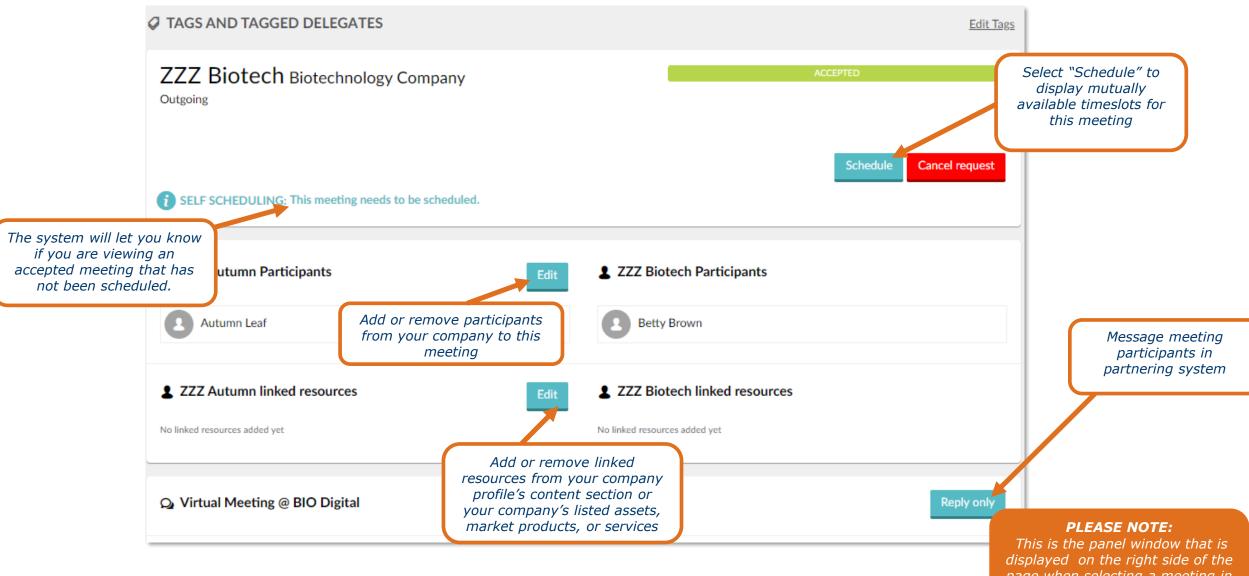
"Reply Only" to Meeting Requests

- Click **Reply Only** to create or a continue a conversation in an existing meeting request
- This will allow you to add an additional comment or question, or respond to the thread without changing the request's status
- This is useful if you would like more information before accepting a request, or if you would like to follow up with additional details



Accepting, Declining, & Canceling Meeting Requests





displayed on the right side of the page when selecting a meeting in the Message Center, seen on the previous slides.

If you accept an incoming meeting request, you will receive a popup in the **Message Center** asking if you would like to schedule the meeting now or later.

Schedule your accepted meeting

Thank you for accepting a meeting with Pharma Company 1.

Now someone from your company or Pharma Company 1 should schedule the meeting. You can schedule the meeting now, schedule the meeting later, or wait for someone from Pharma Company 1 to schedule the meeting. To schedule it later, someone from your company or Pharma Company 1 can return to the accepted meeting and press the Schedule button.



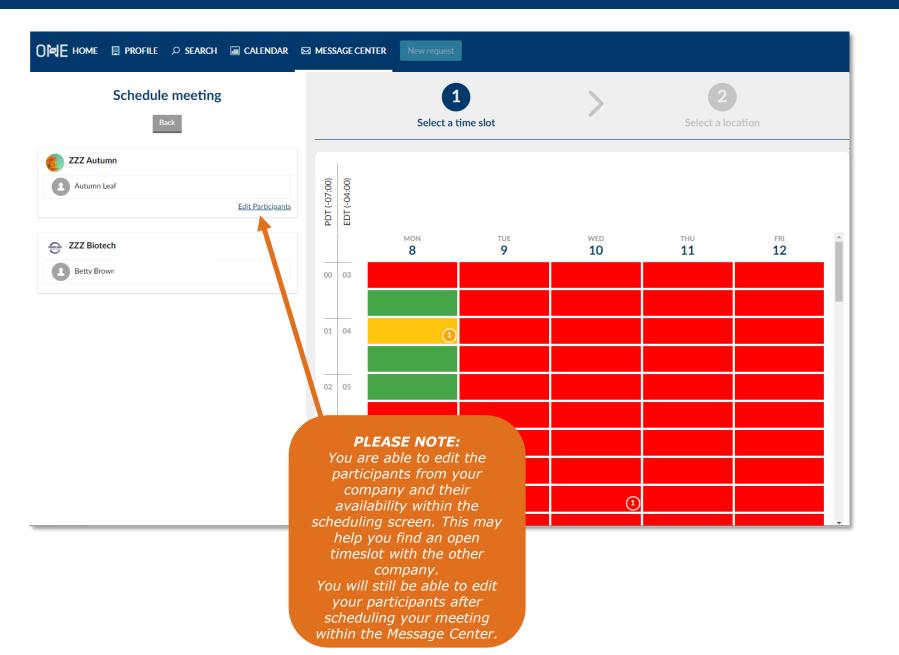
Schedule Later

Don't show again

PLEASE NOTE:

If you select "Don't show again," but would like to receive this notification again when you accepted meetings, reset your notifications under "Notification Preferences".

- Click on an available timeslot to bring up your choices for the meeting location
- Both the conference time zone and your own time zone will be displayed on the left-hand side

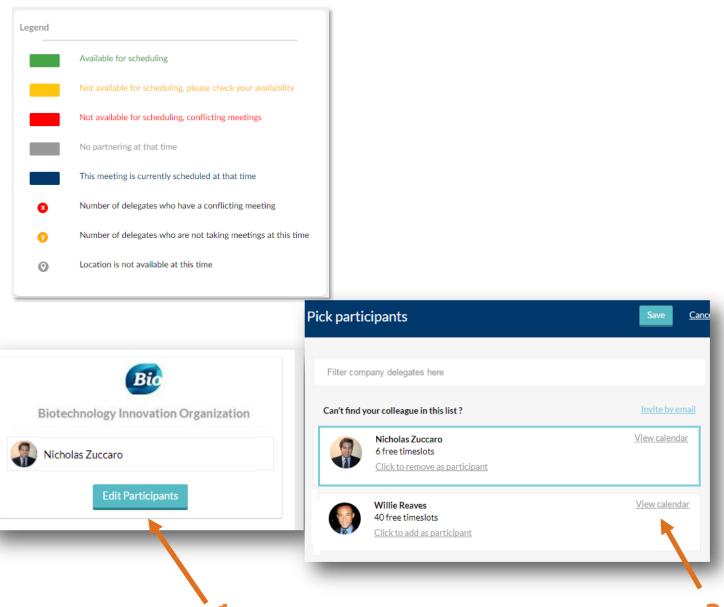


- Within the scheduling window, you will encounter all available timeslots.
- Opening more timeslots increases the chances of having mutual availability to schedule your meeting.

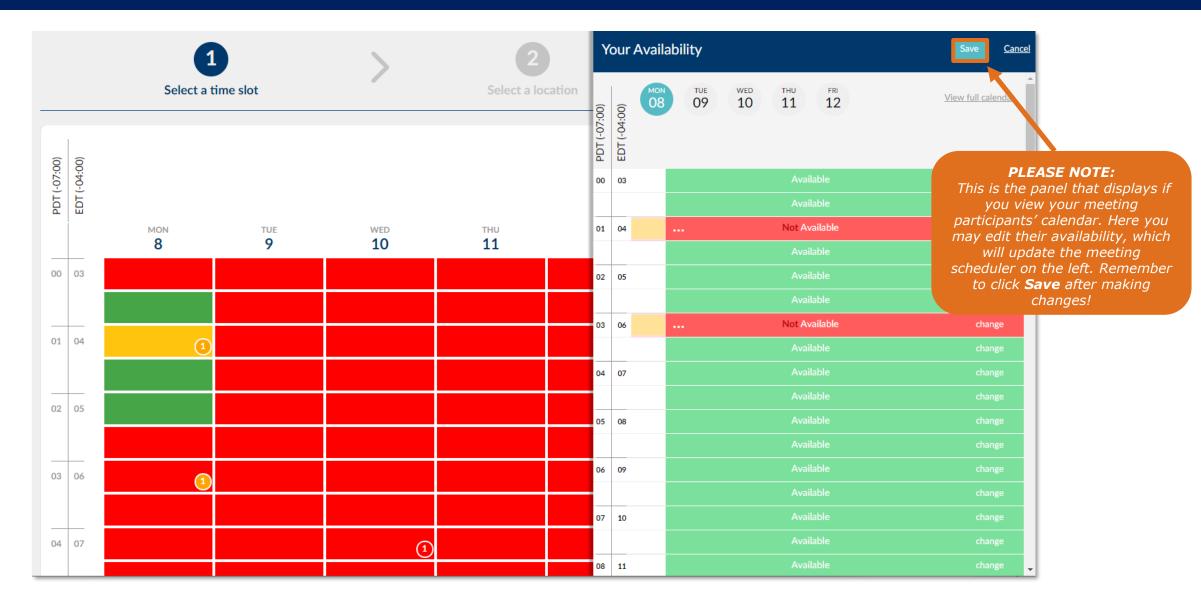
Changing Availability

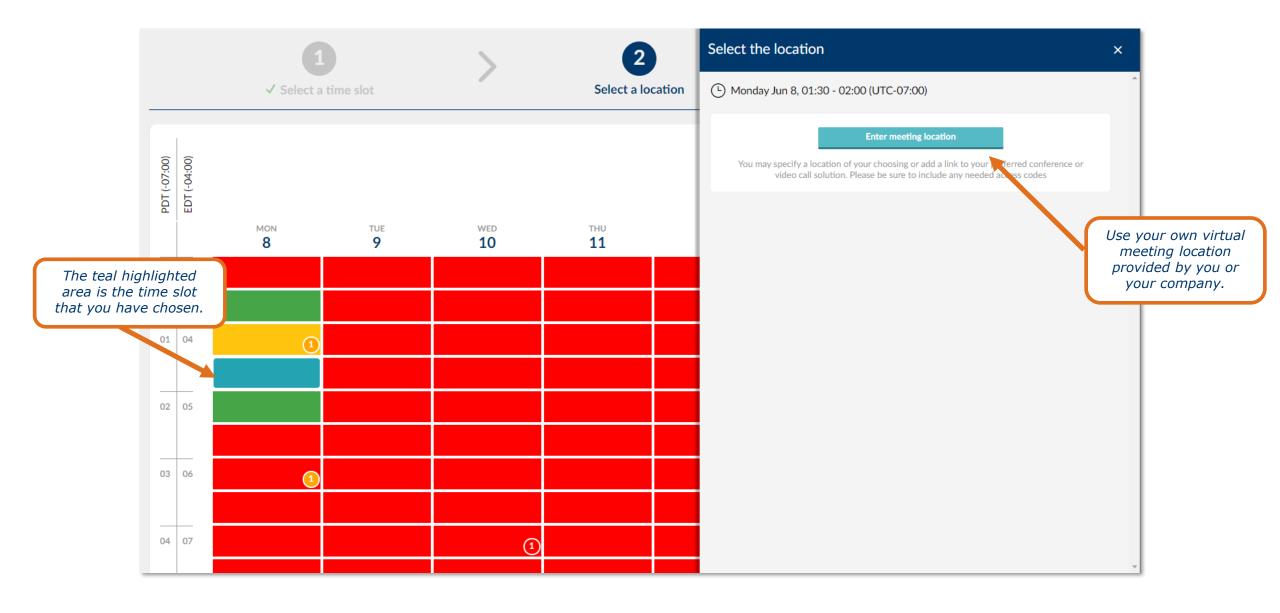
1. If you would like to change your availability without returning to the calendar page, click **Edit Participants** on the left hand side of the scheduling screen. This will bring up a list of your company's delegates.

2. Second, click **View Calendar** to edit your delegates' availability without leaving the scheduling page.



Changing Availability Within Scheduling





Using your own Virtual Meeting Space

1. If you have previously saved a meeting location, click in the "Reuse a saved location" field to select your location

2. If you want to create a new location, input the name or url, any dial-in numbers, and a brief description

3. If you plan on using this location again, click the box that says "Save this location...", then select **Use this location** to confirm your meeting

elect the location	×
Monday Jun 8, 01:30 - 02:00 (UTC-07:00)	~
Re-use a saved location	
OR specify a new location	
Enter the meeting location name, URL or phone number	
https://global.gotomeeting.com/join/504872255	Links will be displaye in the message
Enter any additional location information here Dial-in: 1-646-555-3127, Code: 701-555-398 (One-touch: 1-646-555-5124,,5587974	center, in the calendar, and on an external calendars
3 Save this location to use again later <u>Cancel</u> Use this location	ocation
	PLEASE NOTE: Once you click Use this location , you will be taken t

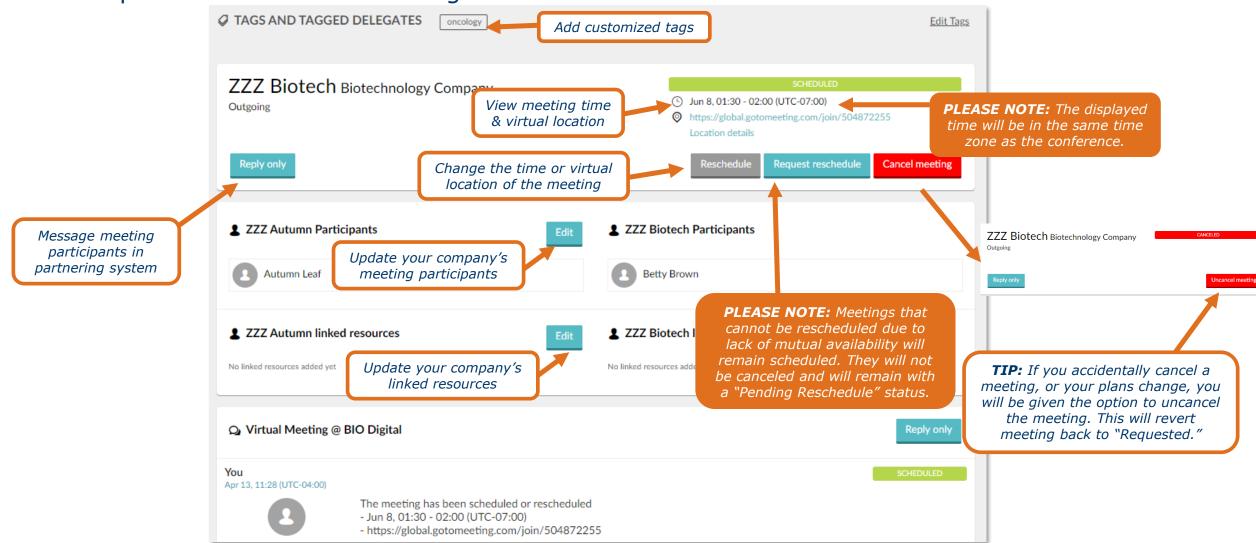
Summary of Meeting

- After you have confirmed a meeting, you will be brought to the "Summary" page to review and confirm your meeting.
- Click "Change" (1) to go back to the previous screen to edit any of the meeting details.
- If you are scheduling a meeting for another delegate within your company, you can click the box next to "Send me a copy" (2) to also receive the reservation information to your email on file.
- All attending delegates will automatically receive an email containing the reservation details.
- After reviewing the information, click
 Confirm and schedule to finalize the information. Details can be updated in Message Center



Updating Meetings

• Once a meeting has been scheduled, you can return to your Message Center at any time to update details of the meeting.



Contact Information



Email: <u>BIOpartnering@bio.org</u> Phone: +866.356.5155 (U.S.) +1.202.962.6666 (International) <u>@bio1x1</u>

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