

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



***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.

ONE  
PARTNERING™  
Powered by BIO

Please Sign In

Email address:  
william@bio.org

Password:  
.....

Log In

[I forgot my password](#)

**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](mailto:info@company.com), personal (e.g. Gmail/Hotmail) and executive assistant email addresses do not qualify.

Click here to reset your password

# Home Page



*Return Home*

3

Search for companies and start sending requests

More >

*Log out/Reset Password  
Access Delegate Profile*

## 1 Company/Investor Profile

Add company information  
Add company logo

## 2 Delegate Profile

Update your Time Zone  
Add personal information  
Update notification preferences  
Add your personal profile picture

## 3 Search

Search for companies  
Bookmark companies  
Save custom searches

The main content area is divided into three vertical panels. The left panel, labeled '1', features a 'Bio' section with a 60% completion indicator and an 'Update' link. Below it is a 'Your Delegates profiles' section showing two entries: 'Me' (30% complete, 15 timeslots) and 'Alvarez Eduardo' (10% complete, 0 timeslots), each with an 'Update' link. The middle panel, labeled '4', shows '39 Meetings scheduled' and a 'View in Calendar' button. The right panel, labeled '5', shows '154 Requests' with a 'View all' link and a section for 'Your Company's requests' showing '17 Incoming requests' and '8 Pending' requests.

## 4 Calendar

Update availability  
Add events & programming

## 5 Message Center

Send, accept, or decline requests  
Manage outgoing & incoming requests

## 6 Bookmarks

View bookmarked companies,  
delegates, assets, products,  
and services

# 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

Click here to upload your company's logo

**TIP:** There are no required fields, but all information entered is searchable. The more thorough your Company Profile, the better visibility your company will have in search results!

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

Biotechnology Innovation Organization

Your profile is **PUBLISHED** [Unpublish](#)

**Description**

Company type:

Keywords: BIO, biotechnology, business forum, purchasing program, BIO business solutions, membership

Brief description: BIO is the primary advocacy organization for the biotechnology industry. ☒ ☐ 74/255

Description: The Biotech... represents b... institutions... organization... than 30 other... 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

**Assets** [Manage assets](#)

**Services** [Manage services](#)

Member services: Other

**Market Products** [Manage market products](#)

**Management** [Edit](#)

Jim Greenwood CEO

Joanne Duncan President, BIO Int'l Convention

**Delegates**

Christine Orsini Coordinator, Partnering Innovations

Elizabeth Gaskins Managing Director, Membership

Liz Colangelo Senior Manager, Sales & Sponsorship

Mackenzie Knorr Manager, Partnering Operations

Melissa Arndorfer Manager, Sales & Sponsorship

Nareg Sagharian

Click ✓ to save or X to cancel for each field

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

Access individual Delegate Profiles

# 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

The screenshot shows the Biotechnology Innovation Organization profile on the left, with a 'PUBLISHED' badge and a 'Your profile is PUBLISHED' message. The 'Assets' section is highlighted with an orange box, showing options to 'Manage drug assets', 'Manage services', and 'Manage market products'. An orange arrow points from the 'Create' button in the 'Add asset' modal to the 'Add' button in the 'Choose from existing assets' section.

**Add asset**

Create new asset

Test Asset 123

**Create**

Or

Choose from existing assets

**Test Asset 456**  
There is no description for this asset **Add**

The screenshot shows the asset creation form with annotations. An orange box highlights the 'Is this asset already partnered?' checkbox, with a callout stating 'Specify whether the asset is partnered or unpartnered'. Another orange box highlights the 'X' button in the top right corner, with a callout stating 'Click "X" once finished. All information is automatically saved.'.

Test 123

☐ Is this asset already partnered? **Unpartnered**  
(What does it mean?)

**Description**

Company Biotechnology Innovation Organization

Name Test 123

Type

URL

Keywords

Description

**Classification**

Dev't phase

Clinical Ind

Mech. of Action

Technologies

# 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

The screenshot shows the 'Investor Profile' management interface. At the top, there's a banner image with a 'PUBLISHED' badge and a 'Bio INVESTOR' logo. A callout points to the logo area: 'Click here to upload your company's logo'. Another callout points to the 'Unpublish' button: 'PLEASE NOTE: Registered investors will be set up with an Investor Profile instead of a Company Profile. While Investor and Company Profiles differ in content, both work the same way.' Below the banner, the profile is divided into sections: 'Investor profile', 'Investment preferences', 'Description', 'Management', and 'Content'. The 'Investor profile' section includes fields for 'Investor type' (VC/Corporate VC), 'Assets managed' (350 million USD), 'Typical allocation' (100 million USD), and 'Allocation preference' (Diversified with focus on energy in emerging markets). The 'Investment preferences' section includes 'Investment stage' (Seed, Early stage), 'Company types' (Biotech or pharma, therapeutic R..., Other R&D services), 'Asset types' (Small molecule, Vaccine), and 'Therapeutic areas' (Endocrine disease, Neoplasm). The 'Description' section includes 'Keywords' (women's health oncology pr...), 'Year founded' (1990), and a 'Brief description' (Seed round non-disclosure agreement pivot alpha assets MVP. Social media business-to-business iPad mass market innovator. Ecosystem growth hacking churn rate direct mailing. Iteration entrepreneur founders agile development twitter buzz churn rate stealth). The 'Management' section includes a 'Delegates' list with names like Sonia Dixon, Dorothy Whitlow, Julie Burns, and Melissa Gonzalez. A callout points to the 'Delegates' list: 'Access individual Delegate Profiles'. The 'Content' section includes an 'Upload file' button and a list of uploaded files, including '2015 Fact Sheet.pdf'.

**PLEASE NOTE:** Registered investors will be set up with an Investor Profile instead of a Company Profile. While Investor and Company Profiles differ in content, both work the same way.

Click here to upload your company's logo

**Investor profile**

Investor type VC/Corporate VC

Assets managed 350 million USD

Typical allocation 100 million USD

Allocation preference Diversified with focus on energy in emerging markets

**Investment preferences**

Investment stage Seed Early stage

Company types Biotech or pharma, therapeutic R... Other R&D services

Asset types Small molecule Vaccine

Therapeutic areas Endocrine disease Neoplasm

**Description**

Keywords women's health oncology pr...

Year founded 1990

Brief description Seed round non-disclosure agreement pivot alpha assets MVP. Social media business-to-business iPad mass market innovator. Ecosystem growth hacking churn rate direct mailing. Iteration entrepreneur founders agile development twitter buzz churn rate stealth

Description Buyer advisor bandwidth. Backing advisor lean startup launch early venture gamification MVP

**Management**

Sonia Dixon Partner

**Delegates**

Dorothy Whitlow

Julie Burns

Melissa Gonzalez

**Content**

Upload file

2015 Fact Sheet.pdf

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

Access individual Delegate Profiles

# Delegate Profile & Notification Preferences

✓ Set your Time Zone

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

✓ Upload your headshot

✓ Tailor your notification preferences

Click here to upload your photo

**PLEASE NOTE:**  
Your local time zone will be autodetected by the partnering system, but it can be changed in your delegate profile.

**TIP:** As with your Company or Investor Profile, there are no required fields, but all information is searchable.

**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.

The screenshot shows a profile form for Nicholas Zuccaro. At the top, there is a photo placeholder with a 'PUBLISHED' badge and a button to 'Click here to upload your photo'. Below the photo, it says 'Your profile is PUBLISHED' and has an 'Unpublish' button. The form sections include:

- Timezone:** A dropdown menu labeled 'Timezone/City'.
- Contact information:** Fields for Company (Biotechnology Innovation C...), Job title (Coordinator, Partnering Op...), Keywords, and Professional background.
- Address:** Fields for City (United States), State (DC), Address (1201 Maryland Ave., SW, Ste. 900), Zip (20024), and City (Washington). There is a 'Fill with company address' button.
- Edit your notifications:** A button labeled 'Access your notifications preferences'.

The screenshot shows the 'Your schedule updates' section with the heading 'Please choose which notifications you would like to receive by email'. It includes the following settings:

- Contact information:** A section for email notifications.
- Email Notifications:** A section with a list of notification types and toggle switches.

Notification Type	Toggle Status
New request received	On
Request accepted	Off
Request declined	Off
Request cancelled	Off
Meetings in which you are a participant	
Meeting scheduled	On
Meeting rescheduled	On
Your company's meetings	
Meeting scheduled	Off
Meeting rescheduled	Off

# 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

The screenshot shows a web-based calendar interface. At the top, there's a header with a user profile icon, the name 'Autumn Leaf', and a week view showing days from Monday (08) to Friday (12). Below this, the main calendar area is divided into two columns: 'Calendar' (showing 1 meeting) and 'Sessions and Education Topics' (showing 5 topics). The 'Calendar' column has buttons for 'Change availability' and 'New personal event'. The 'Sessions and Education Topics' column has a 'View All' link and a dropdown menu for 'Virtual Partnering'. A 'Print' button is also visible. An 'Export' button is highlighted with an orange box and an arrow pointing to a dropdown menu with options: 'Individual calendar - PDF', 'Individual calendar - Excel', 'Company calendar - PDF', 'Company calendar - Excel', and 'ICS (Outlook, Google calendar, etc.)'. An orange box with the text 'Export your individual or entire company schedule' points to the 'Export' button. Another orange box with the text 'View and add programming' points to the 'Add' button of a session titled 'Virtual Collaboration for Coronavirus Virtual Partnering'. A third orange box with the text 'PLEASE NOTE: Times are displayed in both Pacific Daylight Time (PDT)/UTC (-7:00) and your local time zone.' points to the time slots in the calendar. The calendar itself shows a grid of time slots from 00:00 to 06:00. Slots are marked as 'Not Available' (red) or 'Available' (blue). A meeting titled 'Internal Team Meeting' is scheduled for 01:30 - 02:00 (UTC-07:00). A meeting titled 'Virtual Collaboration for Coronavirus Virtual Partnering' is scheduled for 02:30 - 03:30 (UTC-07:00). A meeting titled 'The Future of Virtual Partnering Virtual Partnering' is scheduled for 04:00 - 04:30 (UTC-07:00).

**Export your individual or entire company schedule**

**View and add programming**

**PLEASE NOTE:**  
Times are displayed in both Pacific Daylight Time (PDT)/UTC (-7:00) and your local time zone.

# Updating Calendar 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**

The screenshot displays the Bio calendar interface for Nicholas Zuccaro. The interface includes a top navigation bar with the Bio logo, the delegate's name, and a day selector (MON 08, TUE 09, WED 10, THU 11, FRI 12). Below this is a 'Calendar' section with the text 'No meetings this day'. A green button 'Save and return to calendar' is highlighted with an orange arrow labeled '5'. A blue button 'New personal event' is also visible. A dropdown menu 'Update entire day' is shown with options 'Make available for partnering' and 'Make NOT available for partnering'. A table of time slots is displayed, with the first two rows marked 'Available' and the rest 'Not Available'. An orange box labeled '3' points to the 'Change availability' button. An orange box labeled '4' points to the 'Update entire day' dropdown. An orange box labeled '2' points to the day selector. An orange box labeled '1' points to the delegate's name. A callout box says 'Update your colleagues' Calendars'. A 'PLEASE NOTE' box states: 'By default, your Calendar will be marked unavailable for every timeslot. If you wish to have a meeting scheduled during a certain time, please mark it as available.'

Time Slot	Availability	Action
03:00 - 04:00	Available	
04:00 - 05:00	Available	
05:00 - 06:00	Not Available	...
06:00 - 07:00	Not Available	...
07:00 - 08:00	Not Available	...
08:00 - 09:00	Not Available	...
09:00 - 10:00	Not Available	...
10:00 - 11:00	Not Available	...
11:00 - 12:00	Not Available	...
12:00 - 13:00	Not Available	...
13:00 - 14:00	Not Available	...
14:00 - 15:00	Not Available	...
15:00 - 16:00	Not Available	...
16:00 - 17:00	Not Available	...
17:00 - 18:00	Not Available	...
18:00 - 19:00	Not Available	...
19:00 - 20:00	Not Available	...
20:00 - 21:00	Not Available	...
21:00 - 22:00	Not Available	...
22:00 - 23:00	Not Available	...
23:00 - 24:00	Not Available	...

# Search & Advanced Search

**Search by investors only**

Type text here to search the directory

Investors only ☐ Filters (0)

Companies (25) Delegates (63) Assets (14) Market Products (4) Services (11)

**Search by Companies, Delegates, Assets, Market Products, or Services**

PEPTIDE WORLDWIDE  
0 notes  
Biotechnology Company

ZZZ DUNDER MIFFLIN  
0 notes  
The people person's paper people  
United States PUBLIC: DNDR

ZZZ BIOTECH  
0 notes  
Biotechnology and pharmaceutical companies both produce medicines, but the medicines made by biotechnology companies are derived from living organisms while those made by pharmaceutical companies are derived from chemical synthesis.  
United States PUBLIC

NEW ZZZ VIRTUAL COMPANY  
1 prior meeting 0 notes  
Leaders in Virtual Partnering  
Germany PRIVATE

ZZZ BIOTECH ANALYTICS  
0 notes

ZZ  
3 prior meetings 0 notes  
vaccine Investor Endowment/Foundation

**Save specific search criteria and monitor results**

Search tips Saved searches Search history Export

Search Advanced search Modification date

**Conduct an Advanced Search to search by specific criteria or combine multiple filters**

**Sort your search results**

**Export your specific search results into Excel**

**Send meeting requests**

**PLEASE NOTE:** When viewing your own company in search results, you will not see the "New Request" or "Bookmark" buttons. However, other companies will see these buttons next to your company.

**Bookmark items**

**Advanced search** Search now X

Companies Delegates Assets Market Products Services

Company name  
Enter text...

Company types

Previously met company  
☐ Yes  
☐ No

Licensing objectives

Primary therapeutic areas

No primary therapeutic areas selected

Secondary therapeutic areas

No secondary therapeutic areas selected

Ownership  
☐ Private  
☐ Public

# 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...

1. Personal Tag
2. Unread Messages
3. Incoming & Outgoing
4. Meeting Status

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

The screenshot shows the Message Center interface with several annotations:

- 1** points to the "All requests" section.
- 2** points to the "Unread" filter.
- 3** points to the "Incoming & Outgoing" filter.
- 4** points to the "Meeting Status" filter.
- An arrow points to the "Export" button with the text: "Export your Message Center contents into Excel".
- An arrow points to the "Last change" dropdown menu with the text: "Sort by date, status, sender, or recipient".
- An arrow points to the "No mutual availability" tag 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."
- An arrow points to the "Advanced filters" button with the text: "Refine and combine multiple filters".

The interface displays a list of meeting requests with columns for sender, status, and time. The "Accepted" status is highlighted in green, and the "No mutual availability" tag is highlighted in red.

# 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.

The screenshot shows the 'New meeting request' form with the following elements:

- Top Bar:** 'New request' button (1) and 'NEW REQUEST' button with an envelope icon.
- Form Header:** 'New meeting request' with a close button (X).
- To Field:** 'Company (start typing to display results)' (2).
- Request subject and message:**
  - Title:** (3)
  - Message:**
- Meeting duration:** '(by default 30min)' with a checkbox for 'Request 1h meeting'.
- Meeting priority:** 'What does this mean?' dropdown showing 'MEDIUM'.
- Participants:**
  - Delegate:** 'Me' (with a callout box 4 pointing to the 'Choose' button).
  - Participants list:** A list of participants with their names, photos, and availability. The first participant, 'Jessie Armstrong', has 70 free timeslots and a 'Click to remove as participant' link. Other participants include Joanne Duncan (No free timeslot), John Sloan (22 free timeslots, 'Click to add as participant'), Karen Hurst (No free timeslot), Kristina Flower (No free timeslot), Laura Greenwood (No free timeslot), Mackensie Knorr (66 free timeslots, 'Click to add as participant'), and Melissa Arndorfer (No free timeslot).
- Bottom Bar:** 'Cancel' button and 'Send request' button (5).

**PLEASE NOTE:** Outgoing requests are sent to companies rather than individuals. The receiving company will determine which participants to add to the meeting.

# “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

The screenshot shows a meeting request interface for a "Biotechnology Innovation Organization - (BF) Public, NPO, govt., economic development". The request is marked as "Incoming" and "Priority". A "Reply only" button is highlighted with an orange box. A "PLEASE NOTE" callout states: "Clicking 'Reply Only' will NOT accept an incoming meeting. Instead, you must click 'Accept request.' Only meetings with an 'Accepted' status will be scheduled." Below the request details, there are two participant sections: "Biotechnology Innovation Organization Participants" (Not visible yet) and "ZZZ BIO Test Co. Participants" (No one added yet). An "Edit Participants" button is present. A "TIP" callout states: "Use 'Reply Only' to communicate with companies before, during, and after the event, even if the meeting was never scheduled." At the bottom, there is a "Tailored subject line" section with a "Reply only" button highlighted by an orange box. The bottom section also shows the "Biotechnology Innovation Organization" logo and the text "New meeting requested. Short, succinct, and tailored to the specific company".

Biotechnology Innovation Organization - (BF) Public, NPO, govt., economic development

Incoming

Priority

Reply only

**PLEASE NOTE:** Clicking "Reply Only" will NOT accept an incoming meeting. Instead, you must click "Accept request." Only meetings with an "Accepted" status will be scheduled.

✓ Accept request × Decline request

Biotechnology Innovation Organization Participants

Not visible yet

ZZZ BIO Test Co. Participants

No one added yet

Edit Participants

**TIP:** Use "Reply Only" to communicate with companies before, during, and after the event, even if the meeting was never scheduled.

Tailored subject line

Reply only

Biotechnology Innovation Organization

4/6/16 11:00 am

New meeting requested.

Short, succinct, and tailored to the specific company

# Accepting, Declining, & Canceling Meeting Requests

## Accept

1. Click **Accept Request**
2. Include an explanation in the **Message** field (optional)
3. Update meeting participants and availability, if necessary
4. Click **Accept Request**

## Decline (not pictured)

1. Click **Decline Request**
2. Include an explanation in the **Messages** field (optional)
3. Click **Decline Request**


TAGS AND TAGGED DELEGATES Edit Tags

Biotechnology Innovation Organization - (BF) Public, NPO, govt., economic development  
Incoming  
Priority   
Reply only

1 ✓ Accept request ✗ Decline request

Biotechnology Innovation Organization Participants Not visible yet  
ZZZ BIO Test Co. Participants No one added yet  
Edit Participants


Tailored subject line Reply only

Biotechnology Innovation Organization  
4/6/16 11:00 am  
 New meeting requested.  
Short, succinct, and tailored to the specific company REQUESTED

**TIP:** If you accidentally decline a meeting, or your change your mind, you will have the option to undecline the meeting. This will revert meeting's status back to "Requested."

Accept Request ×


Meeting Sync

From  Zerista

Your Message

2 **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.

Participants 3 Choose

 Me  
Coordinator, Partnering & Investment Programs

Cancel Accept Request 4

# Scheduling an Accepted Meeting Request

TAGS AND TAGGED DELEGATES Edit Tags

**ZZZ Biotech** Biotechnology Company  
Outgoing

ACCEPTED

Schedule Cancel request

SELF SCHEDULING: This meeting needs to be scheduled.

**Autumn Participants** Edit

Autumn Leaf

**ZZZ Biotech Participants**

Betty Brown

**ZZZ Autumn linked resources** Edit

No linked resources added yet

**ZZZ Biotech linked resources**

No linked resources added yet

Virtual Meeting @ BIO Digital Reply only

Select "Schedule" to display mutually available timeslots for this meeting

The system will let you know if you are viewing an accepted meeting that has not been scheduled.

Add or remove participants from your company to this meeting

Add or remove linked resources from your company profile's content section or your company's listed assets, market products, or services

Message meeting participants in partnering system

**PLEASE NOTE:**  
This is the panel window that is displayed on the right side of the page when selecting a meeting in the Message Center, seen on the previous slides.

# Scheduling an Accepted Meeting Request

- 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 now[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".

# Scheduling an Accepted Meeting Request

- 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

The screenshot shows the ONE scheduling interface. The top navigation bar includes links for HOME, PROFILE, SEARCH, CALENDAR, and MESSAGE CENTER, along with a 'New request' button. The main area is titled 'Schedule meeting' and features a 'Back' button. On the left, there are two participant lists: 'ZZZ Autumn' with 'Autumn Leaf' and 'ZZZ Biotech' with 'Betty Brown'. An 'Edit Participants' link is visible next to the first list. The main calendar grid displays a weekly view from Monday (8th) to Friday (12th). The grid shows time slots in PDT (-07:00) and EDT (-04:00) zones. A yellow slot is highlighted on Monday at 01:04, marked with a circled '1'. Another circled '1' is visible on Wednesday at 03:00. The interface also shows steps for 'Select a time slot' and 'Select a location'.

**PLEASE NOTE:**  
You are able to edit the participants from your company and their availability within the scheduling screen. This may help you find an open timeslot with the other company.  
You will still be able to edit your participants after scheduling your meeting within the Message Center.









# Scheduling an Accepted Meeting Request


- 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.

Legend

-  Available for scheduling
-  Not available for scheduling, please check your availability
-  Not available for scheduling, conflicting meetings
-  No partnering at that time
-  This meeting is currently scheduled at that time
-  Number of delegates who have a conflicting meeting
-  Number of delegates who are not taking meetings at this time
-  Location is not available at this time

  
Biotechnology Innovation Organization


 Nicholas Zuccaro


[Edit Participants](#)

Pick participants [Save](#) [Cancel](#)

Filter company delegates here

Can't find your colleague in this list? [Invite by email](#)

 **Nicholas Zuccaro**  
6 free timeslots  
[View calendar](#)  
[Click to remove as participant](#)

 **Willie Reaves**  
40 free timeslots  
[View calendar](#)  
[Click to add as participant](#)

1

2

# Changing Availability Within Scheduling

1

Select a time slot

2

Select a location

		MON 8	TUE 9	WED 10	THU 11
PDT (-07:00)	00 03				
EDT (-04:00)	01 04				
	02 05				
	03 06				
	04 07				

Your Availability

Save Cancel

View full calendar

MON 08

TUE 09

WED 10

THU 11

FRI 12

PDT (-07:00)	00 03	Available	
EDT (-04:00)	01 04	Not Available	change
	02 05	Available	
	03 06	Not Available	change
	04 07	Available	change
	05 08	Available	change
	06 09	Available	change
	07 10	Available	change
	08 11	Available	change

**PLEASE NOTE:**  
This is the panel that displays if you view your meeting participants' calendar. Here you may edit their availability, which will update the meeting scheduler on the left. Remember to click **Save** after making changes!

# Scheduling an Accepted Meeting Request

1

✓ Select a time slot

>

2

Select a location

	MON 8	TUE 9	WED 10	THU 11
PDT (-07:00)				
EDT (-04:00)				
01 04				
02 05				
03 06				
04 07				

Select the location

⌚ Monday Jun 8, 01:30 - 02:00 (UTC-07:00)

Enter meeting location

You may specify a location of your choosing or add a link to your preferred conference or video call solution. Please be sure to include any needed access codes

The teal highlighted area is the time slot that you have chosen.

Use your own virtual meeting location provided by you or your company.

# Using your own Virtual Meeting Space

1. If you have previously saved a meeting location, click in the “Re-use 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

Select the location

Monday Jun 8, 01:30 - 02:00 (UTC-07:00)

1 Re-use a saved location

OR specify a new location

2 Enter the meeting location name, URL or phone number  
https://global.gotomeeting.com/join/504872255

2 Enter any additional location information here  
Dial-in: 1-646-555-3127, Code: 701-555-398 (One-touch: 1-646-555-5124,,5587974#)

3 ☐ Save this location to use again later

Cancel Use this location

Links will be displayed in the message center, in the calendar, and on any external calendars

**PLEASE NOTE:**  
Once you click **Use this location**, you will be taken to the summary screen.

# 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

1 Select a time slot > 2 Select a location > 3 Summary

Your meeting is almost scheduled.  
Please confirm the following information to finalize scheduling:

🕒 Monday June 8 01:30 (UTC-07:00) 30 MINUTES

📍 <https://global.gotomeeting.com/join/504872255>

Dial-in: 1-646-555-3127, Code: 701-555-398 (One-touch: 1-646-555-5124,,5587974#)

[change](#)

**i** You will be able to reschedule your meeting at any time from your Message Center  
☒ An email containing your reservation information will be sent to all meeting participants  
☐ Send me a copy

**Confirm and schedule**

**PLEASE NOTE:**  
After selecting to confirm and schedule, the meeting will show up on all of the meeting delegates' calendars within the BIO One-On-One Partnering™ system

# Updating Meetings

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

The screenshot displays the 'Updating Meetings' interface. At the top, there's a 'TAGS AND TAGGED DELEGATES' section with a tag 'oncology' and a button 'Add customized tags'. Below this, the main meeting details for 'ZZZ Biotech Biotechnology Company' are shown, including the status 'SCHEDULED', the time 'Jun 8, 01:30 - 02:00 (UTC-07:00)', and the location 'https://global.gotomeeting.com/join/504872255'. A 'Reply only' button is visible. Below the meeting details, there are sections for 'ZZZ Autumn Participants' and 'ZZZ Biotech Participants', each with an 'Edit' button. A 'Virtual Meeting @ BIO Digital' section is also present. Annotations with arrows point to various elements: 'Add customized tags' points to the 'oncology' tag; 'View meeting time & virtual location' points to the meeting time and location; 'Change the time or virtual location of the meeting' points to the 'Reschedule' button; 'Update your company's meeting participants' points to the 'Edit' button for 'ZZZ Autumn Participants'; 'Update your company's linked resources' points to the 'Edit' button for 'ZZZ Autumn linked resources'; 'PLEASE NOTE: The displayed time will be in the same time zone as the conference.' points to the meeting time; 'PLEASE NOTE: Meetings that cannot be rescheduled due to lack of mutual availability will remain scheduled. They will not be canceled and will remain with a "Pending Reschedule" status.' points to the 'Request reschedule' button; 'TIP: If you accidentally cancel a meeting, or your plans change, you will be given the option to uncanceled the meeting. This will revert meeting back to "Requested."' points to the 'Uncancel meeting' button; and 'Message meeting participants in partnering system' points to the 'Reply only' button.

**Tags and Tagged Delegates:** oncology (Add customized tags)

**Meeting Details:** ZZZ Biotech Biotechnology Company (Outgoing)  
SCHEDULED  
Jun 8, 01:30 - 02:00 (UTC-07:00)  
https://global.gotomeeting.com/join/504872255  
Location details

**Buttons:** Reply only, Reschedule, Request reschedule, Cancel meeting

**Participants:**  
ZZZ Autumn Participants (Edit)  
Autumn Leaf  
ZZZ Biotech Participants (Edit)  
Betty Brown

**Resources:**  
ZZZ Autumn linked resources (Edit)  
No linked resources added yet  
ZZZ Biotech linked resources (Edit)  
No linked resources added yet

**Virtual Meeting @ BIO Digital:**  
You  
Apr 13, 11:28 (UTC-04:00)  
The meeting has been scheduled or rescheduled  
- Jun 8, 01:30 - 02:00 (UTC-07:00)  
- https://global.gotomeeting.com/join/504872255

**PLEASE NOTE:** The displayed time will be in the same time zone as the conference.

**PLEASE NOTE:** Meetings that cannot be rescheduled due to lack of mutual availability will remain scheduled. They will not be canceled and will remain with a "Pending Reschedule" status.

**TIP:** If you accidentally cancel a meeting, or your plans change, you will be given the option to uncanceled the meeting. This will revert meeting back to "Requested."

**Message meeting participants in partnering system**

# Contact Information



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