

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, 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
Add your Delegate contact information

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 a 'Your Delegates profiles' section showing 'Me' (30% complete, 15 timeslots) and 'Alvarez Eduardo' (10% complete, 0 timeslots). The middle panel, labeled '4', shows '39 Meetings scheduled' and a 'View in Calendar' button. The right panel, labeled '5', shows '154 Requests' and 'Your Company's requests' with '17 Incoming requests' and '8 Pending' requests. Each panel has an 'Update' link.

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. T ☒ ☐ 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 header 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 header, 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
- ✓ You can enter your preferred contact info and share it with a company in the Message Center. This information is only viewable by them.

The screenshot displays the 'Delegate Profile' and 'Notification Preferences' sections. The profile section includes fields for Timezone, City, Company, Job title, LinkedIn profile, Keywords, Professional background, Area of expertise, Delegate address (Country, State, Address, Zip, City), and Delegate contact information (Email, Telephone). The notification preferences section includes 'Your schedule updates' and 'Email Notifications' with toggle switches for various meeting requests and company meetings.

Click here to upload your photo (Callout pointing to the profile picture upload area)

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. (Callout pointing to the 'Additional / alternative email' toggle)

Access your notifications preferences (Callout pointing to the 'Edit your notifications' link)

Disclaimer: This is an optional step. This information is only viewable to companies on meeting requests whom you share it with. BIO protects your privacy and does not publicly display your contact information or make it exportable.

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 navigation bar with days of the week (MON 08, TUE 09, WED 10, THU 11, FRI 12). Below this, the main calendar area is divided into two columns: 'Calendar' (showing 1 meeting that day) and 'Sessions and Education Topics' (showing 5 topics available). The 'Calendar' column has a 'Change availability' button and a 'New personal event' button. The 'Sessions and Education Topics' column has a 'View All' link and a 'Virtual Partnering' dropdown. 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. The calendar grid shows time slots from 00:03 to 06:09. 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' is scheduled for 02:30 - 03:30 (UTC-07:00). A meeting titled 'The Future of Virtual Partnering' is scheduled for 04:00 - 04:30 (UTC-07:00). An orange box with the text 'View and add programming' points to the 'Add' button next to the 'Virtual Collaboration for Coronavirus' meeting. An 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 grid.

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

ZZZ MEDICAL INVESTMENTS
3 prior meetings 0 notes
Prophylactic vaccine Investor Endowment/Foundation

Save specific search criteria and monitor results

Search tips Saved searches Search history Export

Search Advanced search Modification date

Export your specific search results into Excel

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

Sort your search results

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

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. On the left is a sidebar with filters. The main area displays a list of meeting requests. Annotations with arrows point to specific features: '1' points to the 'All requests' section; '2' points to the 'Status' filter; '3' points to the 'Unread messages only' filter; '4' points to the 'Accepted' filter which shows a count of 1; an arrow points to the 'Advanced filters' button with the text 'Refine and combine multiple filters'; 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'; and an arrow points to a 'No mutual availability' warning icon 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.'

Dashboard

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 **← 1**

☐ No mutual availability

☐ To be scheduled

Canceled

Declined

Advanced filters

To ZZZ Amtrak

last update a few seconds ago

Other, Not available

Meeting 2

To ZZZ Biotech

last update a minute ago

Biotechnology Company

Oncology programs

ACCEPTED

No mutual availability

To ZZZ Autumns

last update 2 minutes ago

Other, Not available

Virtual Meeting @ BIO Digital

REQUESTED

From NEW ZZZ Virtual Company

last update 3 minutes ago

Academic/Research Institution, Bank, Biotech - Association, Biotechnology Company, Consulting/Legal/Accounting, Finance/Investor, Food & Ag, Foundation/Patient Advocacy/Global Health

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

test2

https://www.gtm.com/2937374646464644

SCHEDULED

To ZZZ Biotech Analytics

last update 6 minutes ago

Jun 8, 04:00 - 04:30 (UTC-07:00)

test request 2

Telephone

SCHEDULED

From ZZZ Walgreens - Past Profile

last update an hour ago

Biotechnology Company, Pharmaceutical Company

Jun 10, 12:00 - 12:30 (UTC-07:00)

www.gotomeeting/meetingroom1testzzzzzz

SCHEDULED

10 Items

Export

Last change

Last change

Status

Sender

Recipient

Sort by date, status, sender, or recipient

Meeting Requests that are "Accepted" but with no timeslot available to schedule it will be marked with a red "No Mutual Availability" tag.

Refine and combine multiple filters

Export your Message Center contents into Excel

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 menu showing 'MEDIUM' (4).
- Participants:**
 - Delegate:** List showing 'Me' (5).
 - Choose:** Button to add participants (4).
- Right Panel: 'Pick participants'**
 - Save:** Button
 - Cancel:** Button
 - Participants List:**
 - Jessie Armstrong: 70 free timeslots. [View calendar](#). [Click to remove as participant](#).
 - Joanne Duncan: No free timeslot. [View calendar](#).
 - John Sloan: 22 free timeslots. [View calendar](#). [Click to add as participant](#).
 - Karen Hurst: No free timeslot. [View calendar](#).
 - Kristina Flower: No free timeslot. [View calendar](#).
 - Laura Greenwood: No free timeslot. [View calendar](#).
 - Mackensie Knorr: 66 free timeslots. [View calendar](#). [Click to add as participant](#).
 - Melissa Arndorfer: No free timeslot. [View calendar](#).

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 sections for "Biotechnology Innovation Organization Participants" (Not visible yet) and "ZZZ BIO Test Co. Participants" (No one added yet). 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 "Share my contact information" button and a "Reply only" button. The bottom section also shows a "Biotechnology Innovation Organization" logo and a "New meeting requested." message, with a "REQUESTED" status indicator.

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

Share my contact information

Reply only

Biotechnology Innovation Organization

4/6/16 11:00 am

Bio

New meeting requested.

Short, succinct, and tailored to the specific company

REQUESTED

Sharing Your Contact Information

On a meeting request, click
“**Share my contact information**”

- Your contact information will be visible to delegates from your company and the other company
- It will appear as an entry in the message thread
- Sharing is on a **per company** basis to protect your privacy

Disclaimer: This is an optional step. This information is only viewable to companies on meeting requests whom you share it with. BIO protects your privacy and does not publicly display your contact information or make it exportable.

The screenshot displays the BIO Message Center interface. At the top, there's a dark blue header with a 'BOOKMARKS' star icon and a user profile picture. Below the header, the main content area is titled 'TAGS AND TAGGED DELEGATES' with an 'Edit Tags' link. The primary section is for a meeting request from 'Megapharma', labeled 'Outgoing'. It features a 'REQUESTED' status bar, a 'Reply only' button, and a 'Cancel request' button. Below this, there are two sections for participants and linked resources. The 'Biotechnology Innovation Organization Participants' section shows 'Willie Reaves, Director, Partnering Products & Services' with an 'Edit' button. The 'Megapharma Participants' section shows 'No one added yet'. The 'Biotechnology Innovation Organization linked resources' section shows 'No linked resources added yet'. The 'Megapharma linked resources' section also shows 'No linked resources added yet'. At the bottom, there's a 'BIO Membership Opportunity' section with a 'Share my contact information' button (highlighted with an orange box) and a 'Reply only' button. Below this, the message thread shows a message from 'Biotechnology Innovation Organization' dated 'May 5, 15:37 (UTC-04:00)' with the text 'Here is my contact information: Email: reaves-willie@bio.org Telephone: +1-202-962-9200'. Below that, a message from 'You' dated 'May 5, 15:34 (UTC-04:00)' shows a profile picture and the text 'Back to REQUESTED (as the request has been undeclined or uncanceled)'. An orange callout box on the right contains the text: 'PLEASE NOTE: You will receive a confirmation message before the contact information is shared. If you do not have any information in your Delegate contact information section, a message will appear to allow you to edit your delegate profile without leaving the Message Center.'

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

✓ 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 Share my contact information Reply only

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

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

Message

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 Choose

Me
Coordinator, Partnering & Investment Programs

Cancel Accept Request

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

Share my contact information 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

Quickly share the information from your Delegate contact information section in your Delegate Profile with the other company.

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 displays 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 content area is titled 'Schedule meeting' and features a 'Back' button. Below this, 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 right side of the interface shows a calendar grid for the week of Monday (8) to Friday (12). The grid is divided into two time zones: PDT (-07:00) and EDT (-04:00). A yellow slot is highlighted on Monday at 01:00-04:00, marked with a circled '1'. Another circled '1' is visible on Wednesday at 02:00-05:00. A callout box with an orange background and white text provides a 'PLEASE NOTE' about editing participants.

Schedule meeting

Back

ZZZ Autumn
Autumn Leaf
[Edit Participants](#)

ZZZ Biotech
Betty Brown

1 Select a time slot

2 Select a location

PDT (-07:00)
EDT (-04:00)

MON 8 TUE 9 WED 10 THU 11 FRI 12

00 03
01 04
02 05

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

MON
08

TUE
09

WED
10

THU
11

FRI
12

[View full calendar](#)

PDT (-07:00)	00 03	Available	
EDT (-04:00)	01 04	...	Not Available
	02 05	Available	
	03 06	...	Not Available
	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

PDT (-07:00)

EDT (-04:00)

MON 8

TUE 9

WED 10

THU 11

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.

TAGS AND TAGGED DELEGATES oncology ← Add customized tags Edit Tags

ZZZ Biotech Biotechnology Company
Outgoing

SCHEDULED
Jun 8, 01:30 - 02:00 (UTC-07:00)
<https://global.gotomeeting.com/join/504872255>
Location details

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

Change the time or virtual location of the meeting → Reschedule Request reschedule Cancel meeting

Message meeting participants in partnering system → Reply only

Update your company's meeting participants → Edit

Update your company's linked resources → Edit

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 uncancel the meeting. This will revert meeting back to "Requested."

ZZZ Autumn Participants
Autumn Leaf

ZZZ Biotech Participants
Betty Brown

ZZZ Biotech Biotechnology Company
Outgoing CANCELED
Reply only Uncancel meeting

Virtual Meeting @ BIO Digital
Share my contact information Reply only

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>

SCHEDULED

Contact Information



Email: BIOpartnering@bio.org

Phone: +866.356.5155 (U.S.)

+1.202.962.6666 (International)

 [@bio1x1](https://twitter.com/bio1x1)

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