# BIO One-on-One Partnering™ System Tutorial

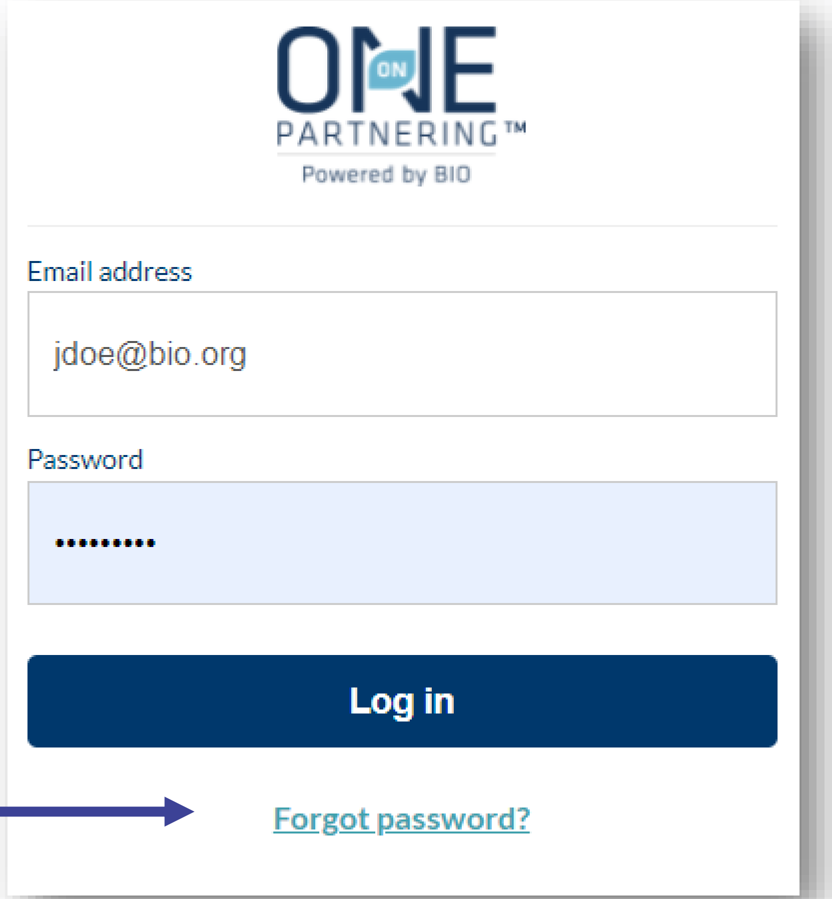
Nordic Life Science Days 2022

Help & Support
biopartnering@bio.org

ONE ON 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.

You will receive an email confirmation with login instructions within 1-2 business days after registering for the event. If you registered prior to the opening of the partnering system, you will receive this email confirmation once the system is open.

**Your partnering login email is not the same as your registration confirmation/receipt.**

If you have already used the partnering system at a previous event, you may use the same password. The email will also contain a link to reset your password in case you have forgotten it.

If this is your first time using BIO One-on-One Partnering, you will need to set your password using the link provided in the email.

# Homepage

**Easy access toolbar:**
- Company & Delegate profile
- Search
- Calendar
- Message Center
- Request a Meeting

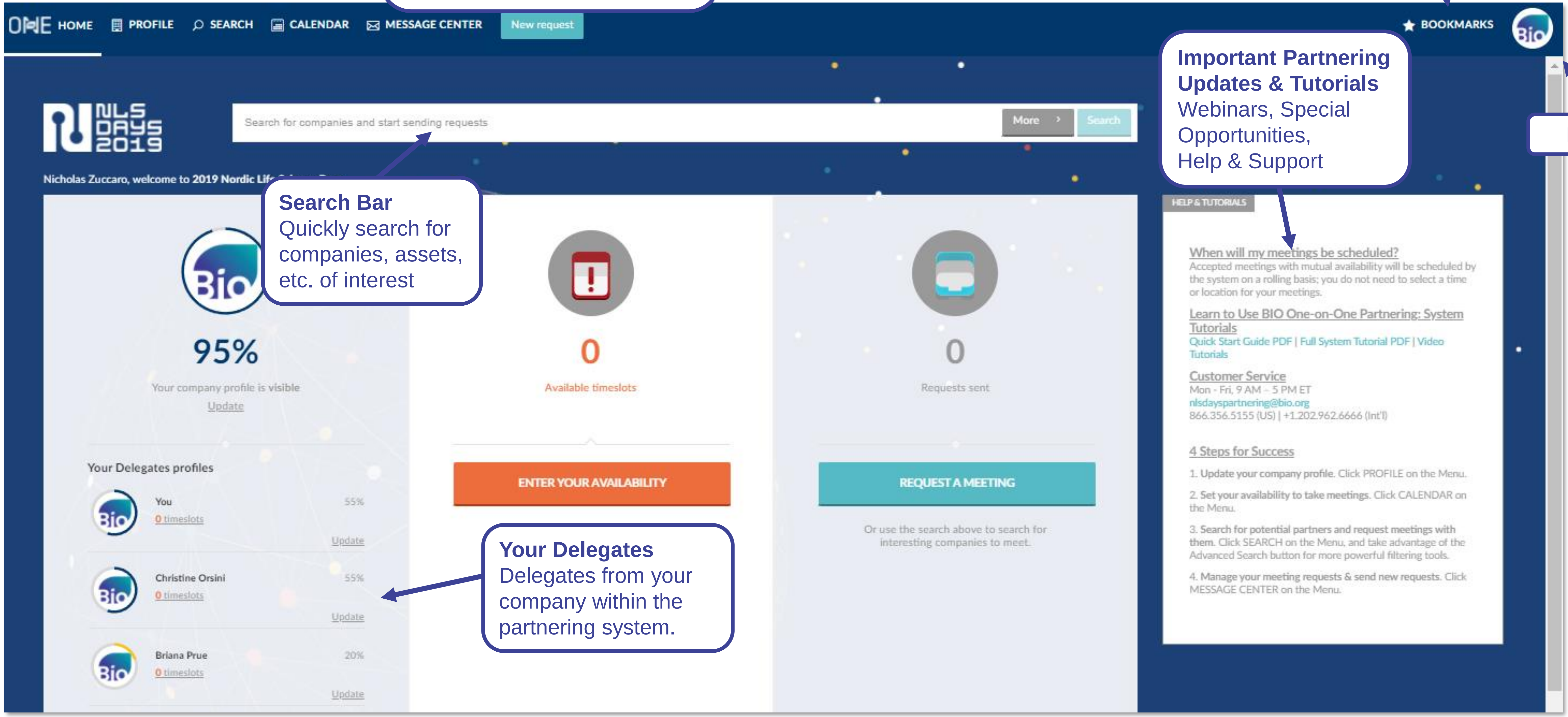
**View bookmarks**

**Important Partnering Updates & Tutorials**
Webinars, Special Opportunities,
Help & Support

**Logout**

**Search Bar**
Quickly search for companies, assets, etc. of interest

**Your Delegates**
Delegates from your company within the partnering system.

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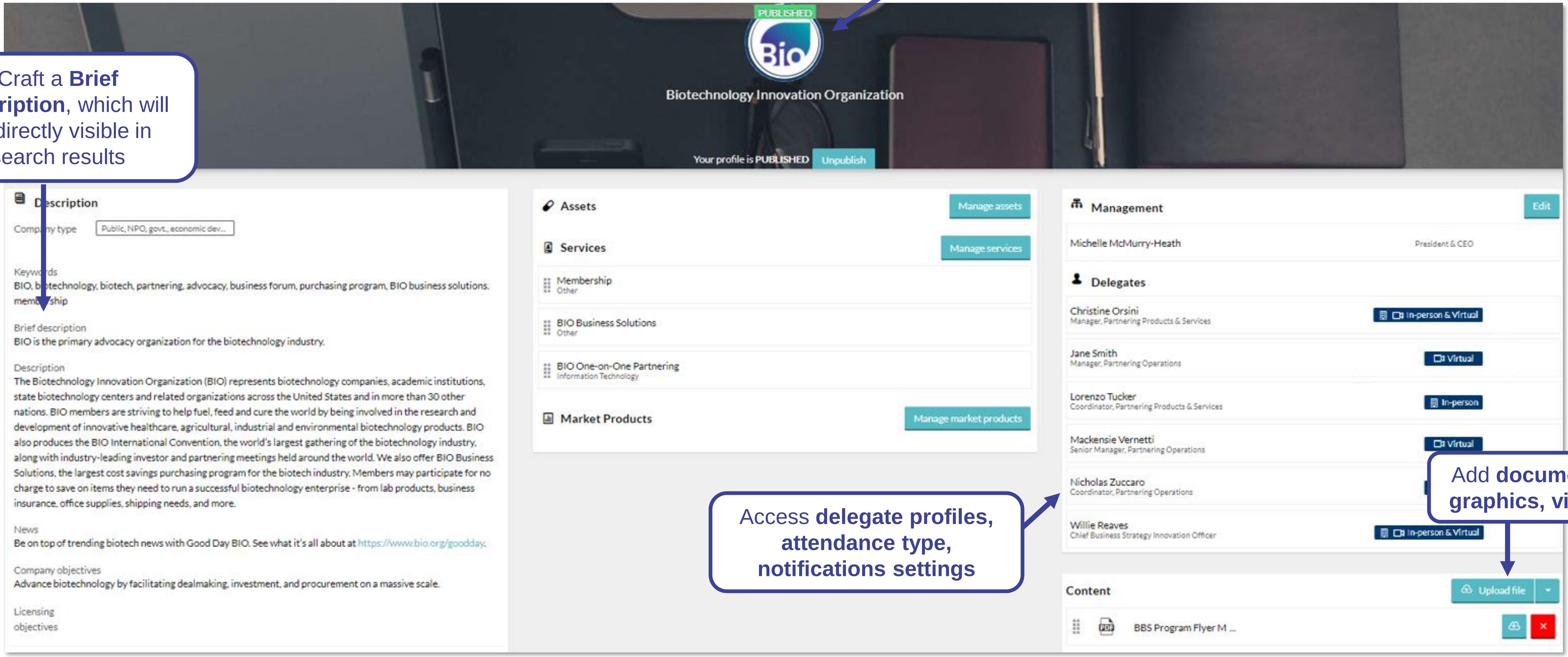
# Company Profile

Upload your **company's logo**

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




Access **delegate profiles, attendance type, notifications settings**

Add **documents, graphics, videos**

No required fields, but **all information is searchable. Add as much information as possible to increase your company's visibility**

Complete applicable fields, especially **Description, Areas of Interest, Financials, Contact Information**

Add **Assets, Services, Market Products** as appropriate

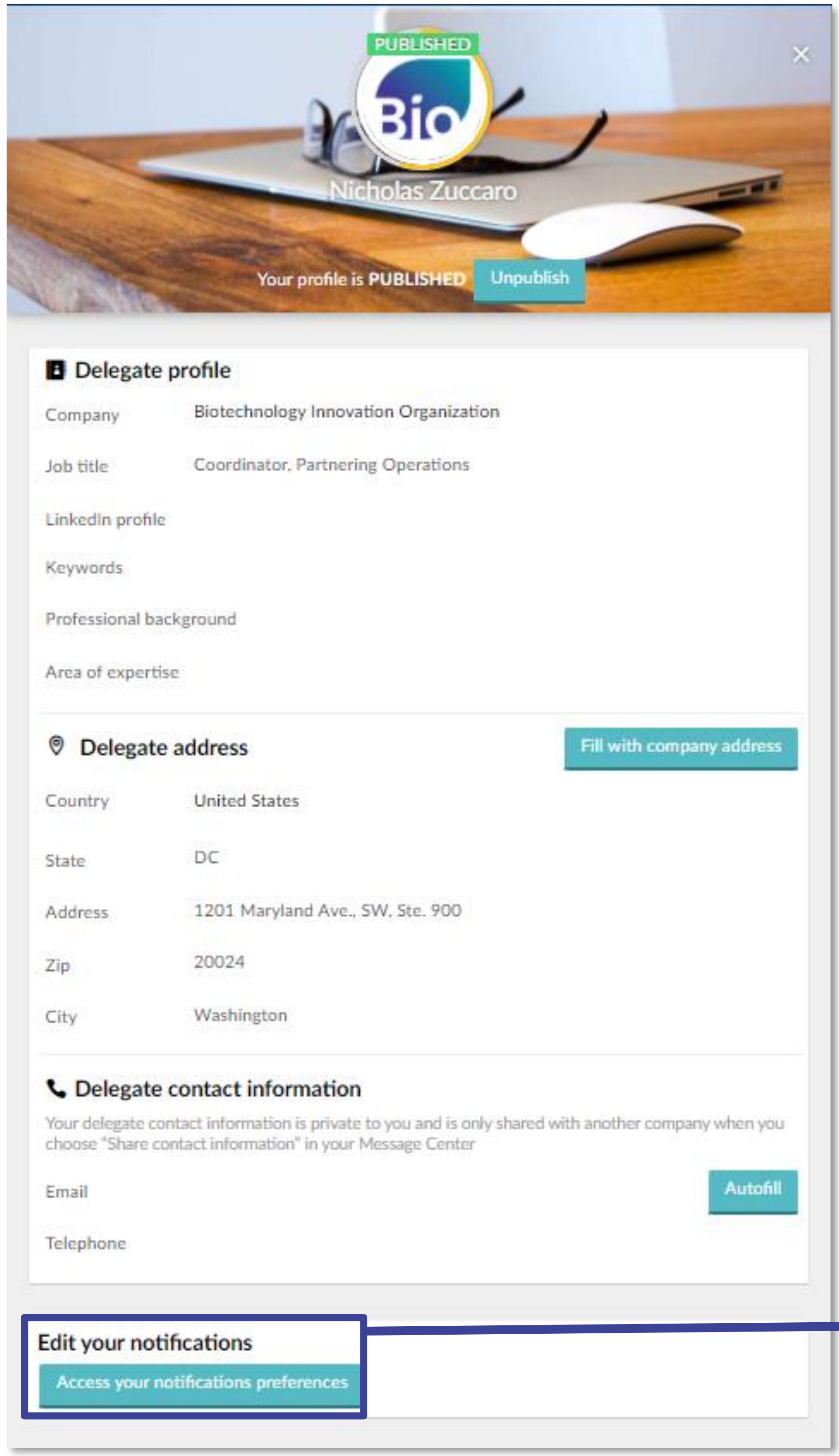
# Delegate Profile & Notification Preferences

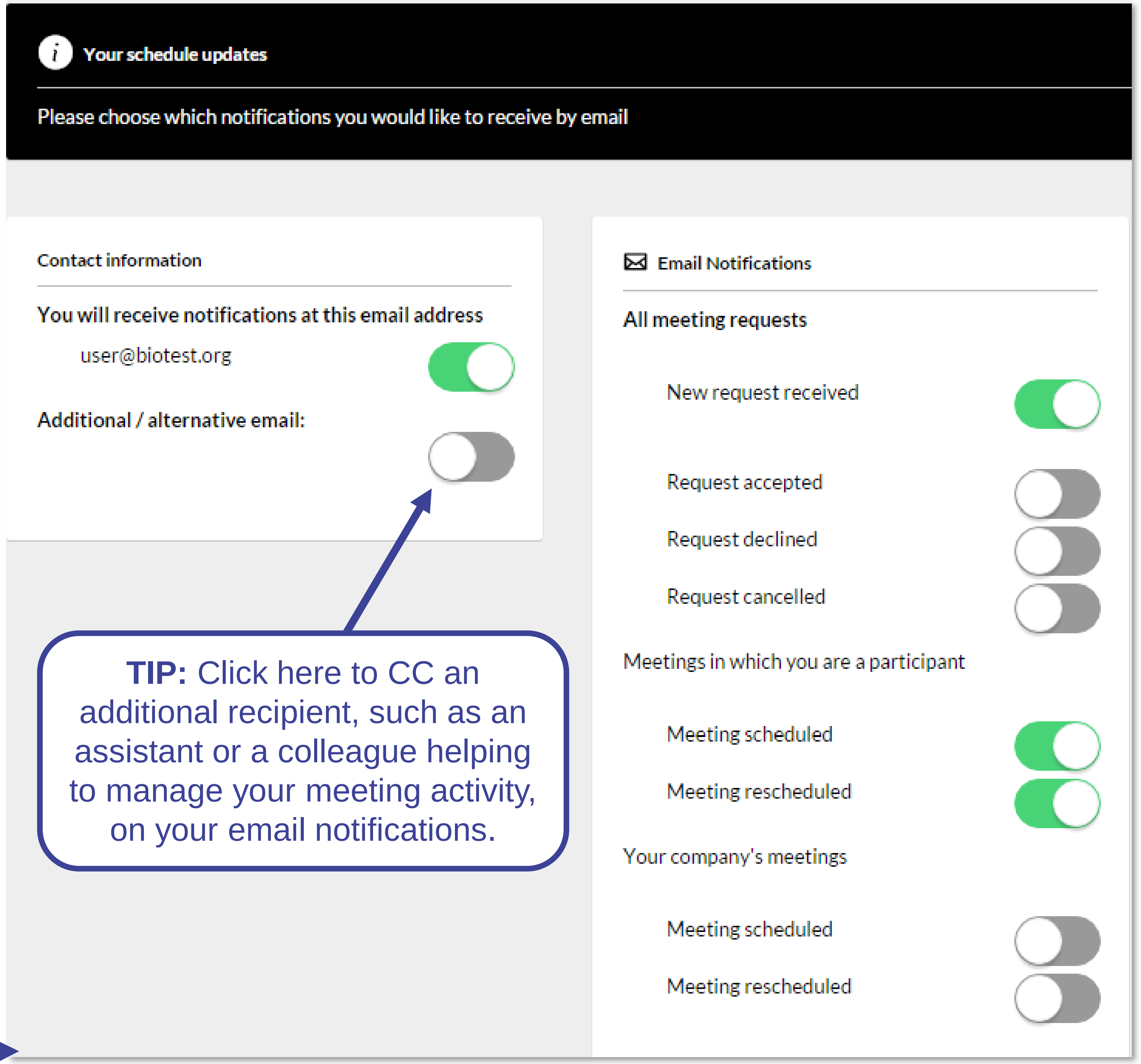
**Upload your headshot**

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

**Delegate Contact Information** entered here is only visible to companies with whom you share it in the Message Center

Tailor your **Notification Preferences**




**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.

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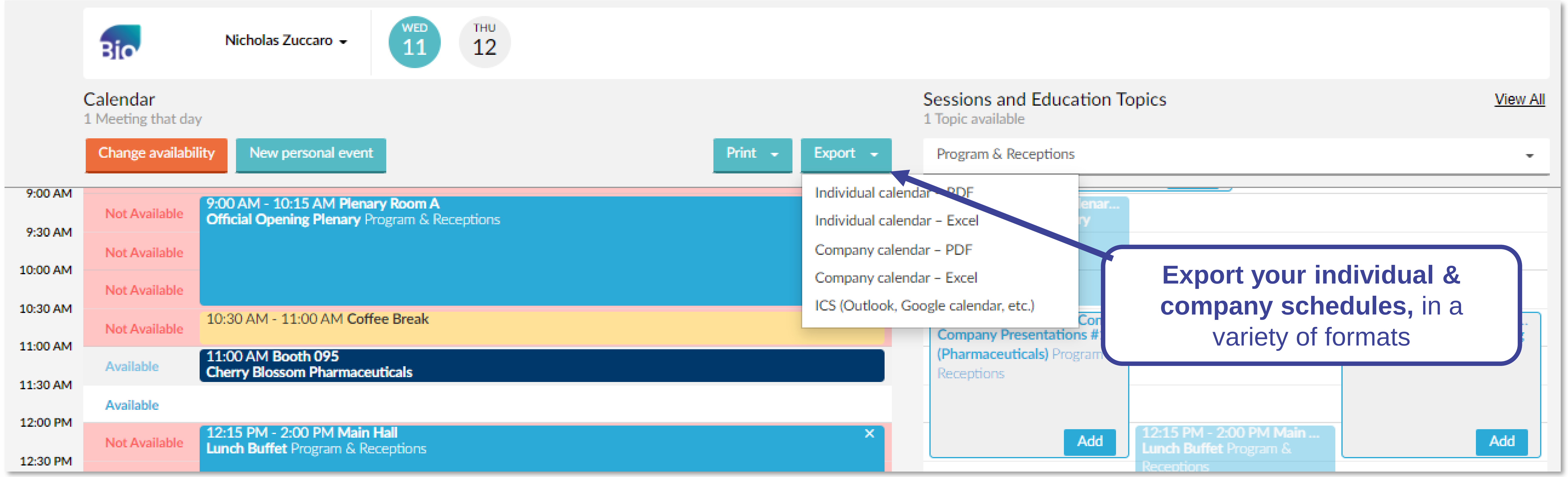
# Calendar

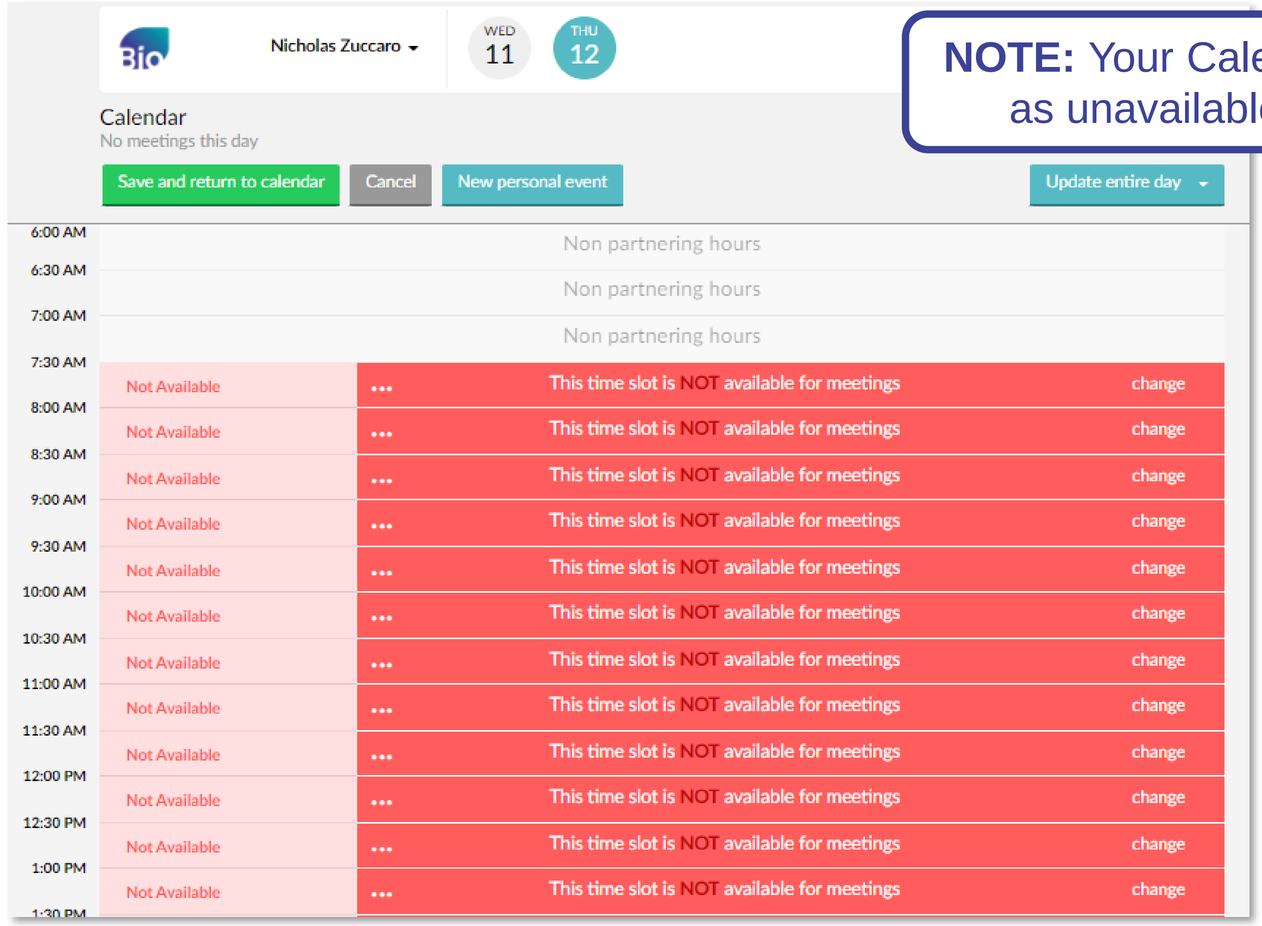
View your **scheduled partnering meetings**

Add **program, presentations, networking**

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




**Export your individual & company schedules,** in a variety of formats




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

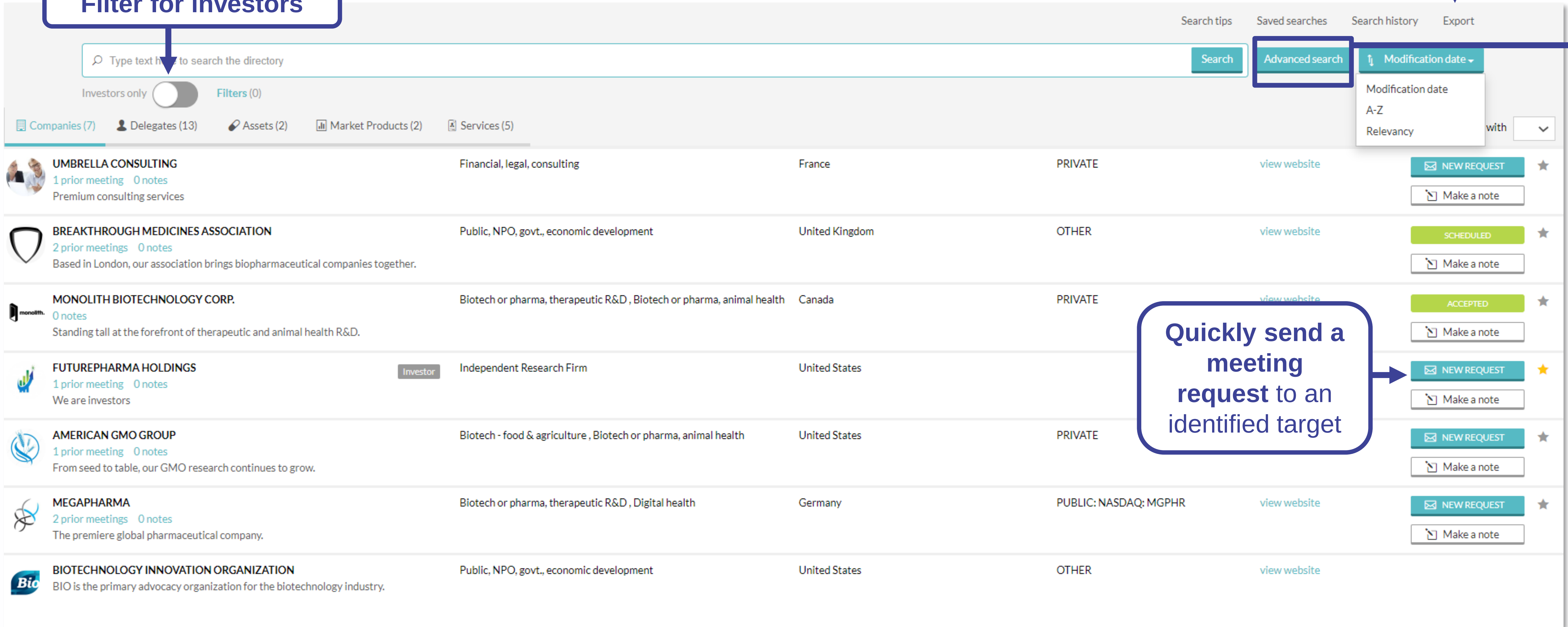
**Update your availability**

1. Select the appropriate delegate from the top left drop-menu
2. Select the correct day of the week
3. Click Change availability
4. Mark the timeslots available (or unavailable) by clicking Change, or update the entire day
5. Click Save and return to calendar

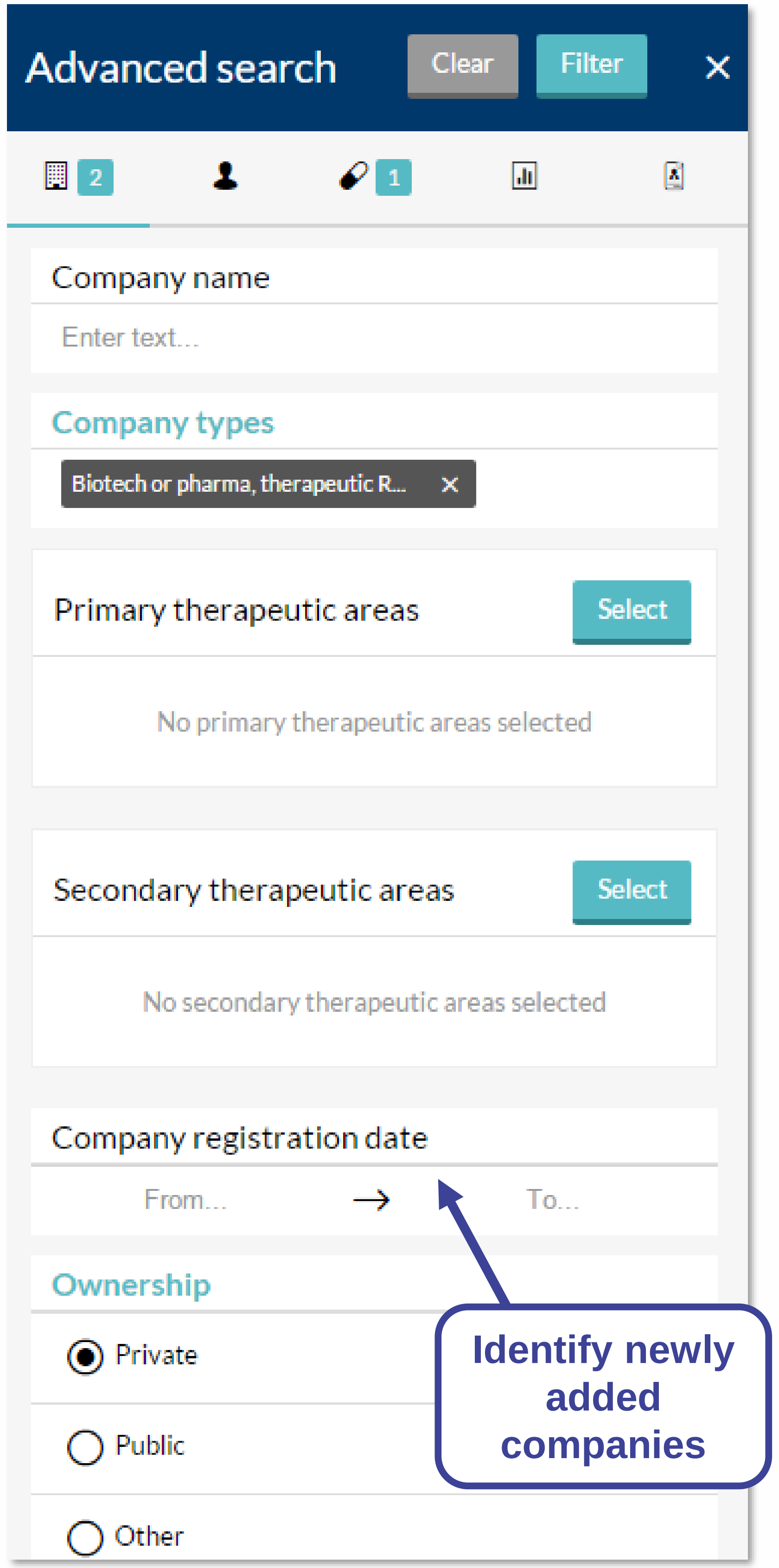
# Search & Advanced Search

**Export** search results

**Filter for investors**




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




**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

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# Message Center

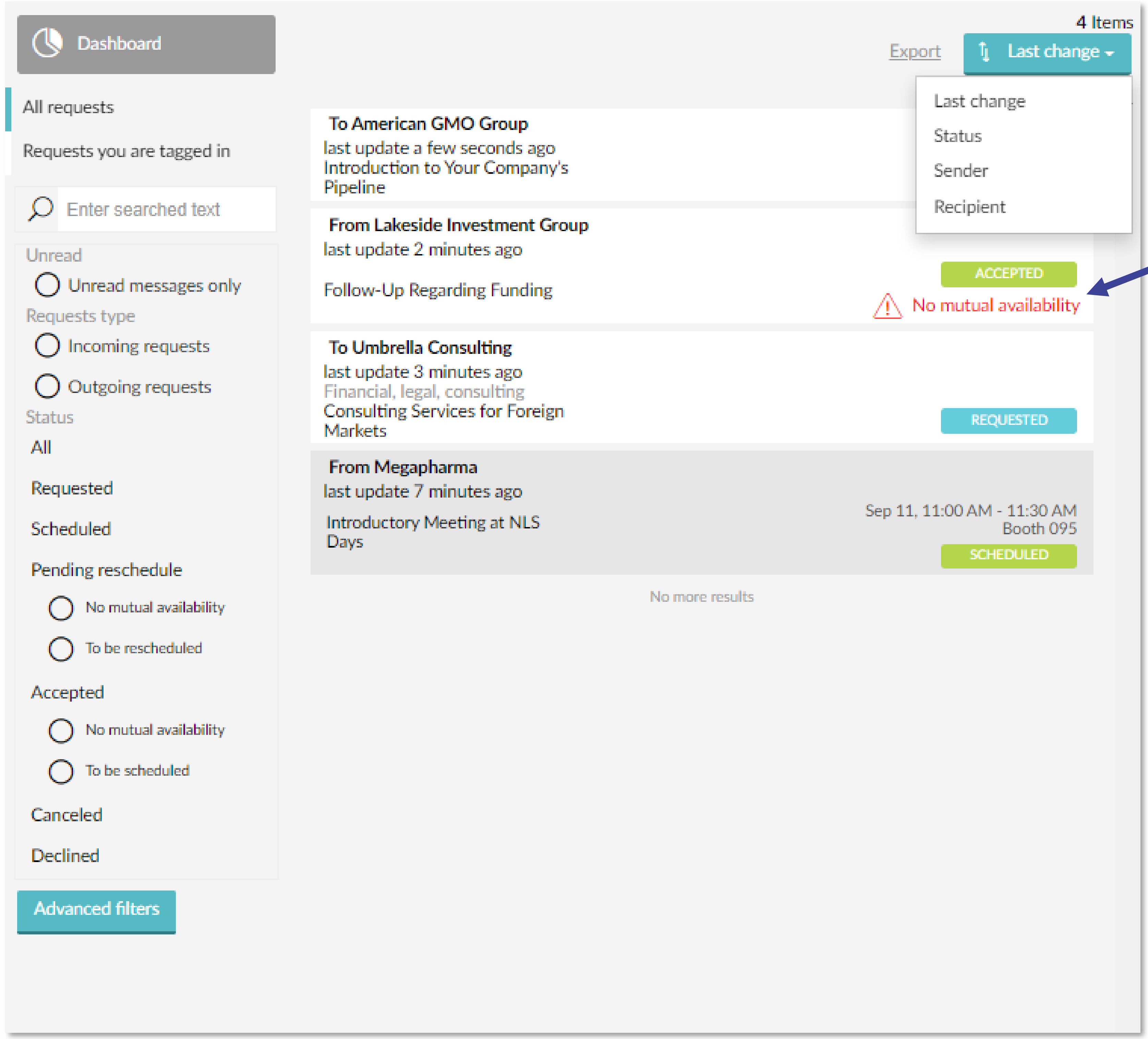
**View & manage your company's meeting requests.** All delegates from the same company can view all the same requests

**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




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

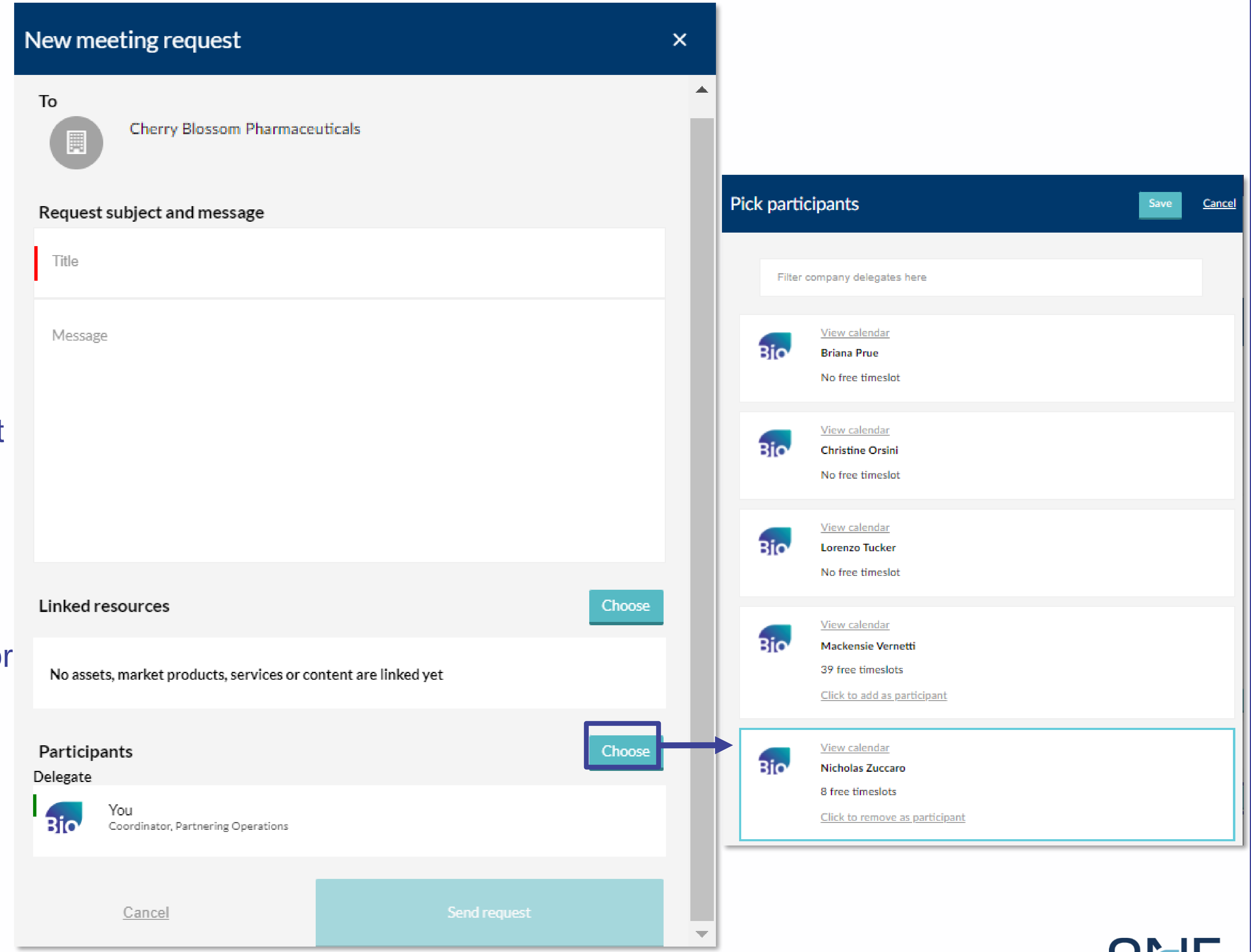
1. Click **New Request** at the top of any page, or the New Request button to the right of a search result

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**



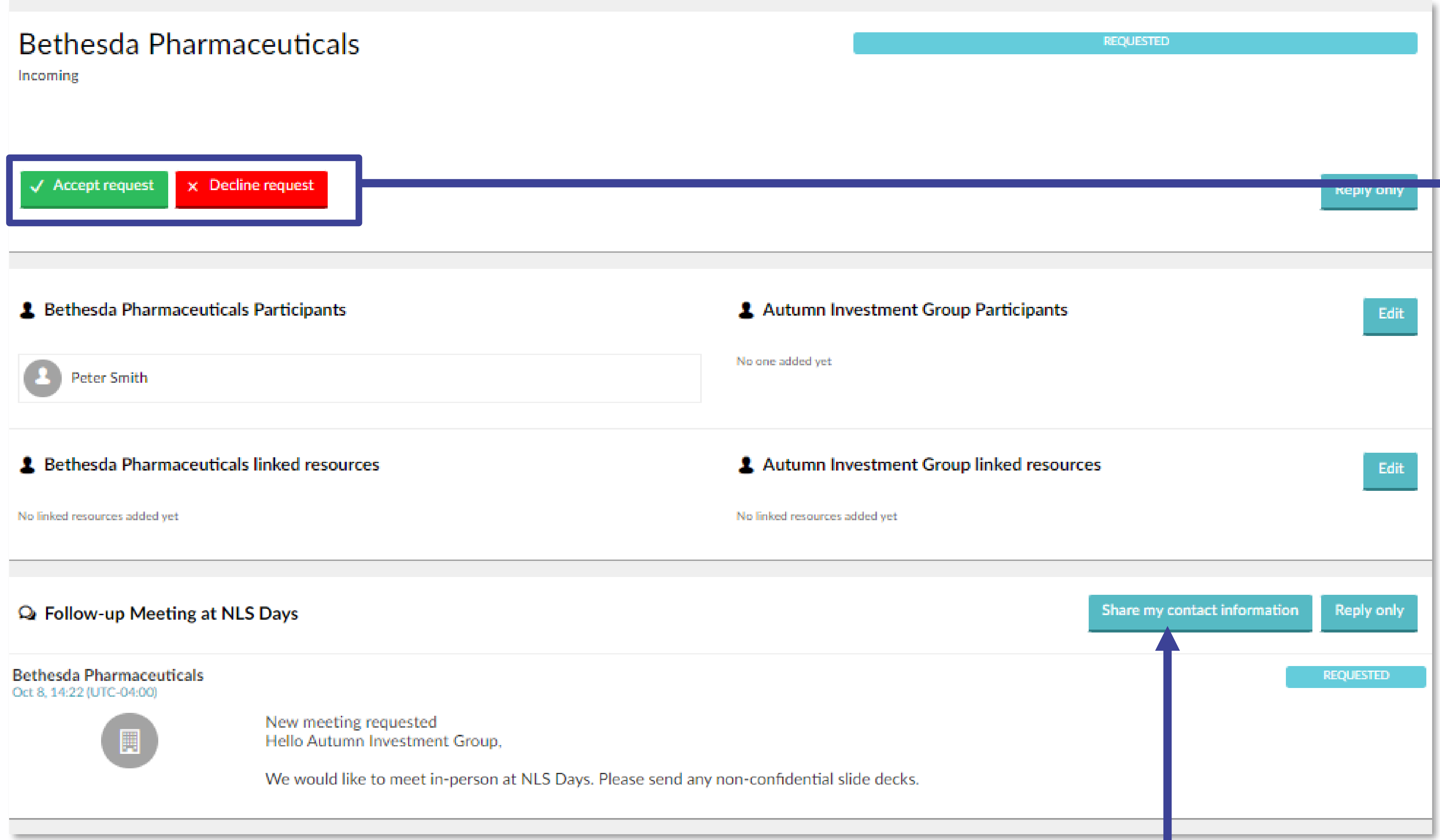
# Responding to Meeting Requests

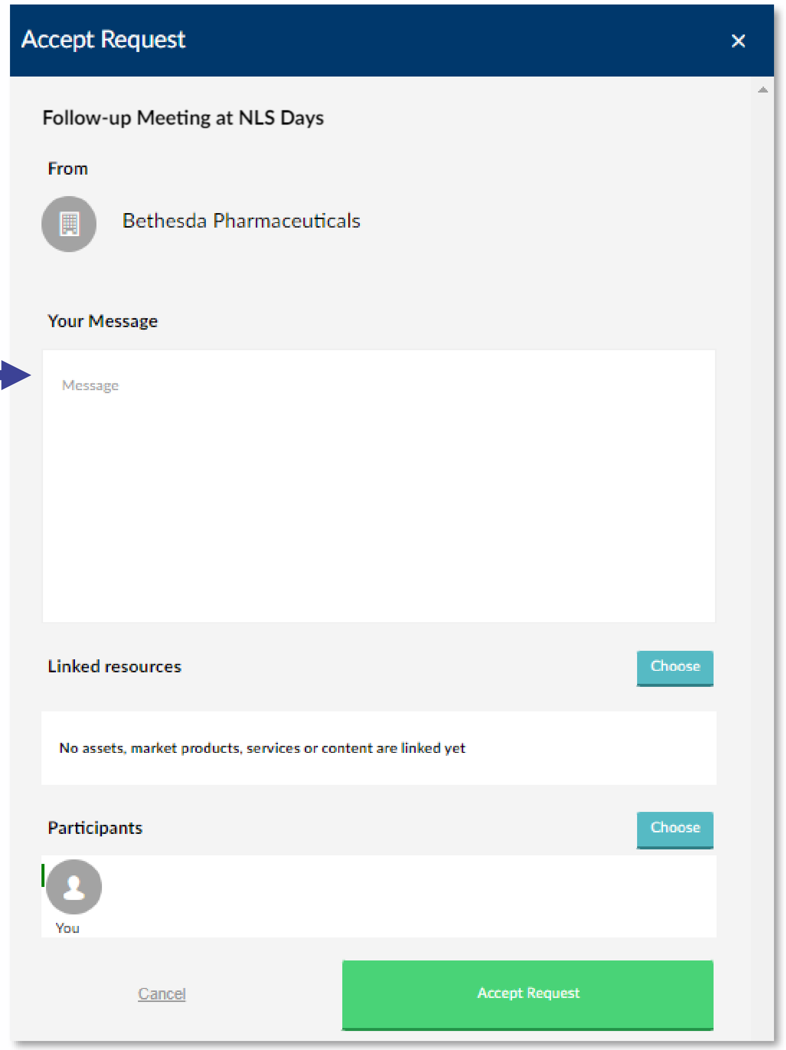
### Accept a Meeting Request

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**




**Share your contact information directly** with a specific company.

### "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

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# Updating Meetings

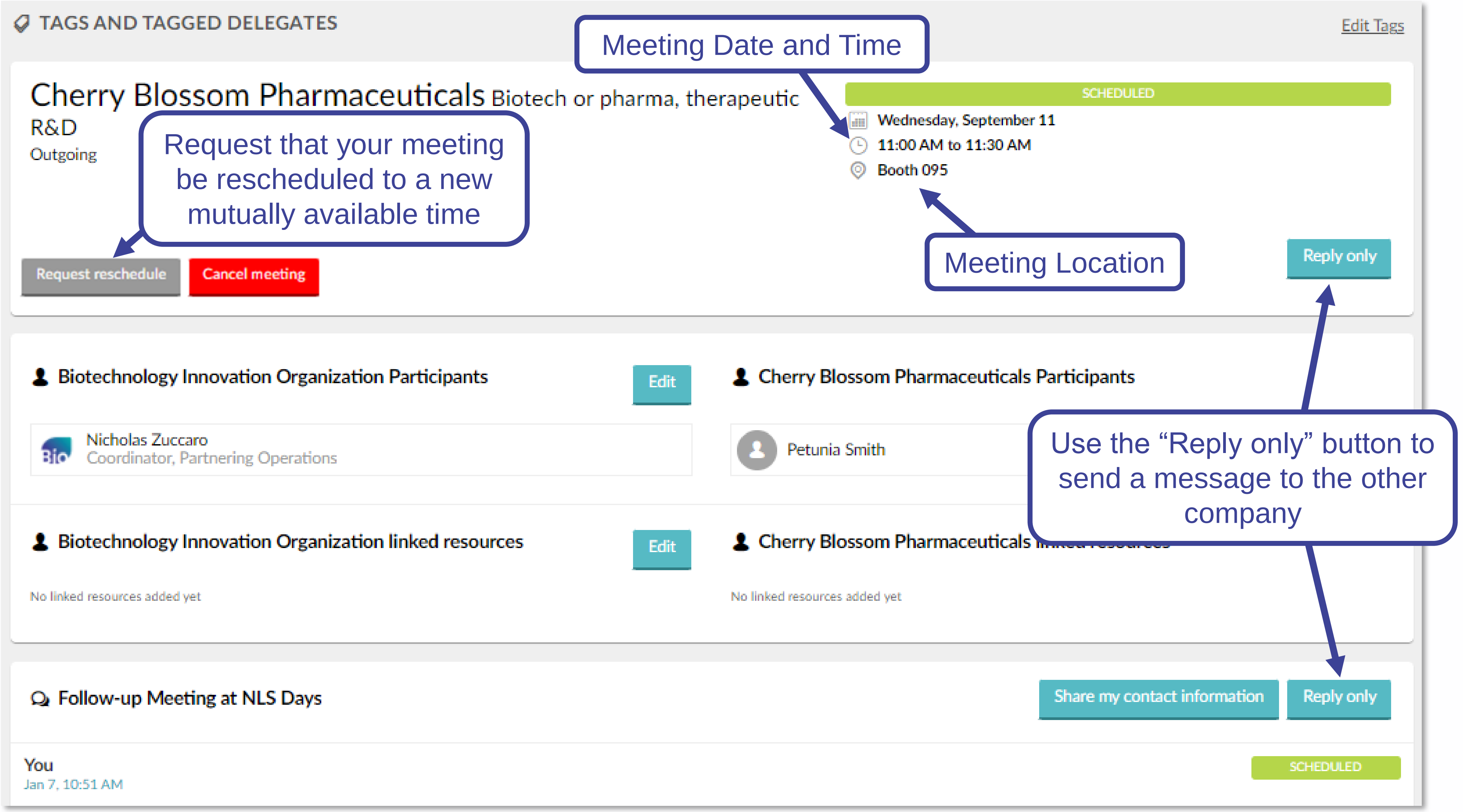
Request a meeting be rescheduled in the Message Center by clicking on “Request Reschedule”

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**

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