Q&A from the live webinar:
An Introduction to BIO Partnering & Key Strategies for Success at BIO 2025

Helpful Links

- **View the webinar recording here:** https://www.bio.org/webinars/raising-capital/introduction-bio-partneringtm-and-key-strategies-success-bio-international
- **View the webinar slides here:** https://www.bio.org/sites/default/files/2025-04/Partnering_at_BIO25_April_3_Webinar.pdf
- BIO Partnering Resources: https://letspartner.bio.org/
- Mobile app info: https://letspartner.bio.org/mobile-app
- Social media kit: https://convention.bio.org/bio-2025/social-media-toolkit
- AdisInsight opportunity: https://www.surveymonkey.com/r/8BQP8JV

General Questions

1. **When does BIO Partnering open?**
   The Partnering system is now open and log-in instructions will be sent within 1-2 days following your event registration. Please add biopartnering@bio.org to your safe senders list and be on the lookout for a welcome email with login instructions.

2. **How and when will I receive my login credentials?**
   The partnering system is live now. Once registered you will receive an email from biopartnering@bio.org containing your login instructions.

3. **What registration type do I need to access and schedule meetings in BIO Partnering?**
   To utilize the BIO Partnering system and participate in meetings onsite during BIO Convention, you must be registered with Premier Access registration level.

4. **Once one member of our team creates the company profile, how is that shared with the other team members?**
   All registered delegates are placed under the same company profile, and so it's the same company profile while they have separate delegate profiles and calendars. All delegates under the same company profile can make edits to that company profile. Edits can be made at any time.

5. **Is there a mobile app?**
   Yes - the BIO Partnering mobile app is currently live and available via the Apple App Store and Google Play Store. The BIO 2025 Convention mobile app will be available in May.
   Get the app here: https://letspartner.bio.org/mobile-app

6. **If I already have the one-on-one partnering app on my iPhone will there be a new app that I would need to download and what is the app called?**
   Yes, there is a new partnering app, as we are now **BIO Partnering™** and no longer "One-on-One Partnering".

Once downloaded, the app works with the same login credentials used to access the partnering system on the Web. From the app, attendees can manage meetings, search for potential partners, customize their profile, view their partnering schedule, access the conference program and more.
Get the app here: https://letspartner.bio.org/mobile-app

Guest Access

1. **I manage my executives' meetings; how can I access the system to send and respond to meeting requests if I'm not partnering onsite?**
   Will I receive access to the BIO Partnering portal so I and the executives' admins can send out meeting requests? Or will the requests first directly be sent to those executives?

   Only registered individuals will directly receive the welcome email with instructions on logging into BIO Partnering. We do have a guest access feature that will allow access to the partnering system for support staff that are not participating in partnering meetings. The change can be made from within your executive/registered delegates partnering account.

   Please access instructions on Adding a Guest User **here:** https://letspartner.bio.org/resources-faqs

2. **Will the original welcome email for access be sent to the executive's emails that I registered them with? Or me since I oversee our BIO exhibitor portal? I'm trying to understand if I need to schedule time with our executives to set up the Guest access and ask them to be on the lookout for the email next week vs. if I can log them in myself.**

   Yes, you will want to schedule time with the executives to set up the guest access. The BIO Partnering login instructions will go to the main registration email.

3. **Are guests able to schedule meetings if they are not participating in them?**
   Guest users can send and respond to meeting requests, and they can add any registered delegate from their company to a meeting, because they are acting as a registered delegate (whomever the guest is assigned to). BIO will schedule meetings starting in late May. Guest users cannot participate in meetings unless they register for Premier Access for themselves.

4. **Can guests get notifications on saved searches etc. sent to their inbox?**
   No, not directly. Once a search is saved, the registered delegate will receive the notification to their email address. From there, the delegate will need to forward the notification email to their registered guest user. Guests can however receive other meeting-related notifications directly by adding their email address an alternative email address, under the delegate's profile preferences tab.

5. **How many people can be assigned as a guest?**
   There is no limit to how many guests you invite to access one registered delegate's partnering account, but please keep in mind the guest feature allows access to the delegate's full partnering account, including past conferences. Additionally, one guest cannot be given guest access for multiple delegates. They can only act on behalf of *one* delegate at a time.

6. **If your company has multiple attendees but you want the same guest to be able to schedule meetings for all attendees, do they have to be added as a guest by each attendee?**

   An (one) individual is only able to be invited as a guest to manage one registered delegate's profile at a time.
   However, since your delegate partnering profile will exist within your company's partnering profile, that guest is able to help triage and manage meetings for all registered delegates within your company's profile. As a reminder, the guest will be operating on behalf of the registered delegate they are assigned to. When sending messages within meeting requests, they will appear on behalf of the registered delegate, the guest is acting on behalf of.

7. **How do you recommend representing multiple companies? Will there be issues in the number of toggles (industry, assets, etc.) that are added to a profile?**

   If you represent multiple companies, you will have separate delegate accounts which you will need to log into and manage both calendars. As such, we do not recommend representing multiple companies.

<u>Meetings</u>

1. **What is the meeting duration by default?**
   All meetings are scheduled for 30 minutes, and onsite there will be a "five minutes left" chime.

2. **What time zone are the meetings in? Does it use your local time-zone or default to the meeting location time zone?**
   Meetings are displayed in the partnering system at the local conference center time, so Eastern Time zone for Boston.

3. **Can you export the partnering calendar into Outlook?**
   Yes, your meetings use ical and can be added to your outlook calendar. Only personal notes or meetings you manually add to your calendar will not transfer over.

4. **Can we print our meeting schedule?**
   Yes, you can print your meeting schedule from the Calendar page or download it as an excel or pdf file. Click the **Export** button at the top of the calendar to select which format you prefer.

5. **How do I add my contact information in the meeting invitation message?**
   In the meetings page, use the "Share" button to send contact information. Make sure to fill out the contact information section of your Delegate profile in order to share it on meeting requests.

6. **Are inbound/outbound requests visible to all company members (with partnering passes)?**
   Incoming and outgoing meeting requests are visible and editable by any of your colleagues who appear as a delegate in your partnering profile.

7. **If you don't have availability, but your colleague does, would the system automatically book the meeting with them? If not, how can this be accomplished?**

   Meetings are scheduled based on the mutual availability between *required* meeting participants. If you or one of your colleagues has limited availability, consider updating their meeting attendance to optional to increase the likelihood that the meeting can be scheduled. If a meeting cannot be scheduled due to no mutual availability, the system will generate an indicator, that is your sign to open more availability on your calendar.

8. **Can we only send one request per company?**
   You can send multiple requests to the same company but will be required to provide them with a reason for multiple requests. You can then indicate if there are other delegates from their company you would like to meet with or would like to meet about a different topic, etc.

9. **Is there a maximum number of meeting requests I can send? Are these replenished as meetings are accepted or declined?**
   Each company has 150 outgoing meeting requests. Once a meeting request is accepted, declined, or canceled it no longer counts against that limit. There is no limit to the total number of requests a company can send - only a limit on how many can be outstanding at any one time.

10. **Does each company have their own host meeting location?**
    Each scheduled meeting will be assigned a location within BIO 2025's meeting space but won't necessarily be the same location for each meeting. Meetings will take place within the Business Forum and at various Exhibitor booths, if meeting with an exhibitor at any point.

    If having a dedicated space to host your meetings is an opportunity that interests your company, please reach out to our Sales & Sponsorship team at sponsor@bio.org to learn more about the opportunity.

11. **On the calendar, are presenters' availability automatically blocked in the calendar when they are presenting, or do they need to do this?**
    We will block your presentation time in your calendar, plus a 30-minute buffer before or after so you don't need to run to or from a meeting right to your presentation. Feel free to block any additional time for your presentation or others as you'd like.

12. **If we have a Premier Access pass (not an exhibitor), we can only meet on the show floor (EX) and not in a pavilion?**

    Attendees with Premier Access will need to meet with the exhibiting company at their booth or pavilion location as the Business Forum is only accessible to those with a Premier Access badge. Your partnering schedule will have specific location details so that you can find your exact meeting location.

13. **In theory ONE person could manage all meetings, approve/decline for the company?**
    Absolutely! Each delegate within the same company profile can respond to any and all meeting requests, add and remove their company's participants to/from meetings and send meeting requests on behalf of the group or specific colleagues.

14. **I'd like to attend meetings with a partner from a different firm (not same company name). Can we share our schedules somehow?**
    If they plan to only attend your meetings and do not want to represent the other company, our recommendation would be to have them reach out to us to be added to your company's profile instead. It's going to be logistically tough to have them attend meetings for their own company and yours, but you are welcome to forward meetings to them from your calendar (not in Partnering) and they can attend if they're free.

<u>Search & Download</u>

15. **Can you download the contact list as a .csv file?**
    You can download the full list of companies from Search, but this will not include individual contact information for company delegates. You can download the contact information for anyone who shares it in the Meetings page as an .xlsx/Excel file.

16. **Is there a salesforce Integration?**
    No, we do not have an integration with Salesforce. Generally, our data can be downloaded as Excel or PDF files.

<u>Exhibitors</u>

17. **Can exhibitors have multiple tables populated at their booth location. For example; Booth x, table 1, table 2 etc.**
    Yes, you can have multiple meeting points at your exhibit booth. BIO recommends no more than 1 meeting point per 100 sq. ft.

18. **If your company has 1 profile but both EX and BF presence, how do you distinguish them within the Meetings section?**
    EX and BF will be distinguished next to each participant on the meeting. The EX / BF types of the meeting participants will determine the location of the meeting. Any meeting with an EX participant will be scheduled at the exhibitor's booth.

19. **As an exhibitor with colleagues at the booth do we have unlimited number of users or a fee for each user? Same for the BF business form is there a fee for each user using the bio partnering application?**

    Exhibitors do not have unlimited colleagues who can use the BIO Partnering platform, but rather there is no limit to who can attend your meetings. This means that while any of your delegates can attend an EX meeting, only those delegates who are registered for Exhibitor Partnering will have access to the Partnering system.

    Meanwhile for Business Forum, there are limits on who can access the Business Forum and as such anyone planning on meetings in the Business Forum must be registered for Partnering, upon which they will also have access to the system.
    Each delegate added costs the full registration fee.