Self-Scheduling Quick Start Guide

1. Create your profile

Your company and delegate profiles are key to being found and vetted by potential partners. Create a robust profile and keep it current to attract the right partners.

- Clearly outline your offerings, assets, partnering objectives, and intentions for the event.
- List your company's therapeutic areas of interest, financials and location(s).
- Add pitch decks, presentations, YouTube videos, and other rich media content.
- Complete your personal delegate, highlighting your areas of expertise and role to help others mention you in topical meeting requests.

PRO TIPS!

- BIO automatically imports your most recent company profile for your convenience, so review it to ensure the most updated information is on display.
- Your "Brief Description" will appear in search results. Include your contact information for ease of sharing within messages.
- Add assets, market products and services to increase their visibility as partnering opportunities.

2. Set your calendar availability

More available timeslots means more opportunity for meetings

- Your calendar is unavailable by default. Be sure to open timeslots in your partnering calendar as "available" to begin scheduling meetings.
- Your partnering calendar will display both the conference time zone and your local time zone.
- Once a meeting has been accepted, a green "To be scheduled" indicator will appear and you can view mutually available meeting options for scheduling.

PRO TIPS!

- If you have arranged meetings outside of the partnering system, make sure to block your partnering calendar during those times to avoid being double-booked.
- As you build out your conference plans, revisit your calendar to update your availability.

3. Search for partners & send meeting requests

Use the powerful search filters to identify companies that are the best prospective partners.

- Search companies, delegates, assets, market products, and services.
- Search filters allow you to filter by partnering objectives, therapeutic areas, asset development phase, clinical indication, and more.
- Save your frequently-used searches for quick access, and subscribe to get notified when recently added companies fit your criteria.
- Mark your favorites for ease of prioritization.
- Send customized meeting requests and mention specific delegates.

BIO Partnering™

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4. Schedule your meetings

Schedule Your Own Meetings using BIO Partnering's virtual meeting links, BIO's in-person meeting points at the Revel Motor Row, or your own virtual or physical meeting location(s).

- With BIO Partnering you can schedule and reschedule your own meetings.
- Accepted meetings can be scheduled by any delegate from either company.
- Selecting the 'Schedule' button next to a meeting with a green "To be scheduled" indicator, will prompt you to schedule a meeting during a mutually available timeslot. You can reserve a location within BIO's conveniently located meeting space or enter your own meeting location details.
- If necessary to move an already scheduled meeting, you can do so by selecting the "reschedule" button and following the prompt to select a different time.
- Accepted meeting requests with no mutual availability will have a red "No mutual availability" indicator. Try opening more time on your calendar or making meeting participants optional to unblock availability.

PRO TIPS!

- Open as much availability as you can, for the best chance that a meeting with the red "No mutual availability" indicator can be scheduled.
- A Pending Reschedule meeting that cannot be rescheduled due to a lack of mutual availability will still appear on both parties' calendars, so please cancel the meeting if you cannot attend.
- Scheduled meetings are automatically pushed to your Outlook calendar. You can also export your calendar in PDF or Excel format.

Manage your meetings on-the-go with the **BIO Partnering Mobile App!**

Download on the App Store

GET IT ON Google Play