Bio Partnering™

System Quick Start Guide

1. Create your profile

Your company and delegate profile is your 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, licensing objectives, and intentions for the conference.
- 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.
- Add assets, market products and services to increase their visibility as partnering opportunities.

2. Set your calendar availability

More available timeslots means more possible meetings

- Mark timeslots in your partnering Calendar as "available" for meetings. Your calendar is marked as unavailable by default.
- Mutually agreed meetings are scheduled by BIO based on the calendar availability you select in the system.
- Add conference programming to your calendar to plan your entire conference schedule.

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

Use the powerful search tools to identify companies that are the best targets.

- Search through companies, delegates, assets, market products, and services.
- Advanced Search lets you filter by licensing objectives, therapeutic area, asset development phase, clinical indication, and more.
- Save your frequently-used searches for quick access.

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4. Get your meetings scheduled

Let BIO schedule your accepted meetings. Scheduling usually begins 2-3 weeks prior to the conference.

- Respond to all meeting requests by either accepting or declining them.
- All accepted meeting requests are scheduled by BIO.
- If you do not like the time that the meeting has been scheduled, you can request that it be rescheduled in the Meetings page.
- 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.