Any participants from either company can schedule the meeting. Follow the steps below to secure your meeting time and location.

i Once a meeting has been accepted and mutual availability has been identified, the status will change to "To be scheduled".

1 From the Meetings page, select the meeting you want to schedule and click Schedule.
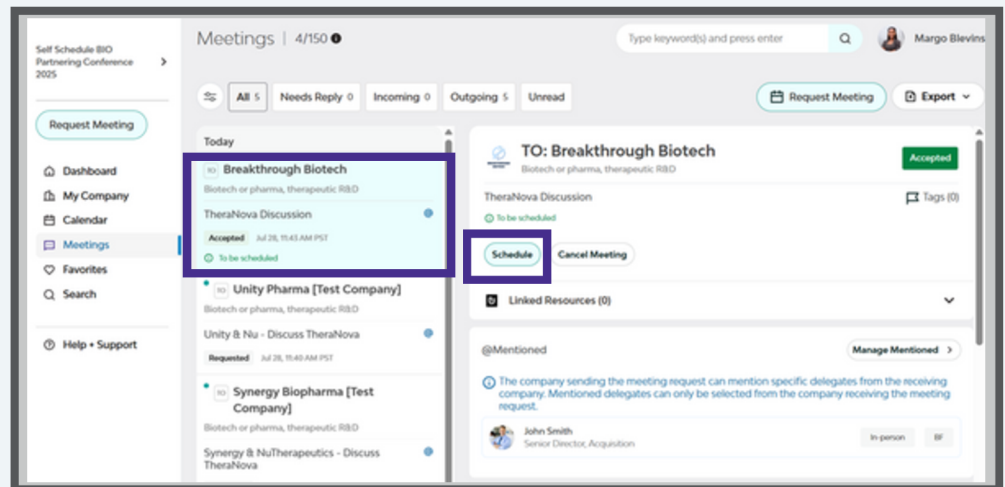
2 Select your "Meeting Type" - In Person, Virtual, or both, then click to select the date and time desired.

- The type of meeting you choose determines your location options
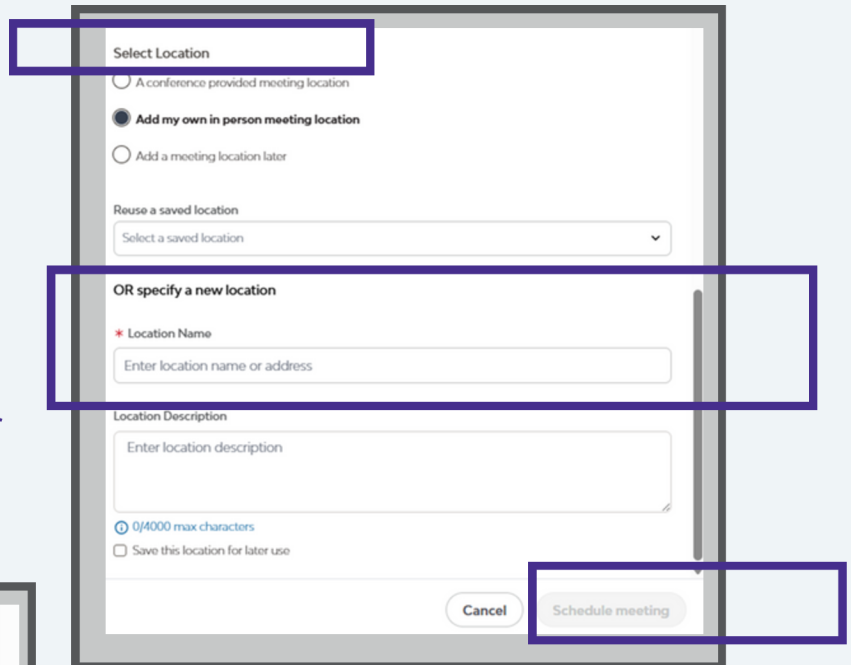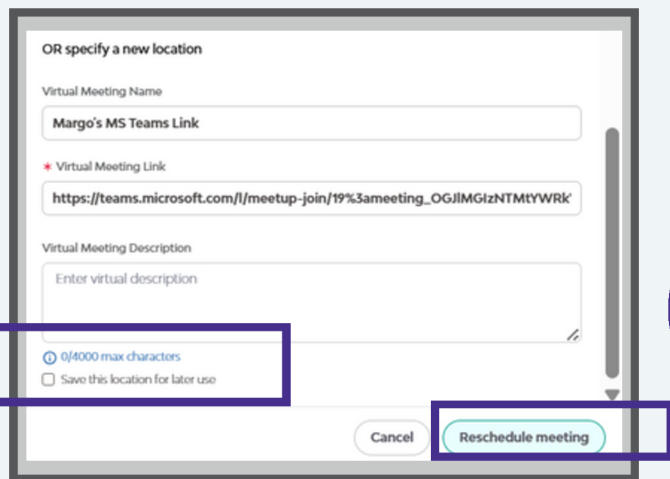- Note the meeting duration when selecting your time
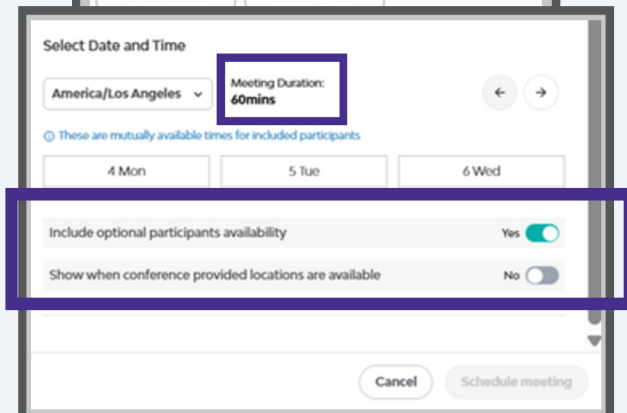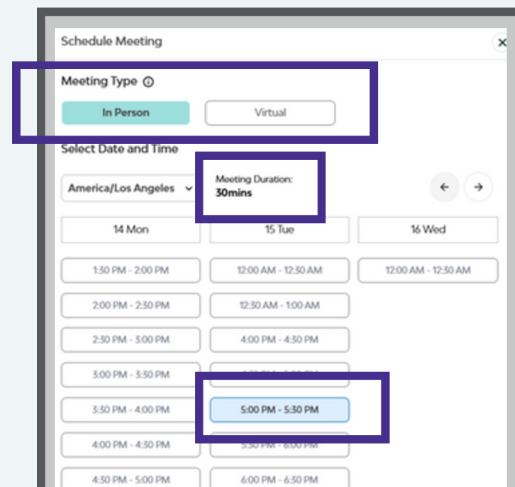
TIP:
Toggle on/off to view times based on optional participants' availability. You can also add/remove your company's participants and change their participation to required/optional.

BiO Partnering™

3 Select or specify the location.

Location options include:
- A Conference provided meeting location or Zoom link
- Add your own in person meeting, or virtual link
- Add a meeting location or link later

Select Location
- ○ A conference provided meeting location
- ● Add my own in person meeting location
- ○ Add a meeting location later

Reuse a saved location
Select a saved location

OR specify a new location
* Location Name
Enter location name or address

Location Description
Enter location description

ⓘ 0/4000 max characters
☐ Save this location for later use

Cancel   Schedule meeting

OR specify a new location

Virtual Meeting Name
Margo's MS Teams Link

* Virtual Meeting Link
https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGJlMGIzNTMtYWRk

Virtual Meeting Description
Enter virtual description

ⓘ 0/4000 max characters
☐ Save this location for later use

Cancel   Reschedule meeting

TIP: Check "Save this location for later use" when adding your own virtual link or in-person meeting location, for ease of use later.

4 Complete the required fields and then click, "Schedule meeting", to confirm. Follow the same steps when rescheduling for a different time or location.

Things to Note:
- Selecting "A conference provided meeting location" will display all BIO-provided meeting tables available at the time selected. You may have to select a different time if no meeting table is available.
- If adding a meeting location later, be sure to go back and add location info prior to the conference so the other party is aware in advance.