

BIO Partnering @ JPM Week 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.



- 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.



- 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 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.



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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 San Francisco Marriot Marquis, or your own virtual or physical meeting location(s).

- With BIO Partnering at JPM Week, 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.



- 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!

