

Quick Start Guide



1. Create your company profile

Your company profile is your key to being found by potential partners. Create a robust profile to enhance your ROI.

- Clearly outline your offerings, assets, licensing objectives, and intentions for the conference.
- List your company's therapeutic areas of interest, financials, and location.
- Add pitch decks, presentations, YouTube videos, and other content to your profile.



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.
- Your company profile is automatically published to maximize your visibility.
- Add assets, market products, and services.



2. Set your calendar availability

More available timeslots means more possible meetings

- Your calendar is unavailable by default. To arrange meetings, you must mark timeslots in your partnering system calendar as "available."
- Your calendar is available by default. Be sure to update your calendar to indicate timeslots you are not available to take meetings.
- Once a meeting has been Accepted, you can view the mutually available timeslots between your calendar and other meeting participants' calendars.



PRO TIPS

- Have off-site meetings? Add them as personal events and block your 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.



4. Get Your Meetings Scheduled

Schedule Your Own Meetings

- With BIO Partnering @ JPM Week, you and your company can schedule and reschedule your own meetings.
- Accepted meetings can be scheduled by any delegate from the participating companies.
- After selecting the schedule button in the accepted meeting in your Message Center, the system will guide you to first choose a mutually available time and then select a location. You can reserve space in BIO's conveniently located meeting space or enter your own meeting space details.
- Accepted meeting requests with no mutual availability will have a red "No mutual availability" indicator.



PRO TIPS

- Scheduled meetings are automatically pushed to your Outlook calendar. You can also export your calendar in PDF or Excel format.



BIO One-on-One Partnering™ App

Navigate your BIO Partnering experience with our handy app

Main functions of the app:

- View your schedule
- Browse and add programming
- Request to reschedule partnering meetings

Download the BIO One-on-One Partnering™ App in the Google Play and Apple Stores

Tip: Search "BIO One-on-One"

