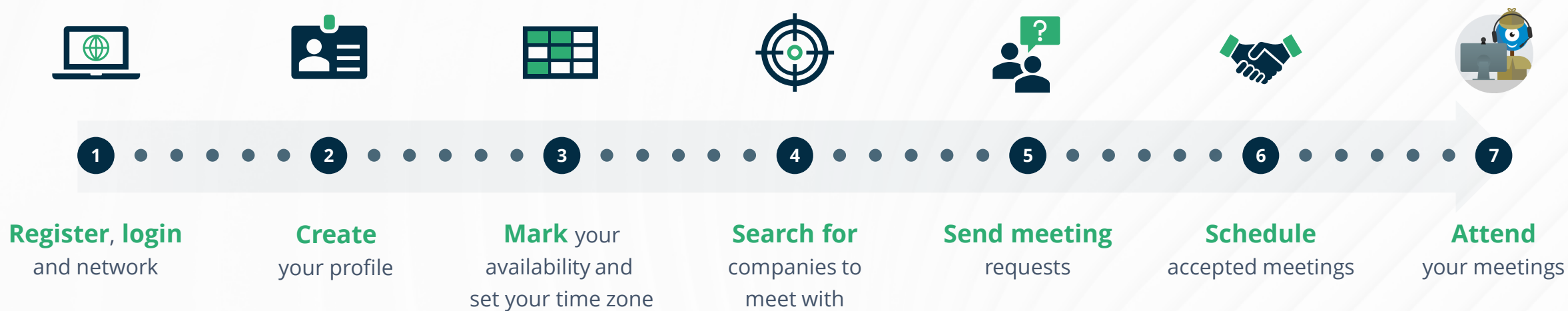




# Inova One-on-One Partnering Tutorial

# Contents





# 1. Register & Log-in

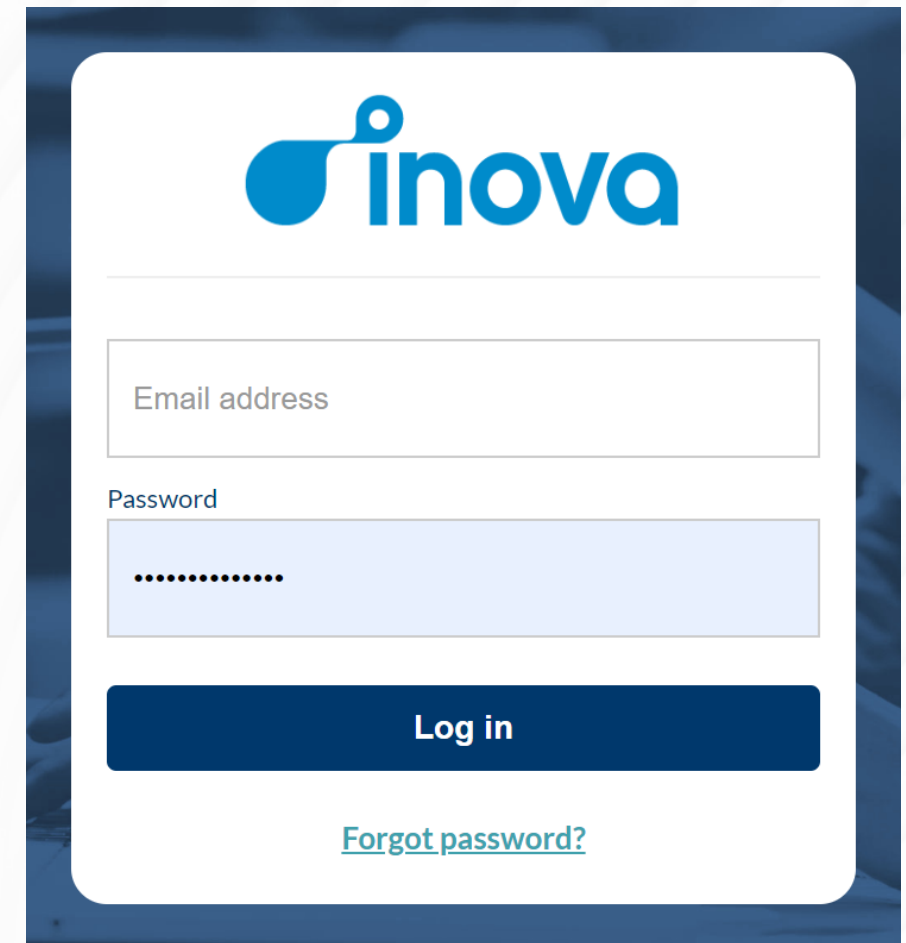
## Registration Key Dates

- Once your registration has been approved, you will receive a confirmation email from [partnering@virtual-partnering.com](mailto:partnering@virtual-partnering.com).
- Once the partnering platform opens you will receive login instructions from [partnering@virtual-partnering.com](mailto:partnering@virtual-partnering.com).
- Start self-scheduling your meetings as soon as they are accepted. Partnering meetings will take place during the conference.

## Logging in

If you have already used the partnering system at a previous event, you may use the same password. The email will also contain a link to reset your password in case you have forgotten it.

If this is your first time using Inova's partnering system, you will need to reset your password using the link provided in the email.

A screenshot of the Inova login interface. At the top is the Inova logo, which consists of a blue circle with a white dot inside, followed by the word "inova" in a blue sans-serif font. Below the logo is a horizontal line. Underneath the line are two input fields: the first is labeled "Email address" and the second is labeled "Password". The password field contains a series of dots. Below the password field is a dark blue button with the text "Log in" in white. At the bottom of the form is a link that says "Forgot password?" in blue text.

Click here to reset your password

# Overview of the home page

The screenshot shows the COVID-19 Virtual Partnering home page. The top navigation bar includes links for HOME, PROFILE, SEARCH, CALENDAR, MESSAGE CENTER, and a New request button. A user profile picture and BOOKMARKS link are on the right. The main content area features a welcome message, a search bar, and a section for the #PartneringAgainstCOVID19 event. A left sidebar contains a menu with sections for COMPANY PROFILE, MEETING REQUESTS, and MEETINGS. A right sidebar lists sponsors and provides a five-step guide to success. A bottom section displays a partnering feed with social media posts.

**Menu**  
Easily access:

- Company profile
- Search page
- Calendar
- Message center
- Request a meeting

**Search Bar**  
Quickly search for potential partners

**Partnering Feed**  
Network with other companies using the hashtag #PartneringAgainstCovid19

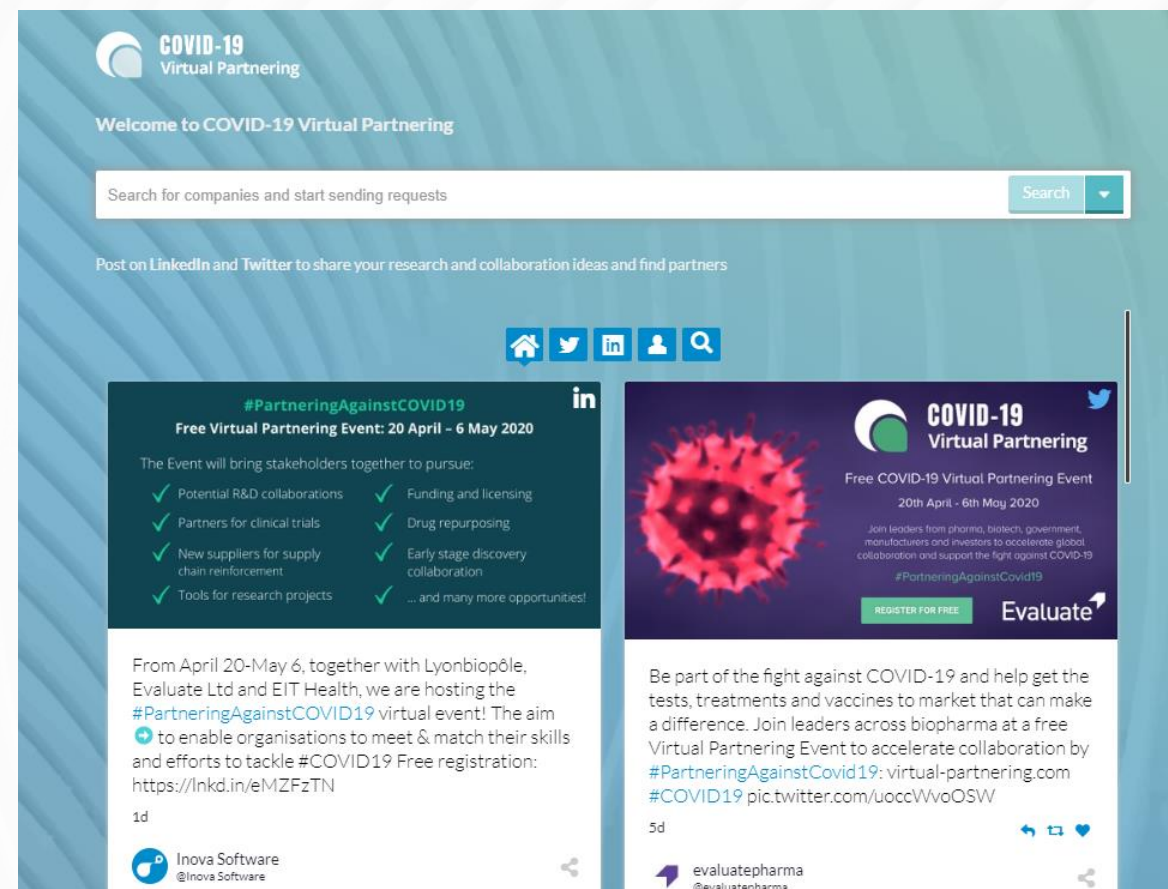


# Network through social media & the partnering feed

Use your social networks to collaborate.

Post on Twitter and LinkedIn using the hashtag **#PartneringAgainstCovid19** to share your research and collaboration ideas.

Your posts will appear on the partnering feed on the homepage.





## 2. Create your profile



- 1 2 Create your profile . . . . . 3 4 5 6 7

# Create your profile

ONE HOME **PROFILE** SEARCH CALENDAR MESSAGE CENTER New request

BOOKMARKS

Balsa+ Balsa Pharma

COMPANY PROFILE

Profile 70% complete  
Visible

Update

MEETING REQUESTS

All Incoming Outgoing

Requested1

Accepted, to be scheduled0

Accepted, no availability0

COVID-19  
Virtual Partnering

Welcome to COVID-19 Virtual Partnering

Search for companies and start sending requests

Search

Post on LinkedIn and Twitter to share your research and collaboration ideas and find partners

#PartneringAgainstCOVID19

Free Virtual Partnering Event: 20 April - 6 May 2020

COVID-19  
Virtual Partnering

THIS EVENT WAS MADE POSSIBLE BY:

LYONBIOPOLE

Evaluate

inova

FIVE STEPS TO SUCCESS

1. Set your time zone. Click PROFILE on the Menu and update your delegate profile.

2. Update your company profile. Click PROFILE on the Menu. Make sure you add your assets, Products and Services

3. Set your availability to take meetings. Click CALENDAR on the Menu.

4. Search for potential partners and request meetings with them. Click SEARCH on the Menu.

## Company profile

1. Complete all applicable fields, especially those in the Description, Areas of Interest, Financials, and Contact Information sections
2. Add Assets, Services, and Market Products if applicable
3. Upload your company's logo
4. Upload documents, graphics, and videos

**TIP:** All company and delegate profiles will be pre-populated with information from the registration form. However, it is important to complete your profiles as much as possible.

**Balsa Pharma**

Your profile is **PUBLISHED** [Unpublish](#)

### Description

Company type

Keywords

Brief description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i

Description  
Lorem ipsum dolor sit amet, consectetur

### Assets

[Manage assets](#)

- SARS-COV-157556 Vaccine / Vaccination [Unpartnered](#)
- SARS-COV-785465 Vaccine / Vaccination [Unpartnered](#)

### Services

[Manage services](#)

### Products

[Manage products](#)

### Management

[Edit](#)

#### Delegates

- Dianna Ross  
CEO
- Felicity Dunst  
Operations Manager

### Content

[Upload file](#)

There are no documents attached here.

**Access individual Delegate Profiles**

## Assets, Services, and Market Products

1. Click Manage drug assets, services, or market products
2. Type in the item's name to add a new name, or click Add to re-add existing item
3. Click Create
4. Complete all applicable fields, especially those found under Description and Classification
5. Upload supporting documents, graphics, and videos

Click "X" once finished.  
All information is automatically saved.

The screenshot shows the Balsa Pharma profile management interface. At the top, there's a header with the Balsa+ logo and 'Balsa Pharma'. Below the header, there's a status bar indicating 'Your profile is PUBLISHED' and an 'Unpublish' button. The main content area is divided into three sections: 'Assets', 'Services', and 'Products'. The 'Assets' section is highlighted with a green box and contains a list of assets: 'SARS-COV-157556 Vaccine / Vaccination' and 'SARS-COV-785465 Vaccine / Vaccination'. To the right of the 'Assets' list, there are buttons for 'Manage assets', 'Unpartnered', and 'Manage services'. The 'Services' section has a 'Manage services' button, and the 'Products' section has a 'Manage products' button. On the right side of the interface, there's a form for adding a new asset. It includes a checkbox for 'Is this asset already partnered?' with an 'Unpartnered' button next to it. Below this, there's a 'Description' section with fields for 'Company' (Balsa Pharma), 'Name' (SARS-COV-157556), 'Type' (Vaccine / Vaccination), 'Sub types', 'URL', and 'Keywords'. A callout box points to the 'X' button in the top right corner of the form, indicating that clicking it will save the information.

**Assets**

- SARS-COV-157556  
Vaccine / Vaccination
- SARS-COV-785465  
Vaccine / Vaccination

**Services**

**Products**

**Manage assets**

**Unpartnered**

**Manage services**

**Manage products**

☐ Is this asset already partnered? **Unpartnered**  
[What does this mean?](#)

**Description**

Company: Balsa Pharma

Name: SARS-COV-157556

Type: Vaccine / Vaccination

Sub types

URL

Keywords

## Delegate profile

1. Complete all applicable fields, especially Job Title, Professional Background, and Area of Expertise
2. Upload your photo
3. Set your time zone. This will be added to your calendar, making it easier to schedule meetings during your business hours.

**TIP:** As with your Company Profile, there are no required fields, but all information is searchable. The more you fill out, the easier you will be for potential partners to find.

**Dianna Ross**  
Your profile is **PUBLISHED** [Unpublish](#)

**⌚ Timezone**  
Timezone/City (UTC-04:00) New York, America/New\_York

**📁 Contact information**  
Company Balsa Pharma  
Job title CEO  
Keywords  
Professional background  
Area of expertise

**📍 Address** [Fill with company address](#)  
Country  
State  
Address  
Zip  
City

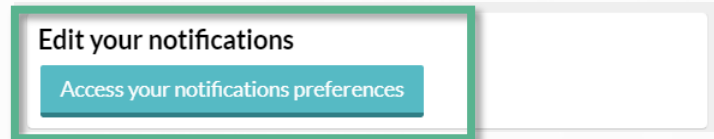
**Edit your notifications**  
[Access your notifications preferences](#)

Click here to upload your photo

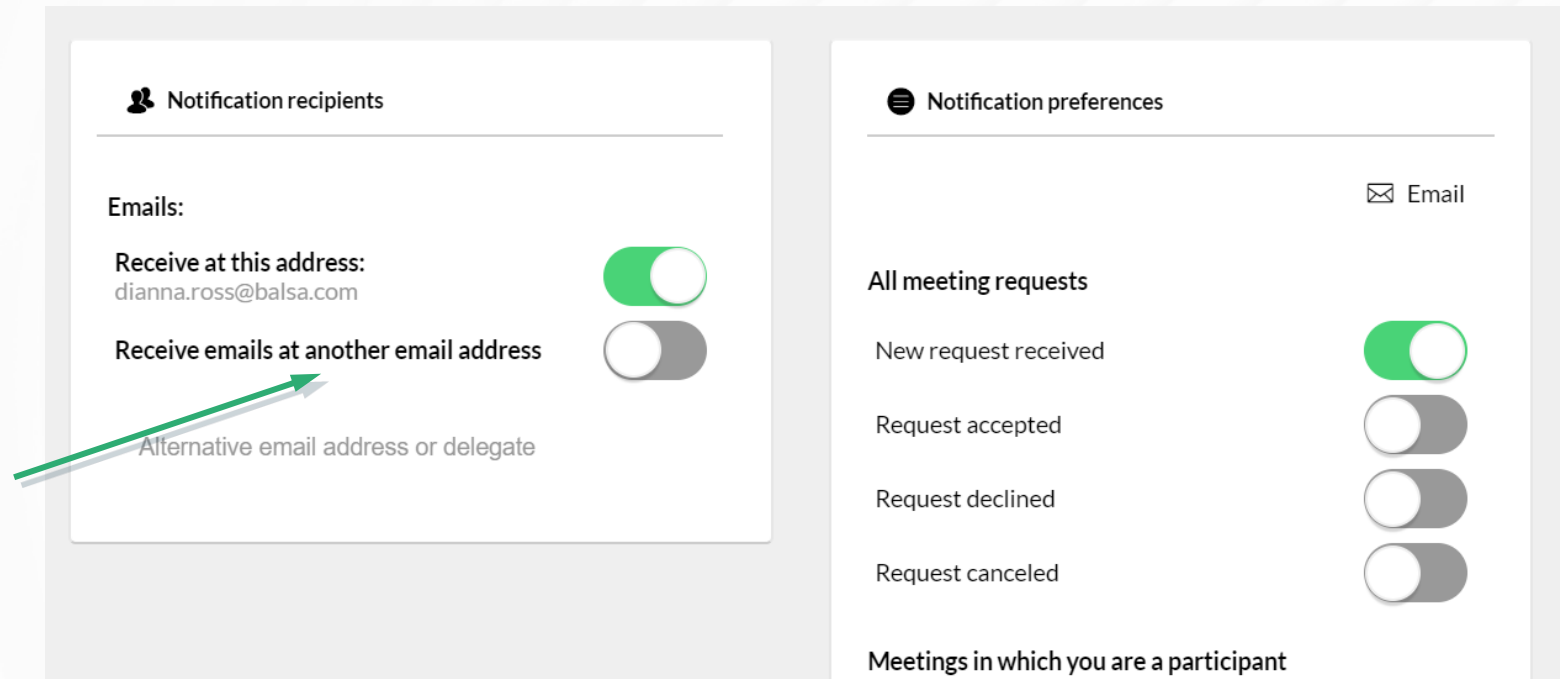
Set your notification preferences here.

# Notification Preferences

Tailor your notification preferences from your profile.



**TIP:** To CC an additional recipient on your email notifications (e.g. an assistant or colleague helping to manage your meeting activity), click here.









### 3. Mark your availability

# Mark your Availability

ONE HOME PROFILE SEARCH **CALENDAR** MESSAGE CENTER New request BOOKMARKS 

 Balsa Pharma

COMPANY PROFILE

Profile 70% complete  
Visible [Update](#)


MEETING REQUESTS

All Incoming Outgoing

Requested 1

Accepted, to be scheduled 0






Accepted, no availability 0

 COVID-19  
Virtual Partnering

Welcome to COVID-19 Virtual Partnering


Search for companies and start sending requests [Search](#)

Post on LinkedIn and Twitter to share your research and collaboration ideas and find partners




    

#PartneringAgainstCOVID19

Free Virtual Partnering Event: 20 April - 6 May 2020



THIS EVENT WAS MADE POSSIBLE BY:

FIVE STEPS TO SUCCESS

1. Set your time zone. Click PROFILE on the Menu and update your delegate profile.

2. Update your company profile. Click PROFILE on the Menu. Make sure you add your assets, Products and Services

3. Set your availability to take meetings. Click CALENDAR on the Menu.

4. Search for potential partners and request meetings with them. Click SEARCH on the Menu.



## Calendar Overview

The conference time zone.

The delegate's time zone as selected in the delegate profile.

**TIP:** Depending on the delegate's time zone, the conference may begin a day before or finish a day later in the delegate's local time.

Here, the conference begins at midnight on Monday, 4 May in CEST time (Lyon, France), which is 6 PM US Eastern time on 3 May (the delegate's local time).

The delegate whose calendar you are viewing. Click here to change delegate and update your colleague's availability.

Calendar Your time zone is currently set to CEST(UTC+02:00) [click here to change](#)

No meetings this day

Mark as available from 9:00 to 18:00 Change availability New personal event

Time	Day	Status
00	18	Available
01	19	Available
02	20	Available
03	21	Available

Click here to mark all timeslots as available for the selected day.

Click here to change your time zone

# Calendar: Updating Your Availability

1. Select the appropriate delegate from the top left drop-menu
2. Update your availability
  - A. Select the correct day of the week
  - B. Click Change availability
  - C. Mark the timeslots available (or unavailable) by clicking Change, or update the entire day
  - D. Click Save and return to calendar

Save time by first updating the entire day and then updating individual timeslots as necessary.

**Calendar**  
3 Meetings that day

Save and return to calendar Cancel New personal event Update entire day

CEST (+02:00)	EDT (-04:00)	Availability	Action
12	06	Not Available	... This time slot is NOT available for meetings change
		Not Available	... This time slot is NOT available for meetings change
13	07	Not Available	... This time slot is NOT available for meetings change
		Not Available	... This time slot is NOT available for meetings change
14	08	Available	This time slot is available for meetings change
		Available	This time slot is available for meetings change
15	09	Available	This time slot is available for meetings change
		Available	This time slot is available for meetings change
16	10	Available	This time slot is available for meetings change
		Available	This time slot is available for meetings change

**PLEASE NOTE:** Your Calendar is unavailable by default. You must have at least one available timeslot in order to send and accept meeting requests.

# Calendar: Viewing & Exporting Your Schedule

In the calendar, you are also able to:

1. View your scheduled partnering meetings
2. Export your individual and/or combined company schedule

**PLEASE NOTE:** Delegates schedule their own meetings. Once a meeting has been accepted, you can self-schedule it immediately.

Export your individual or entire company schedule

Calendar interface for Dianna Ross. The interface shows a calendar view for Monday 04, Tuesday 05, and Wednesday 06. A callout box points to the 'Export' button. The calendar shows a 'Not Available' block on Monday 04, followed by several 'Available' blocks. Meetings are listed for Tuesday 05 and Wednesday 06, including 'GTM link to be provided Inova CSM', 'Virtual room to be provided by the event Mike's Bikes', and 'Virtual room to be provided by the event Golddex'.

Time	Availability	Meeting
14:00 (UTC+02:00)	Not Available	GTM link to be provided Inova CSM
15:30 (UTC+02:00)	Available	Virtual room to be provided by the event Mike's Bikes
16:00 (UTC+02:00)	Available	Virtual room to be provided by the event Golddex



## 4. Search for companies to meet with

1 2 3 4 Search for companies to meet with . . . . . 5 6 7

# Search for companies to meet with

Get started with the search feature either by clicking on search in the menu or starting your search directly in the search bar on the home page.

**COVID-19 Virtual Partnering**

Welcome to COVID-19 Virtual Partnering

Search for companies and start sending requests

Post on LinkedIn and Twitter to share your research and collaboration ideas and find partners

**COMPANY PROFILE**

Balsa Pharma

Profile 70% complete  
Visible

**MEETING REQUESTS**

All Incoming Outgoing

Requested 1  
Accepted, to be scheduled 0  
Accepted, no availability 0

**THIS EVENT WAS MADE POSSIBLE BY:**

LYONBIOPOLE Evaluate inova

**FIVE STEPS TO SUCCESS**

1. Set your time zone. Click PROFILE on the Menu and update your delegate profile.
2. Update your company profile. Click PROFILE on the Menu. Make sure you add your assets, Products and Services
3. Set your availability to take meetings. Click CALENDAR on the Menu.
4. Search for potential partners and request meetings with them. Click SEARCH on the Menu.

1 2 3 4 Search for companies to meet with . . . . . 5 6 7

# Search

Search by Companies, Delegates, Assets, Market Products, or Services

Save specific search criteria and monitor results

Export your specific search results into Excel

Sort your search results

Send meeting requests












**PLEASE NOTE:** When viewing your own company in search results, you will not see "New Request" and Bookmark buttons. However, other companies will see these buttons next to your company.

Search tips Saved searches Search history Export

Type text here to search the directory Search Advanced search Modification date

Filters (0)

Companies (7) Delegates (9) Assets (3) Products (2) Services (2)

	<b>GOLDDEX</b> 1 prior meeting 0 notes Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i	Biotech	Japan	<a href="#">view website</a>	SCHEDULED		 Make a note
	<b>LEXIQVOLAX</b> 0 notes Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i	Financing / Investors / Research grants	France	<a href="#">view website</a>	NEW REQUEST		 Make a note
	<b>TREEQUOTE</b> ididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation	Applicable Software Technology Company	United States	<a href="#">view website</a>	REQUESTED		 Make a note
			Germany	<a href="#">view website</a>	NEW REQUEST		 Make a note



1 2 3 4 Search for companies to meet with . . . . . 5 6 7

# Advanced Search

Conduct an Advanced Search to search by specific criteria or combine multiple filters.

Search tips Saved searches Search history Export





Type text here to search the directory

Search Advanced search Modification date

Filters (0)

Companies (7) Delegates (9) Assets (3) Products (2) Services (2)

Start with

	<b>GOLDDEX</b> 1 prior meeting 0 notes Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i	Biotech	Japan	<a href="#">view website</a>	<b>SCHEDULED</b> ★ <a href="#">Make a note</a>
	<b>LEXIQVOLAX</b> 0 notes Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i	Financing / Investors / Research grants	France	<a href="#">view website</a>	<b>NEWREQUEST</b> ★ <a href="#">Make a note</a>
	<b>TREEQUOTE</b> 0 notes Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i	Applicable Software Technology Company	United States	<a href="#">view website</a>	<b>REQUESTED</b> ★ <a href="#">Make a note</a>
	<b>FAXQUOTE</b> 0 notes	Consultancy	Germany	<a href="#">view website</a>	<b>NEWREQUEST</b> ★

Advanced search [Clear](#) [Search now](#) [×](#)

[Companies](#) [Delegates](#) [Assets](#) [Products](#) [Services](#)

Company name

Enter text...

Company types

Diagnostics [×](#)

Previously met company

☐ Yes

☒ No

Licensing objectives



- 1 2 3 4 Search for companies to meet with . . . . . 5 6 7

## Prior meetings

Quickly confirm if you have met with or had a meeting request with a company at a previous One-on-One conference by clicking on their profile.

Search tips Saved searches Search history Export

Type text here to search the directory Search Advanced search 1 Modification date

Filters (0)

Companies (7) Delegates (9) Assets (3) Products (2) Services (2)

Start with

Company	Industry	Location	Actions
INOVA CSM			2 prior meetings 0 notes
GOLDDDEX	Biotech	Japan	1 prior meeting 0 notes
LEXIQVOLAX	Financing / Investors / Research grants	France	0 notes

Expand

Golddex

SCHEDULED View messages

1 prior meeting 0 notes Make a note

**Description**

Company type Biotech

**Brief description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i

Prior requests

With: GOLDDDEX

Meetings (1)

SCHEDULED at RC Virtual Partnering

May 4, 2020 16:00 (UTC+02:00)

Adela Heath

Dianna Ross

Message thread



## 5. Send meeting requests

# Message Center

The Message Center is set up at a company level. The same content will be displayed for all members of your company attending the conference.

[HOME](#)
[PROFILE](#)
[SEARCH](#)
[CALENDAR](#)

[MESSAGE CENTER](#)

[New request](#)

[BOOKMARKS](#)

COMPANY PROFILE

Profile 70% complete  
Visible

Update

MEETING REQUESTS

[All](#)
[Incoming](#)
[Outgoing](#)

Requested

1
 

Accepted, to be scheduled

0
 

Accepted, no availability

0

COVID-19

Virtual Partnering

Welcome to COVID-19 Virtual Partnering

Search

Post on LinkedIn and Twitter to share your research and collaboration ideas and find partners

#PartneringAgainstCOVID19

Free Virtual Partnering Event: 20 April - 6 May 2020

THIS EVENT WAS MADE POSSIBLE BY:

FIVE STEPS TO SUCCESS

1. Set your time zone. Click PROFILE on the Menu and update your delegate profile.
2. Update your company profile. Click PROFILE on the Menu. Make sure you add your assets, Products and Services
3. Set your availability to take meetings. Click CALENDAR on the Menu.
4. Search for potential partners and request meetings with them. Click SEARCH on the Menu.

1 2 3 4 5 Send meeting requests . . . . . 6 7

# Message Center

Filter by meeting requests by:

1. Personal Tag
2. Unread Messages
3. Incoming & Outgoing
4. Meeting Status

Refine and combine multiple filters

Dashboard

All requests

Requests you are tagged in

Enter searched text

Unread

☐ Unread messages only

Requests type

☐ Incoming requests

☐ Outgoing requests

Status

All

Requested

Scheduled

Pending reschedule

☐ No mutual availability

☐ To be rescheduled

Accepted

☐ No mutual availability

☐ To be scheduled

Canceled

Declined

Advanced filters

Export

4 Items

Last change

Last change

Status

Sender

Recipient

To Inova CSM

last update 21 hours ago

Let's meet at the COVID conference

May 4, 14:00 - 15:00 (UTC+02:00)

To Treequote

last update a day ago

Applicable Software Technology Company

Test

REQUESTED

From Golddex

last update a day ago

Biotech

Meeting us?

May 4, 16:00 - 16:30 (UTC+02:00)

Virtual room to be provided by the event

SCHEDULED

From Mike's Bikes

last update 4 days ago

Association, Government, Biotech, Applicable Software Technology Company

May 4, 15:30 - 16:00 (UTC+02:00)

Virtual room to be provided by the event

SCHEDULED

No more results

Export your Message Center contents into Excel

Sort by date, status, sender, or recipient

# Sending meeting requests

1. Click New Request at the top of the page, or the envelope in your search results
2. Type in the name of the company you'd like to meet with in the To field
3. Add a tailored subject and message in the Title and Message fields
4. Update meeting participants
5. Click Send Request

**PLEASE NOTE:** Outgoing requests are sent to companies rather than individuals. The receiving company will determine which participants to add to the meeting.

New meeting request

To

Company (start typing to display results)

Golddex

Request subject and message

Title

A tailored subject

Message

Short, succinct and tailored to the specific audience

Linked resources

Choose

No assets, products, services or content are linked yet

Participants

Delegate

Choose

You

CEO

Cancel

Send request

**The default participant will be you. Don't forget to replace yourself with another participant if you do not intend to attend the meeting, or add additional participants as necessary**

Pick participants

Save Cancel

Filter company delegates here

Dianna Ross

106 free timeslots

View calendar

Click to remove as participant

Felicity Dunst

143 free timeslots

View calendar

Click to add as participant

## “Reply only” to Meeting Requests

Click Reply Only to create or a continue a conversation in an existing meeting request.

This will allow you to add an additional comment or question, or respond to the thread without changing the request’s status.

This is useful if you would like more information before accepting a request, or if you would like to follow up with additional details.

**TIP:** Use “Reply Only” to communicate with companies before, during, and after the event, even if the meeting was never scheduled.

**PLEASE NOTE:** Clicking “Reply Only” will NOT accept an incoming meeting. Instead, you must click “Accept request.” Only meetings with an “Accepted” status will be scheduled.

Golddex Biotech

Incoming

SCHEDULED

🕒 May 4, 16:00 - 16:30 (UTC+02:00)

📍 Virtual room to be provided by the event

Reply only

Reschedule

Request reschedule

Cancel meeting

👤 Golddex Participants

👤 Adela Heath

👤 Balsa Pharma Participants

👤 Dianna Ross  
CEO

Edit

👤 Golddex linked resources

No linked resources added yet

👤 Balsa Pharma linked resou...

No linked resources added yet

Edit



# Accepting, Declining, & Canceling Meeting Requests

## Accept

1. Click Accept Request
2. Include an explanation in the Messages field (optional)
3. Update meeting participants and availability, if necessary
4. Click Accept Request

## Decline (not pictured)

1. Click Decline Request
2. Include an explanation in the Messages field (optional)
3. Click Decline Request

**PLEASE NOTE:** You are the default participant. Don't forget to replace yourself with another participant if you do not intend to attend the meeting or add additional participants, as necessary.

Golddex Biotech  
Incoming

REQUESTED

Reply only

✓ Accept request

✗ Decline request

Golddex Participants

Adela Heath

Balsa Pharma Participants

Dianna Ross  
CEO

Golddex linked resources


resources added yet

Balsa Pharma linked resou...

No linked resources added yet

Accept Request

Meeting us?

From  
 Golddex

Your Message  

Message


Linked resources

Choose

No assets, products, services or content are linked yet

Participants

Choose

  
You  
CEO

Cancel

Accept Request





## 6. Scheduling & updating meetings

# Scheduling meetings

Once a meeting has been accepted, it's time to schedule it.

Find the meeting in the Message Center and click the "Schedule" button.

Golddex Biotech

Incoming

ACCEPTED

Schedule

Cancel request

i

SELF SCHEDULING: This meeting needs to be scheduled.

Golddex Participants

Adela Heath

Balsa Pharma Participants

Dianna Ross

CEO

Edit

Golddex linked resources

No linked resources added yet

Balsa Pharma linked resou...

No linked resources added yet

Edit

## Scheduling meetings

Select a mutually available timeslot. The timeslots are color-coded representing the participants' mutual availability:

- **Green:** All participants are available
- **Yellow:** Not open for scheduling because one of the participants has marked the slot as Unavailable
- **Red:** Not available for scheduling because there is a meeting already scheduled at this time.

### Schedule meeting

Back

Balsa Pharma

Dianna Ross

CEO

Edit Participants

Golddex

Adela Heath

1

Select a time slot

2

Select a location

3

Summary

CEST (+02:00)

EDT (-04:00)

16	10	Available for scheduling	Not available for scheduling, conflicting meetings	Not available for scheduling, conflicting meetings
17	11	Available for scheduling	Not available for scheduling, conflicting meetings	Not available for scheduling, conflicting meetings

Legend

- Available for scheduling
- Not available for scheduling, please check your availability
- Not available for scheduling, conflicting meetings
- No partnering at that time
- This meeting is currently scheduled at that time
- Number of delegates who have a conflicting meeting
- Number of delegates who are not taking meetings at this time

## Selecting a meeting location

After selecting the timeslot, add the online conference or video system of your choice, or use one of our virtual rooms.

- If you use your own conference or video call solution, be sure to include all of the links and access codes necessary.
- If you use one of our virtual rooms, the rooms will be assigned on a rolling basis. We will automatically update the meeting and calendar invites with the connection information.

You can update the meeting location later.

Select the location

⌚ Monday May 4, 16:30 - 17:00 (UTC+02:00)

Enter meeting location

You may specify a location of your choosing or add a link to your preferred conference or video call solution. Please be sure to include any needed access codes

OR

Use a virtual room provided by the event

Use a secured, dedicated, virtual meeting room. The connection information will be sent shortly after scheduling the meeting and your calendar invites will be updated. Phone numbers will also be provided to connect audio.

# Update meetings

**TIP:** If you accidentally decline a meeting, or you change your mind, you will have the option to undecline the meeting. This will revert meeting's status back to "Requested."

Golddex Biotech

Incoming

Reply only

SCHEDULED

May 4, 16:00 - 16:30 (UTC+02:00)

Virtual room to be provided by the event

Reschedule

Request reschedule

Cancel meeting

Golddex Participants

Adela Heath

Balsa Pharma Participants

Dianna Ross  
CEO

Edit

Golddex linked resources

No linked resources added yet

Balsa Pharma linked resou...

No linked resources added yet

Edit

View time and location. Please note, the time zone displayed is the conference local time (Lyon, France), not the delegate's local time.

To update the meeting location, click reschedule. Then update the meeting's location only.

Update meeting participants



## 7. Attend your meetings

## Attend your meetings

When it is time to attend your meetings, there are three different ways to find your connection information:

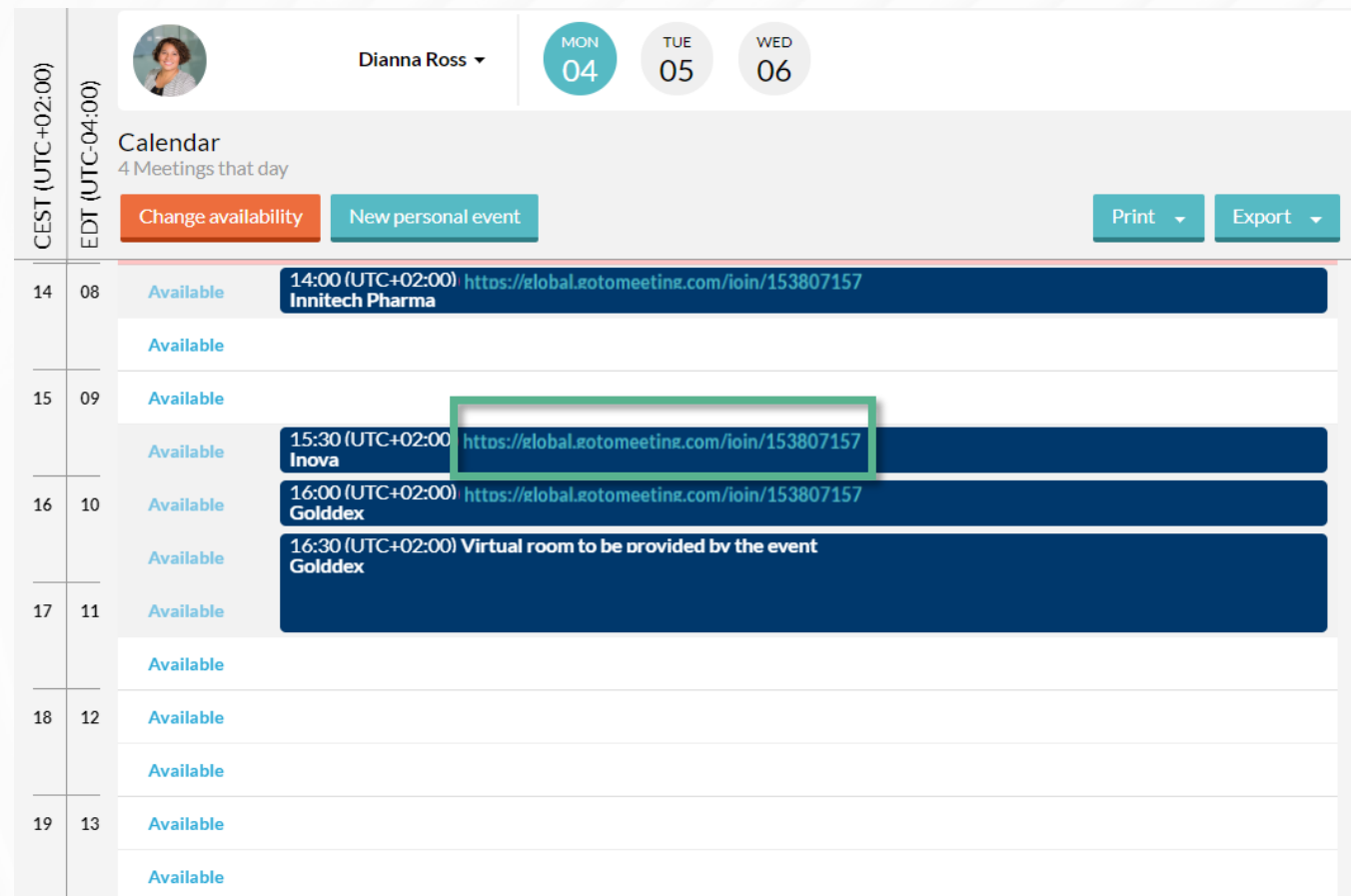
1. Find your meeting on your calendar. There will be a clickable link to join your virtual room.

OR

2. Go to the Message Center and find your meeting. The connection information will appear in the location.

OR

3. Find the meeting invitation in your personal calendar (Outlook, Google, etc). The location information is included in the invitation.



Calendar  
4 Meetings that day

Change availability New personal event Print Export

Time (UTC+02:00)	Availability	Meeting Name	Location
14:00 (UTC+02:00)	Available	Innitech Pharma	<a href="https://global.gotomeeting.com/join/153807157">https://global.gotomeeting.com/join/153807157</a>
15:30 (UTC+02:00)	Available	Inova	<a href="https://global.gotomeeting.com/join/153807157">https://global.gotomeeting.com/join/153807157</a>
16:00 (UTC+02:00)	Available	Golddex	<a href="https://global.gotomeeting.com/join/153807157">https://global.gotomeeting.com/join/153807157</a>
16:30 (UTC+02:00)	Available	Virtual room to be provided by the event	Golddex



# Help & Support

[support@virtual-partnering.com](mailto:support@virtual-partnering.com)

# Leveraging Inova's Biopharma Partnering Platform

One-on-One Partnering, the leading biopharma matchmaking platform, facilitates **tens of thousands of face-to-face relevant meetings at dozens of biopharma conferences worldwide** including the BIO International Convention and BIO Asia.



# About Inova

Inova Software accelerates partnering for the future of medicine. Over 130 life science companies, including 50% of the top 50 pharmaceutical companies already use Inova's cloud platform. They secure licensing and collaboration opportunities, accelerate deal making and successfully manage their alliances.

Inova Software also provides **One-on-One Partnering, the market leading partnering & matchmaking platform** that facilitates thousands of face-to-face meetings at dozens of biopharma conferences worldwide including the BIO International Convention and BIO Asia.



<https://inova-software.com>

