Inova One-on-One Partnering Tutorial
COVID-19 Partnering Conference

Contents

1. Register, login and network
2. Create your profile
3. Mark your availability and set your time zone
4. Search for companies to meet with
5. Send meeting requests
6. Schedule accepted meetings
7. Attend your meetings
1. Register & Log-in
Registration Key Dates

• Once your registration has been approved, you will receive a confirmation email from partnering@virtual-partnering.com.

• Once the partnering platform opens you will receive login instructions from partnering@virtual-partnering.com.

• Start self-scheduling your meetings as soon as they are accepted. Partnering meetings will take place during the conference.
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.
Overview of the home page

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
Create your profile
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.
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
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.
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
Calendar Overview

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

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).

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

Click here to change your time zone.
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

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

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.
Conduct an Advanced Search to search by specific criteria or combine multiple filters.
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.
5. Send meeting requests
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.
Message Center

Filter by meeting requests by:
1. Personal Tag
2. Unread Messages
3. Incoming & Outgoing
4. Meeting Status

Refine and combine multiple filters

Export your Message Center contents into Excel

Sort by date, status, sender, or recipient
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.
“Reply only” to Meeting Requests

Click Reply Only to create or 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.
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.
6. Scheduling & updating 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.
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.
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.
**Update meetings**

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

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
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.
Help & Support

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.

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