

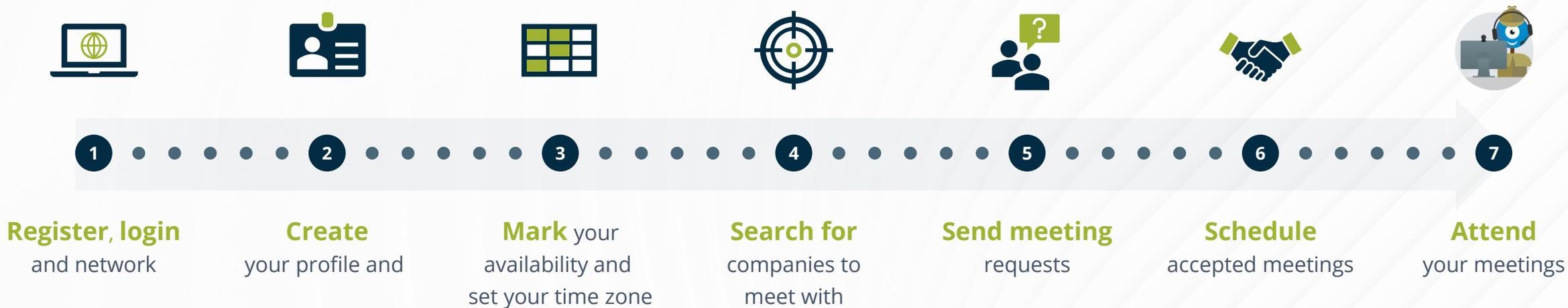


ONCOLOGY Virtual Partnering

One-on-One Partnering™ Platform Quick Start Guide

Oncology Virtual Partnering Event

Contents



- 1
- Register & Login
- • • • •
- 2
- 3
- 4
- 5
- 6
- 7

Overview of the home page

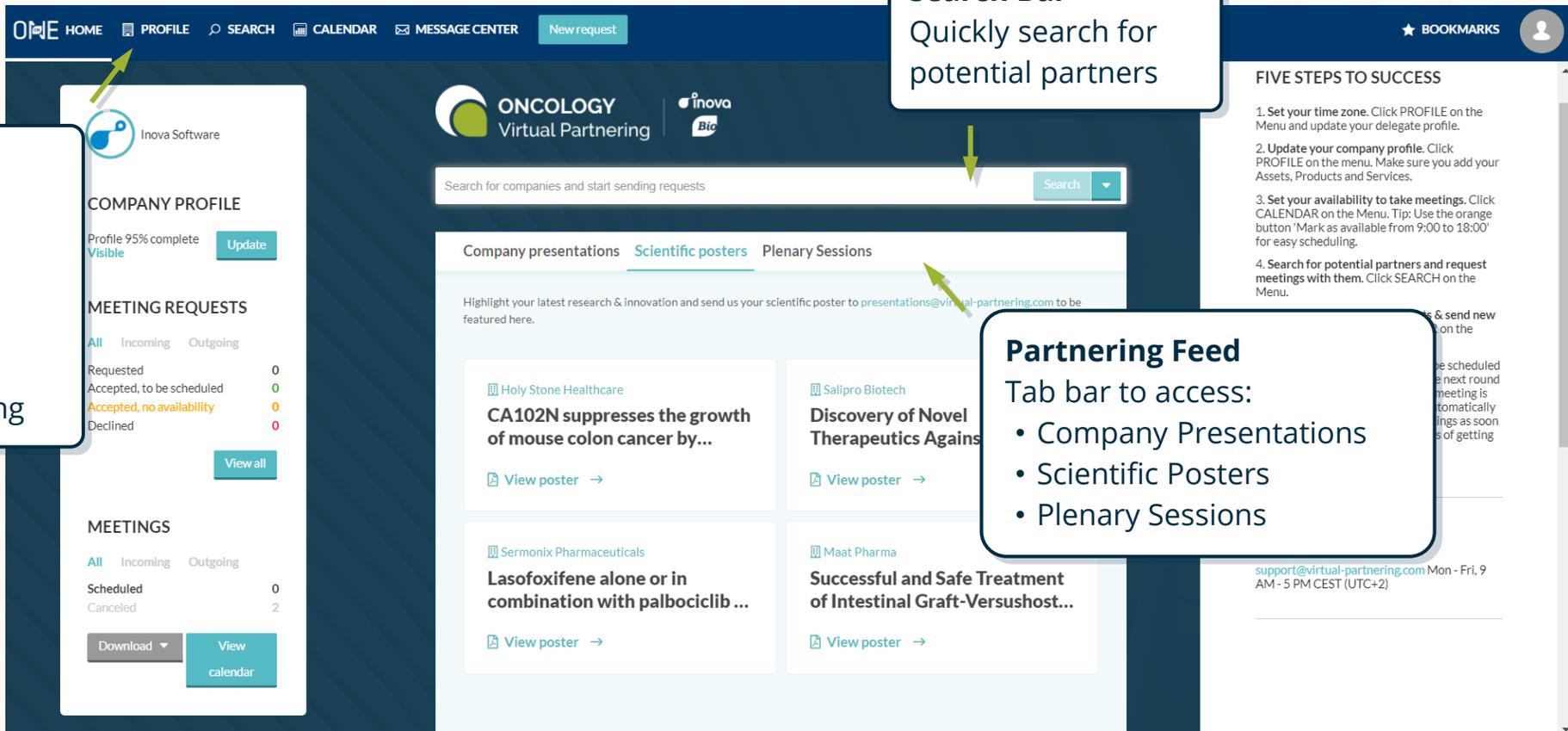
Menu
Easily access:

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

Search Bar
Quickly search for potential partners

Partnering Feed
Tab bar to access:

- Company Presentations
- Scientific Posters
- Plenary Sessions



1 2 **Create your profile** • • • • • 3 4 5 6 7

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.

The screenshot displays the Balsa Pharma company profile. At the top, it indicates the profile is **PUBLISHED** with an **Unpublish** button. The profile is divided into several sections:

- Description:** Includes fields for Company type (Pharma or Biopharmaceutical Co...), Keywords, Brief description (Lorem ipsum dolor sit amet...), and a full Description (Lorem ipsum dolor sit amet, consectetur adipiscing elit...).
- Assets:** Lists two assets: SARS-COV-157556 (Vaccine / Vaccination) and SARS-COV-785465 (Vaccine / Vaccination), both marked as **Unpartnered**. A **Manage assets** button is present.
- Services:** Includes a **Manage services** button.
- Products:** Includes a **Manage products** button.
- Management:** Includes an **Edit** button.
- Delegates:** Lists Dianna Ross (CEO) and Felicity Dunst (Operations Manager). An arrow points to this section.
- Content:** Includes an **Upload file** button and a message: "There are no documents attached here."

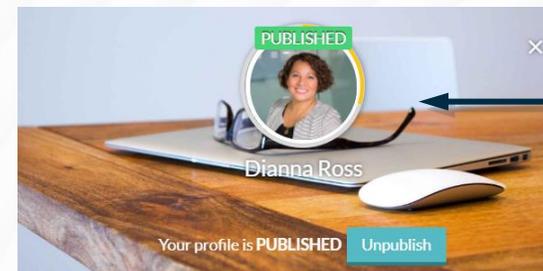
Access individual Delegate Profiles

- 1 2 **Create your profile** • • • • • 3 4 5 6 7

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.

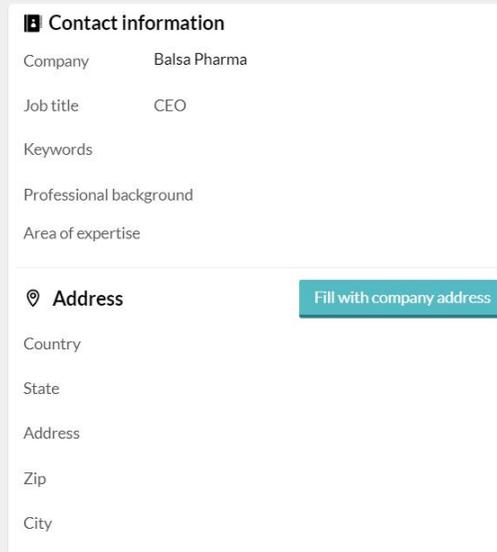
TIP: As with your Company Profile, there are no required fields, but all information is searchable. The more you fill out, the easier you will be for potential partners to find.



Click here to upload your photo



Click here to update your time zone



Set your notification preferences here



- 1 2 3 **Mark your availability** 4 5 6 7

Calendar Overview

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

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.

The conference time zone.

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

- 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

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

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.

1 2 3 4 **5** Send meeting requests • • • • • 6 7

Sending meeting requests

1. Click the New Request button in the menu bar 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

The screenshot displays the Oncology Virtual Partnering web application. At the top, a dark blue navigation bar contains 'SEARCH', 'CALENDAR', 'MESSAGE CENTER', and a 'New request' button. A green arrow points from this button to the 'New meeting request' modal window. The modal window has a white background and a dark blue header. It contains the following sections:

- To:** A search bar with 'Company (start typing to display results)' and a dropdown showing 'Golddex' with a close icon.
- Request subject and message:** Two text input fields. The 'Title' field contains 'A tailored subject'. The 'Message' field contains 'Short, succinct and tailored to the specific audience'.
- Linked resources:** A section with a 'Choose' button. Below it, a message states 'No assets, products, services or content are linked yet'.
- Participants:** A section with a 'Choose' button. Below it, a delegate is listed as 'You, CEO' with a profile picture.
- At the bottom of the modal are 'Cancel' and 'Send request' buttons.

 The background of the application shows a sidebar with 'PROFILE' and 'QUESTS' sections, and a main content area with 'Company presentations' and a list of research highlights, including 'CA102N suppresses of mouse colon cancer' and 'Lasofoxifene alone combination with p'.

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

1 2 3 4 5 Send meeting requests 6 7

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.

1 2 3 4 5 **6** Scheduling & updating meetings • • • • • 7

Scheduling meetings

To schedule a meeting:

1. Find the meeting in the Message Center and click the “Schedule” button.
2. Select a mutually available timeslot in the meeting scheduler. The timeslots are color-coded, green means all participants are available.
3. After selecting a timeslot, add the online conference or video system of your choice, or use one of our virtual rooms.

The screenshot displays the 'Schedule meeting' interface. On the left, there is a 'Back' button and a list of participants: Balsa Pharma (Dianna Ross, CEO) and Golddex (Adela Heath). The main area shows a calendar grid with time slots for 10:00-11:00 AM. The grid is color-coded: green for available slots, red for conflicting meetings, and grey for no partnering. A legend on the right explains the color coding and includes a red 'x' icon for conflicting meetings and a yellow 'y' icon for delegates not taking meetings.

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

17 11

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

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

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 **Balsa Pharma Participants** Edit

Adela Heath Dianna Ross CEO

Golddex linked resources **Balsa Pharma linked resou...** Edit

No linked resources added yet No linked resources added yet

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

1 2 3 4 5 6 **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 interface showing meeting details for Dianna Ross. The calendar is for Monday, April 04, Tuesday, April 05, and Wednesday, April 06. The view shows a list of meetings for the day of April 04. The meetings are:

Time (UTC+02:00)	Meeting Name	Link
14:00	Innitech Pharma	https://global.gotomeeting.com/join/153807157
15:30	Inova	https://global.gotomeeting.com/join/153807157
16:00	Golddex	https://global.gotomeeting.com/join/153807157
16:30	Virtual room to be provided by the event Golddex	

Help & Support

support@virtual-partnering.com