ONCOLOGY Virtual Partnering

One-on-One Partnering™ Platform Quick Start Guide

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Oncology Virtual Partnering Event

Contents

1. **Register, login** and network
2. **Create** your profile and
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

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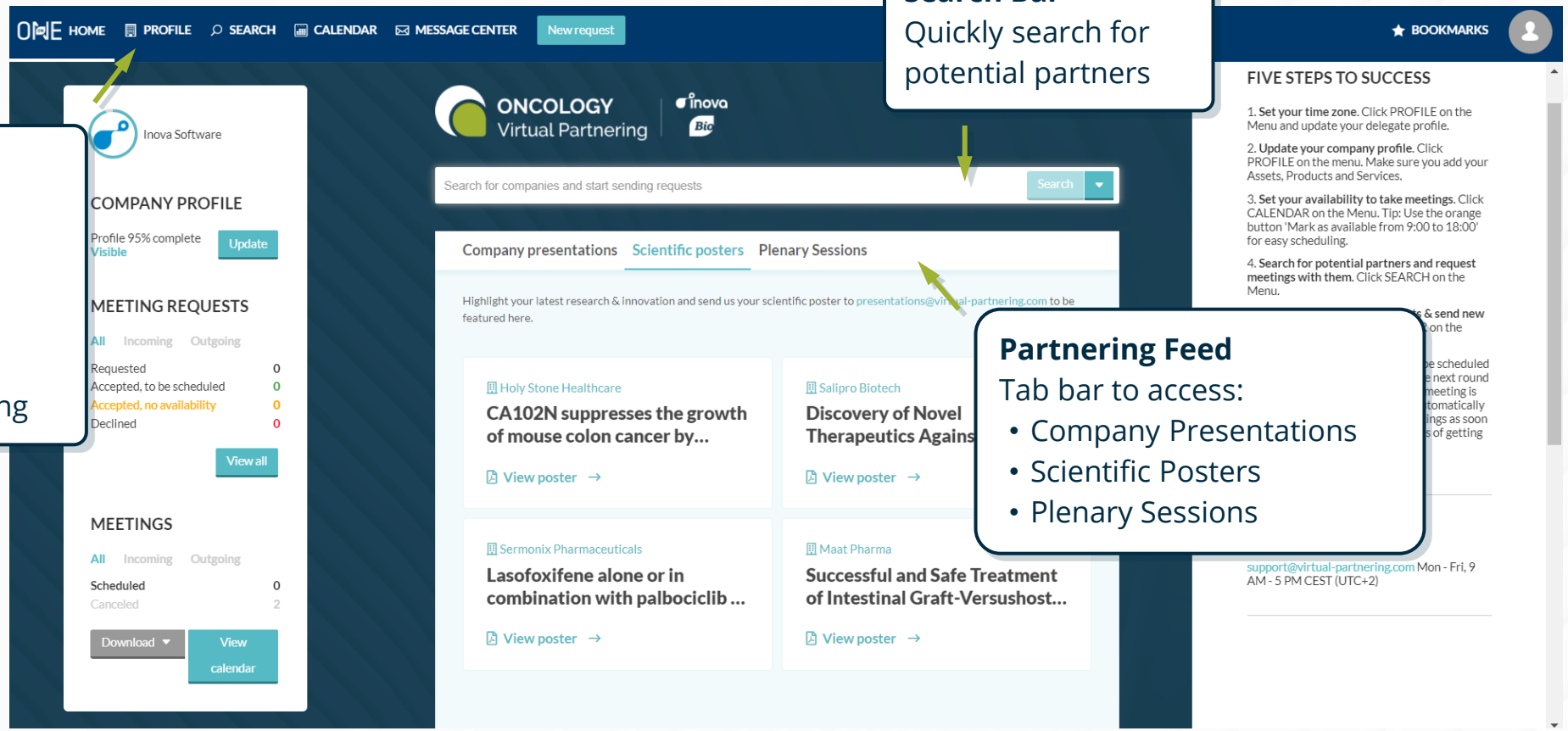
Overview of the home page

Search Bar
Quickly search for potential partners

Menu
Easily access:
- Company profile
- Search page
- Calendar
- Message center
- Request a meeting

Partnering Feed
Tab bar to access:
- Company Presentations
- Scientific Posters
- Plenary Sessions



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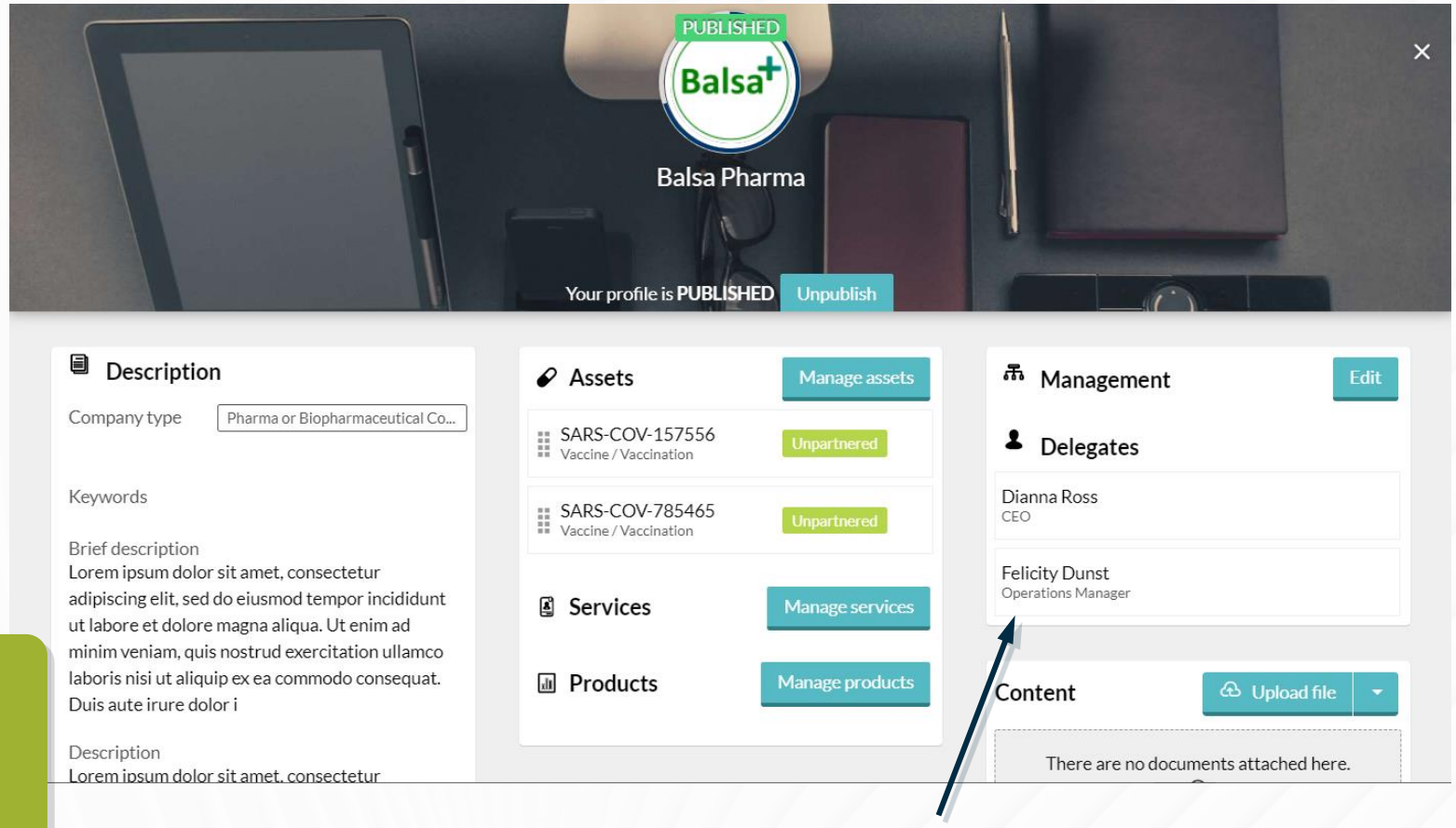
1 2 Create your profile • • • • • 3 4 5 6 7

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



Access individual Delegate Profiles

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.

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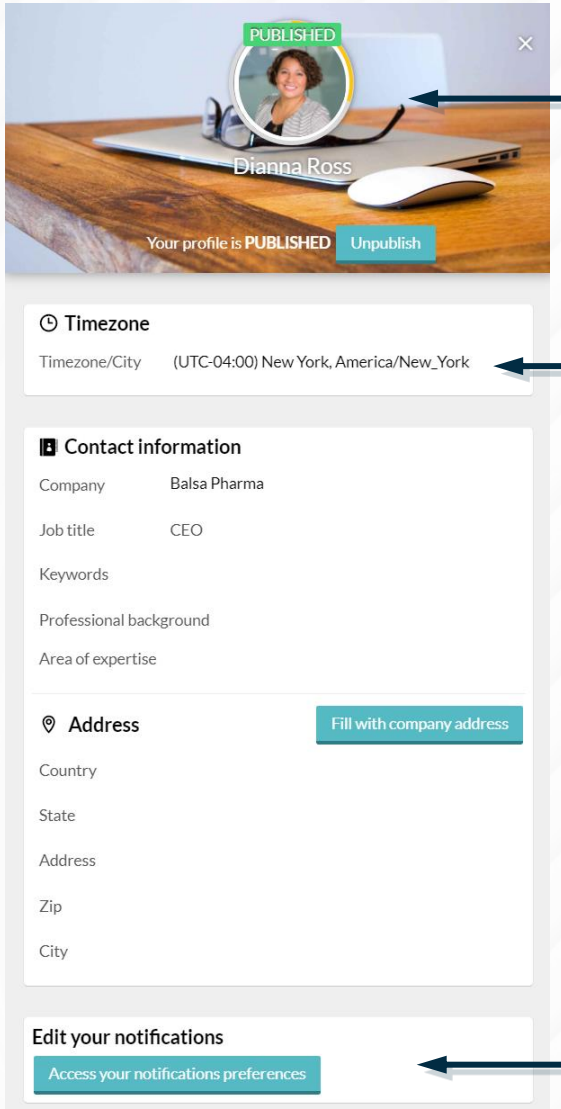
1 2 Create your profile • • • • • 3 4 5 6 7

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

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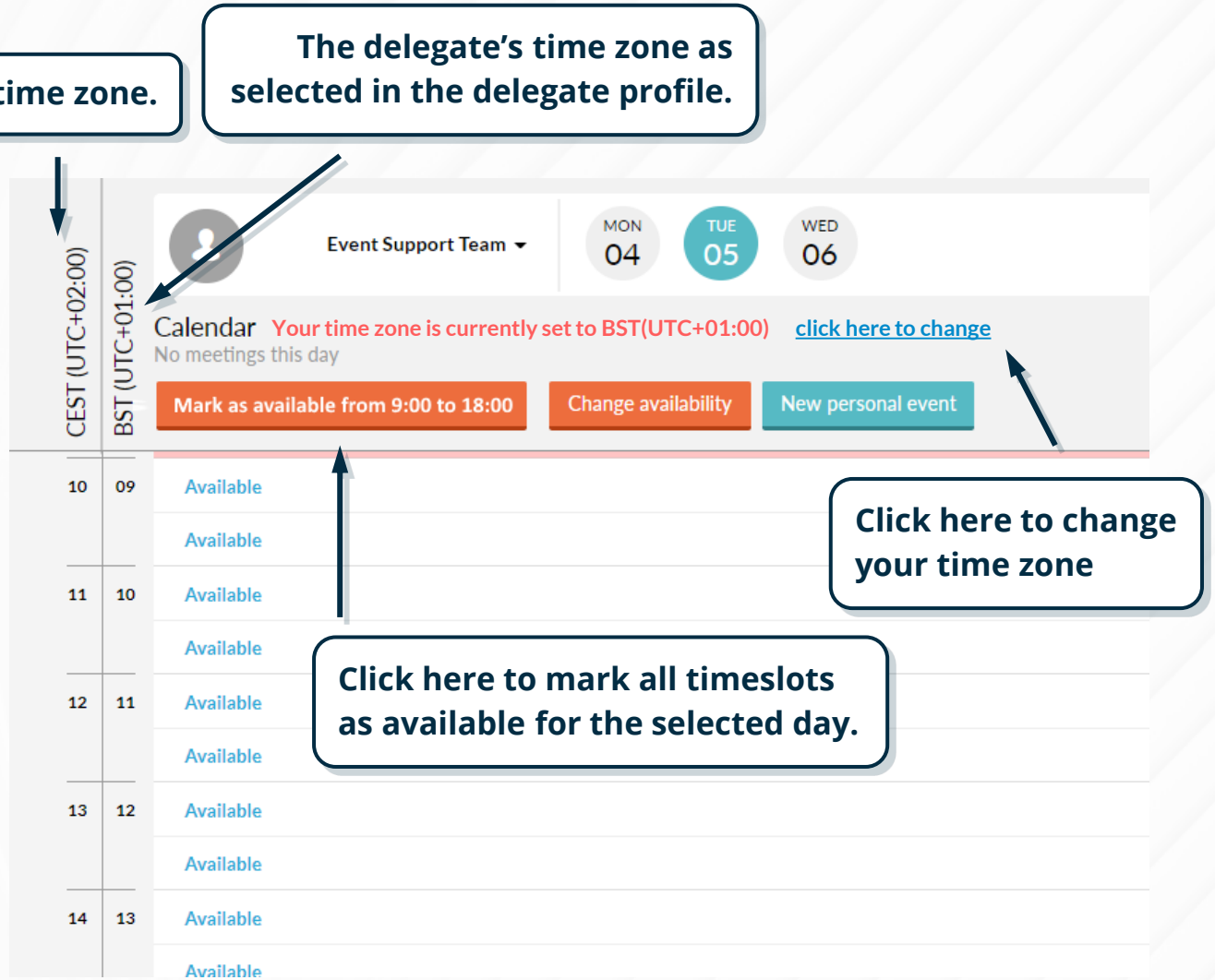
Calendar Overview

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.



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

Search tips | Saved searches | Search history | Export

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

Filters (0)

Modification date
A-Z
Relevancy

Sort your search results

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

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

GOLDDEX — Biotech — Japan — SCHEDULED
1 prior meeting 0 notes
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Make a note

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.

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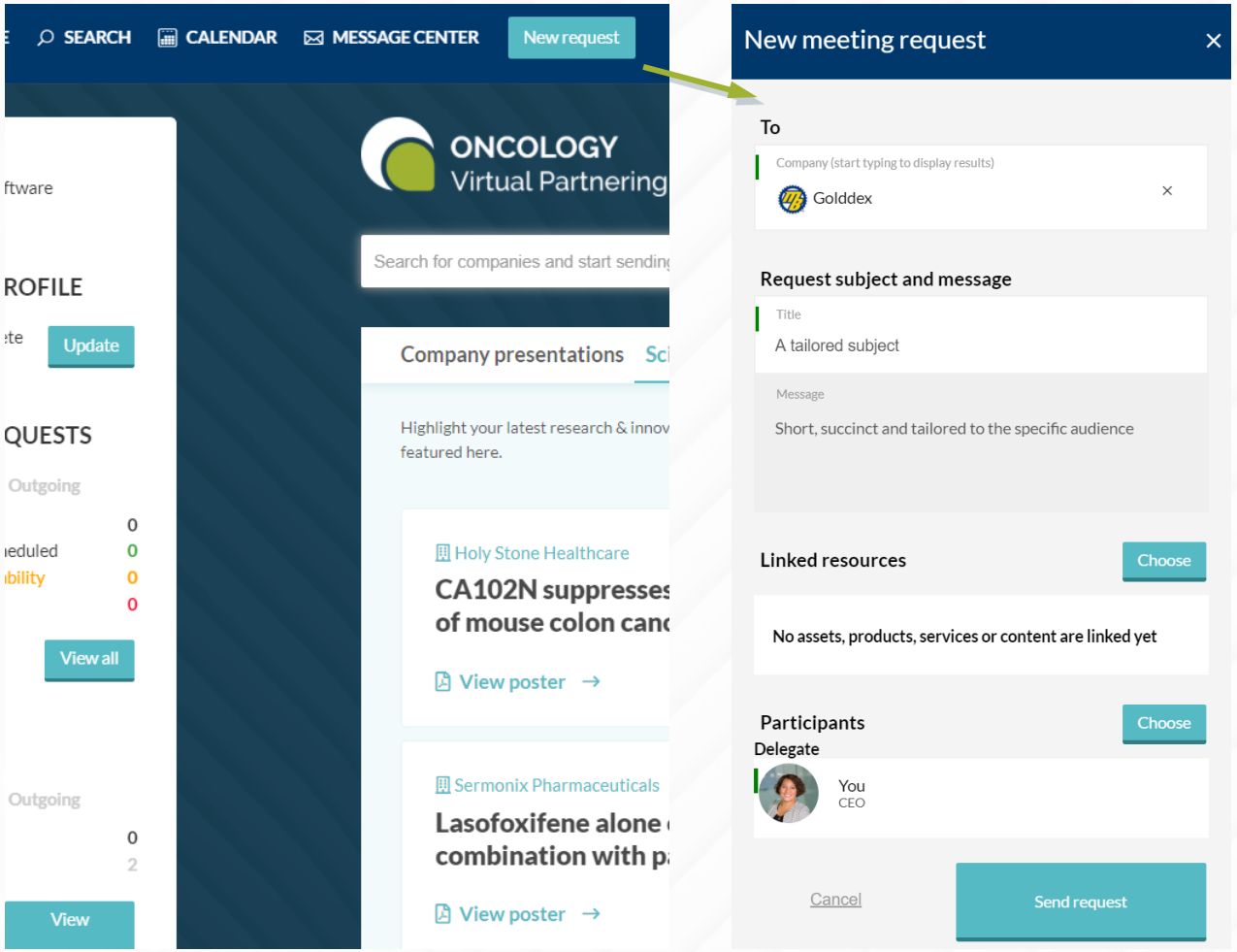
Sending meeting requests

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

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



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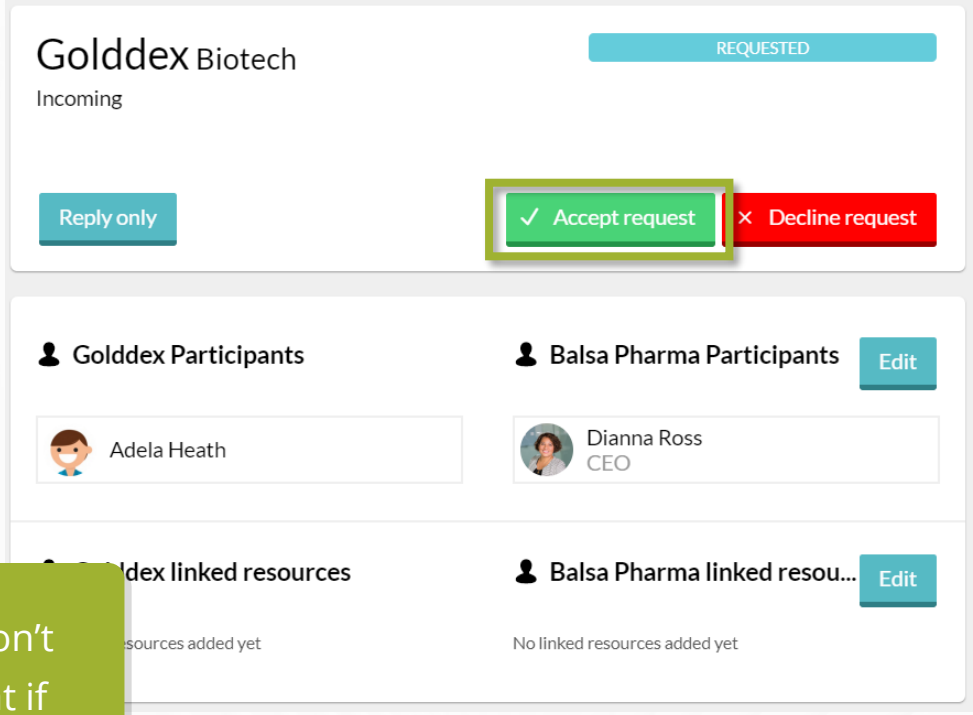
Accepting, Declining, & Canceling Meeting Requests

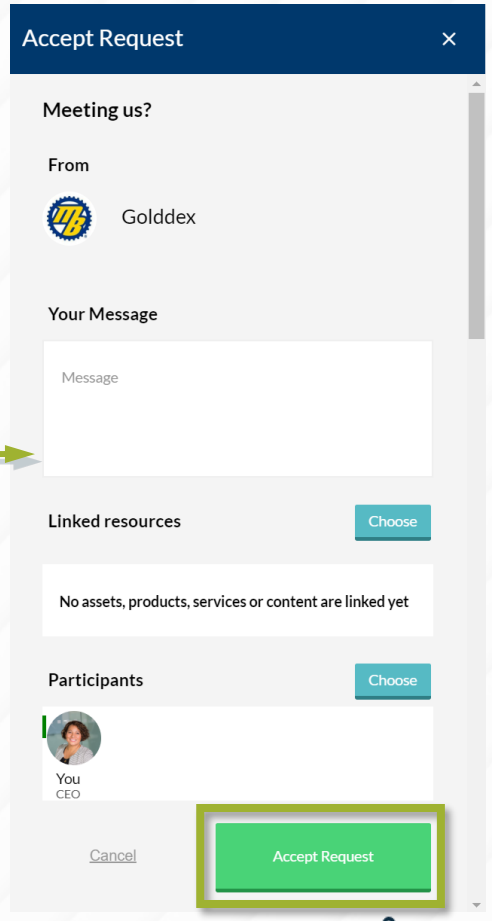
Accept

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.

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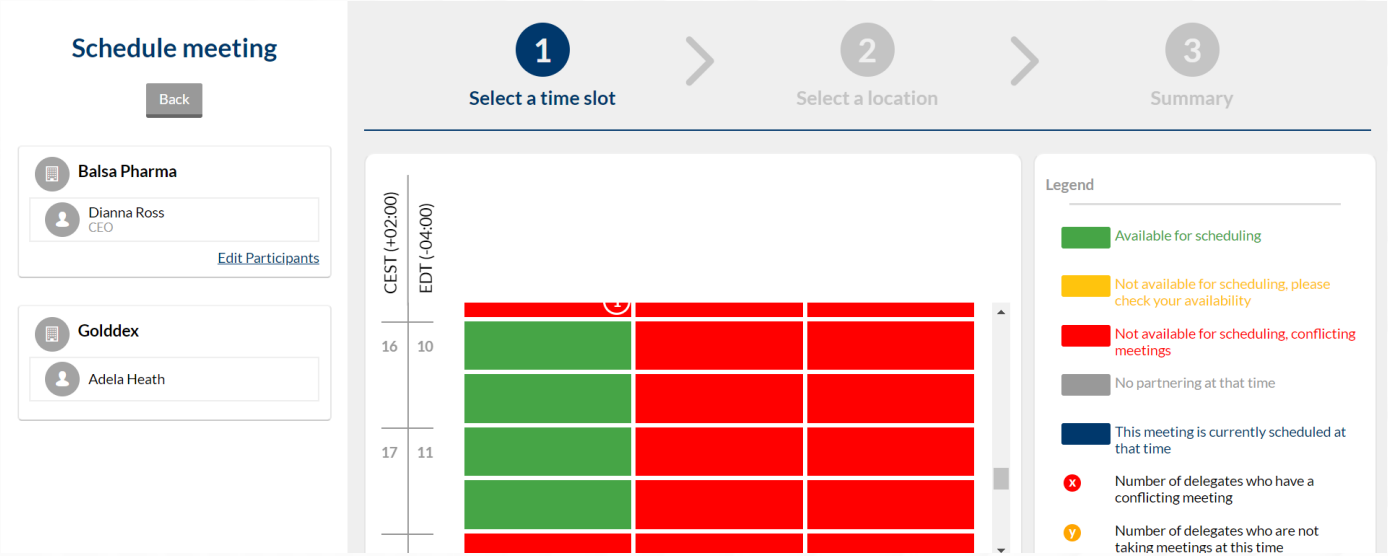
Scheduling meetings

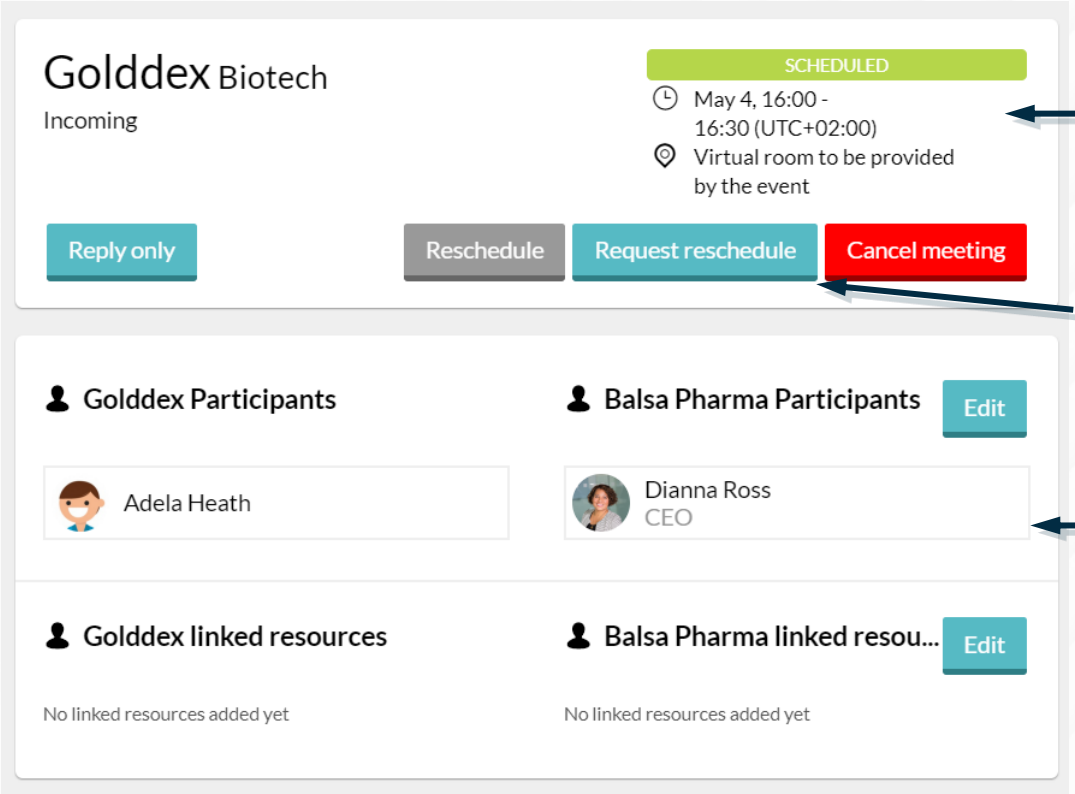
To schedule a meeting:

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



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

Attend your meetings

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

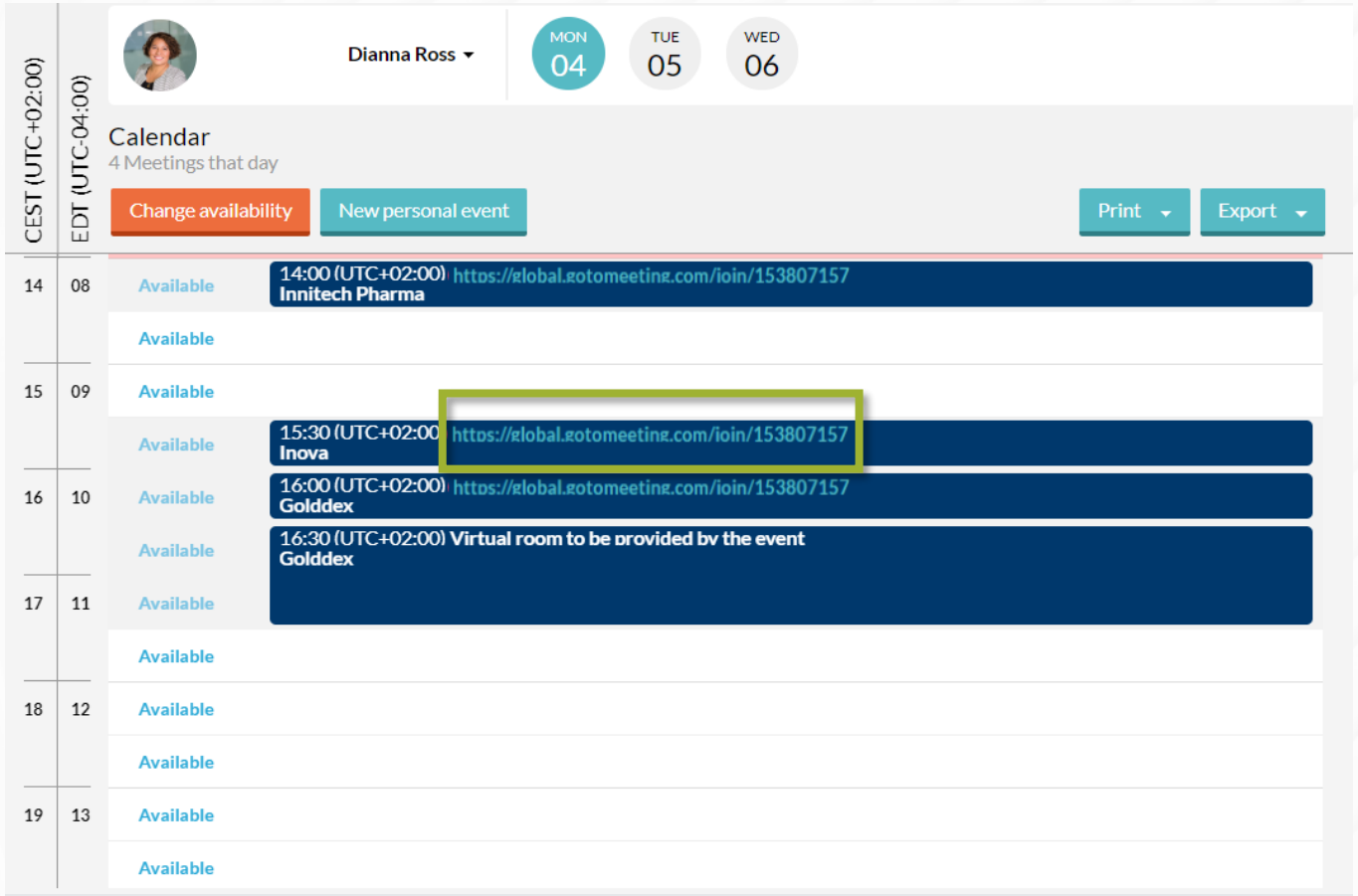
1. Find your meeting on your calendar. There will be a clickable link to join your virtual room.

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.



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Help & Support

support@virtual-partnering.com

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