

# New to partnering? Check out this quick start guide.



Go  
mobile  
onsite!



## Profiling

Lay out your assets and interests

3–9  
Months  
out

Your profile is your shop window. If you want to get the right meetings a good profile is your first step.

Overview

- Help your potential customers and partners find you easily.
- Help them target the right product or person.
- Reduce the administrative burden of managing untargeted requests.

## How to profile effectively

Upon first log in, start profiling.

### Company Profile

Focus on your company profile. It presents an important first impression.

➔ Save time by importing your company profile from a recent event.

- Your company description will appear in search results.
- The more info you add in other fields, the more likely it is the right people will find you.
- Select "Publish" once your company profile is ready to share.

### Personal Profile

State your "Partnering objectives".

- Clarify what you want to talk about.
- Others will target you with relevant requests.

### Asset Profile

Detail products and services you are seeking or offering.

- Import from previous events
- Describe the opportunity
- Attach a file, add a url



## Searching

Find your perfect partners

4–8  
Weeks  
out

Use the advanced search in order to target your requests to the right company or person.

Overview

- Search by company, delegate, asset type or the A-Z lists.
- Filter your results by therapeutic area, product stage, molecule size and more.
- Save your common search terms.

## Managing your prospects

📁 Use lists to collaborate within your company.

### Shared tags and notes

Add tags (categorized bookmarks) or notes to any profile. These are private to your company

- ➔ Add a note
- 🏷 Add a tag
- Items are tagged
- 📄 View notes

### Share your workload by adding guests

Invite someone as a guest. They can act on your behalf, even if they are not attending. Remove their access anytime.

Manage guests from your own profile page.



## Requesting

Send targeted company meeting requests

4–8  
Weeks  
out

Once you have your shortlist of potential partners, start requesting those meetings.

Overview

- Start your request from the profile of the company, asset or delegate you are interested in.
- Everyone in the recipient company sees your message.
- Click the messenger icon to see all your incoming and outgoing requests.

## Personalizing your requests

Focus and customize.

### 📧 Target your messages

Target the right delegate or asset to increase the likelihood of positive outcomes for your meetings.

### Options - Priority

Your high priority meetings get scheduled first. Set priority on outgoing requests and when you accept a meeting. Priority settings are private to your company.

### 📄 Templated messages

Use the Templates icon on any message screen to create or re-use company-wide templates. Edit each message to personalize.



## Scheduling

Keep track of your meetings

1–2  
Weeks  
out

See all your meetings scheduled on the agenda. Then take it with you on your mobile.

Overview

- Your mutually agreed meetings will be scheduled for you.
- Agreed meetings cannot be scheduled if there is no common availability.
- Set additional timeslots to "available" in your agenda to increase the chances that they get scheduled.

## Keep up to date at the event

Tips and Tricks

### Sign up for conference sessions

Book conference sessions to avoid conflicts with partnering meetings. Check and update your availability often.

### Participants

Open a request in Messenger to manage the participants.

- ✎ Update your participants
- ✓ See who is already participating

### Rescheduling

If you can't make a meeting simply reschedule to a different time or day. Click the reschedule button in Messenger to be offered an alternative time for your meeting.

### Navigation

- ☰ Remember what all these icons mean by expanding the menu on the left.
- 🏠 Switch between your partneringONE events.
- ⚙ Manage your notifications.