

No in-person meetings will be held. All meetings will be assigned video conference links.

Watch [this video](#) for details.

What is partneringONE®

Every attendee of Pharma Forum 2020 gets access to a partnering platform partneringONE®, which allows you to identify prospective partners using advanced search capabilities and manage all your meeting requests in one place. The software allows you to search for other participating companies and request meetings with them.

If you are new to partneringONE®, check out our [quick start guide](#) and the [video tutorials](#) available on the event website. They cover the complete life cycle from entering your profile all the way to your finalized meeting schedule.

How do I manage notifications I receive for this event?

Go to your “Settings” page on partneringONE® to manage your email and notifications preferences. In order to receive email notifications for incoming meeting requests or changes to your existing meetings, you need to select ‘**instant notification**’. You can also subscribe to SMS notifications and add another email address as a secondary email.

When can I start requesting meetings?

All partnering related functions, such as viewing the attendee list, browsing profiles of other companies, setting your [availability](#) on your agenda page and submitting meeting requests will be activated on **May 20, 2020**. Your personal profile and company name automatically become available to all other registrants on this date – make sure you create and publish your company profile so others can find you.

Each company is assigned a shared partnering account. Meeting requests are sent at a company level and you can select the target delegate(s) from the company you wish to meet with. Please see this [tutorial](#) on how to request meetings on partneringONE®.

What is a virtual partnering meeting?

Virtual meetings are hosted over the web via a video conference link we provide to you. You can choose to share a video and multimedia (e.g., a slide deck) or just do an audio-only call. Just as in a real booth, everyone is encouraged to observe good partnering etiquette. Each meeting has a unique link, so you need to exit each meeting and join your next meeting through the corresponding link provided on your Meeting Schedule.

Can my colleague join the meeting?

Anyone on the meeting’s participant list in partneringONE® can join via the link. Add your colleague on the meeting as a participant if you would like them to be able to access the virtual meeting.

How can I add a colleague to my meeting? Or add myself?

You can easily add or remove a colleague from a meeting, or add or remove yourself as well. Simply select the meeting (if you are on your Agenda page, click through to ‘Requests’) and then click the pencil icon beside your company name at the top of the message. This will bring up a full list of attendees from your company. Simply click or unclick the correct participants. If you are adding someone, make sure they are marked ‘Available’ on their Agenda during the appropriate timeslot.

When will I have access to the virtual meeting links?

Links will be published on your partneringONE® Meeting Schedule on **June 14, 2020**.

How long are virtual meetings?

Meetings are expected to last 25 minutes and should start and end on time. Monitor your meeting time and exit each call at the designated end time. If you would like to extend your meeting, please use your own conferencing system.

How do I join a virtual meeting?

Access your Meeting Schedule and simply click on "join the meeting" during the designated meeting time. Use a headset for best audio quality. Limit background noise. [Watch this video](#) for details on how to join your virtual meeting.

How can I enlarge my screen to see my presentation?

The screen share does look small for the presenter, but the audience will see a full screen. They can also adjust the size to their preference.

I am having an issue with my microphone/video camera.

Please watch [this video](#) on how to join a virtual meeting. If you still can't get it to work, you need to consult with your in-house IT team.

Do I need to download anything before I can start my virtual meeting?

There is nothing you need to download. The virtual meeting link will open in your browser window and you will have the option to either continue via your browser or download the GlobalMeet App. The App is recommended when taking meetings over your smartphone. Please note, that screen-sharing and camera activation is not enabled via the App.

If I want to download the GlobalMeet App, how can I do so?

Download the App if you are planning to take meetings on your iPhone, iPod Touch, or Android smartphone. Anyone can use the mobile App. You do not have to be a GlobalMeet account holder. GlobalMeet is available in the Google Play™ Store and the App Store. Just search for GlobalMeet and install. Or download the App [HERE](#). Once the application has been installed, tap the GlobalMeet icon to get started.

Is there a partneringONE® app?

There is not an App but partneringONE® can be accessed on-the-go via your browser. There is nothing you need to download to your phone. Simply navigate to the [event](#) website partnering page and login.

How will meetings be scheduled considering different time zones?

Partnering times in partneringONE® are displayed in **Eastern Standard Time (EST)**. [Watch this video](#) on how to coordinate your partnering availability with your own time zone.

What functionalities will be available during a virtual meeting?

You will be able to activate your webcam, mute and unmute yourself, chat with the other party and share your screen. You will not be able to record your meeting or share files.

How can I see who else is in the meeting?

Once you have entered the meeting you will see a list of 'Guests' on the left-hand side. This will display the names of everyone currently in the meeting. You will hear a soft chime when a person joins the meeting. The chime can be easily missed, so be sure to monitor the 'Guest' list.

Someone else besides the company I am supposed to meet with is in my meeting.

First, make sure that you clicked into the correct link taking your time zone into consideration. Partnering times in partneringONE® are displayed in **Eastern Standard Time (EST)**. If the time and link is correct, state your company name and that you have been assigned this virtual meeting booth for the next 30 minutes.

When will I be able to obtain my meeting schedule?

Mutually agreed meetings will be scheduled during first round of scheduling on **June 8, 2020**. Any further accepted meetings thereafter will be scheduled daily. [Log in to partneringONE®](#) and view your preliminary meeting schedule under Agenda - Meeting Schedule. Please check back frequently since your schedule can still change in the days leading up to and during the event.

How can I sync my personal calendar with my partnering meetings?

Go to Agenda and your Meeting Schedule. Select "Calendar Export" from the upper right corner to export your partnering meetings to your personal calendar. Please note, if there are updates to your scheduled partnering meetings after you exported your calendar, you need to do this step again to update your calendar and reflect recent changes. It is recommended to wait to download your calendar until the video conference links are published, on **June 14, 2020**.

I have some meetings that say "Missing Availability". What does this mean and what can I do to resolve it?

Meetings with "Missing Availability" could not be scheduled due to no common availability among the participants. You can help resolve this scheduling conflict by setting more timeslots to available and/or removing any optional participants from your company. Also, try opening some early morning or evening time slots to account for other time zones. partneringONE® will attempt to schedule these meetings every few hours.

My meeting is listed as 'cancelled by administrator'. What does this mean?

'Cancelled by administrator' usually means that the other party has contacted us to cancel their registration at the event. When a registration has been cancelled, all meetings associated with it are also cancelled and they appear as 'cancelled by administrator' in your inbox.

What do I do if the other party is not showing up for my scheduled virtual meeting?

Reply to the existing meeting request in partneringONE® to let them know you are waiting; if they miss the meeting entirely share your contact details for easy follow-up.

Can I reschedule a meeting?

Yes, you can submit a rescheduling request via partneringONE®. Go to "Agenda"- "Meeting Schedule" and select the "Rescheduling" button next to the corresponding meeting.

When you submit a meeting for rescheduling, you will be offered an alternative time and date. When you agree to the alternative time slot, the meeting will be instantly **rescheduled** and you will then set your availability for the now empty time slot.

If there is no alternative time and date offered, you can still enter the meeting for rescheduling. It will be reviewed regularly by the scheduler to see if it can fit in.

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Frequently Asked Questions

How can I find the participants email after the meeting has ended/how can we get emails from people we met?

Delegates are able to select the information they would like to share on the messenger.

Under the 'Request' tab on partneringONE®, you can send a message to the participant and select a dedicated contact information field allowing you to share your contact information (email/phone number) with other target delegates. The contact information will display if a meeting request is accepted or declined.

What if I need technical help during one of my meetings?

If you experience any issues with partneringONE® or GlobalMeet, please reach out to the partneringONE® team at partnering@informapl.onmicrosoft.com

