

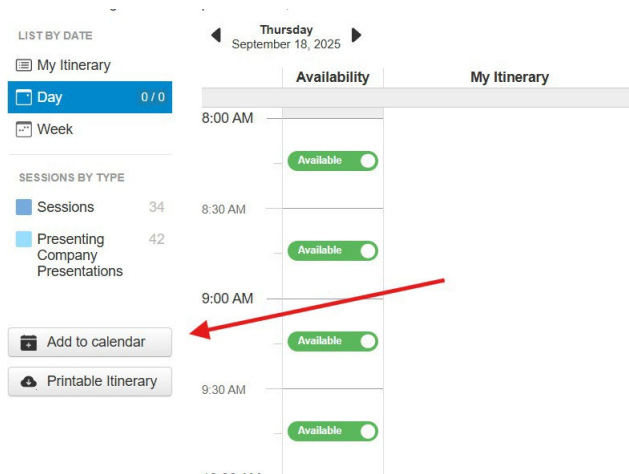
Schedule, Modify, and Reschedule 1x1 meetings

This step-by-step guide will walk you through how to find companies, schedule and accept meetings, reschedule meetings, as well as connect your personal calendar with the platform.

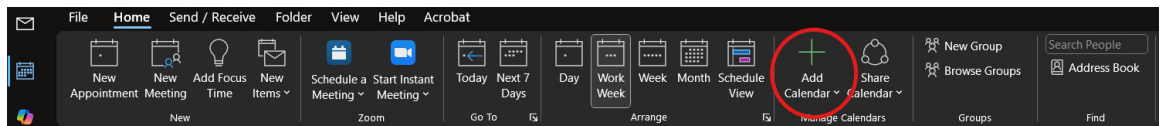
Connecting your personal calendar

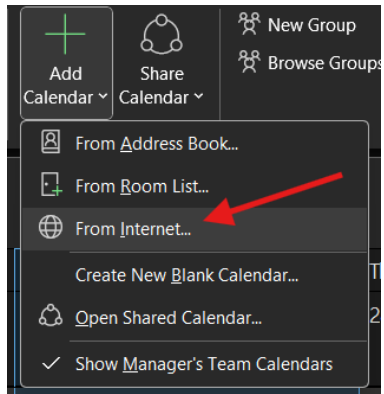
BioCentury highly recommends before you start scheduling partnering meetings to connect your calendar, to ensure you won't miss any of your meetings while in-person.

1. Click **Schedule** from the top bar.
2. Select the “Add to calendar” on the left side.

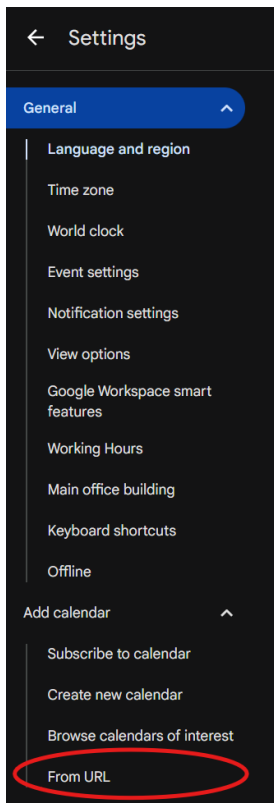
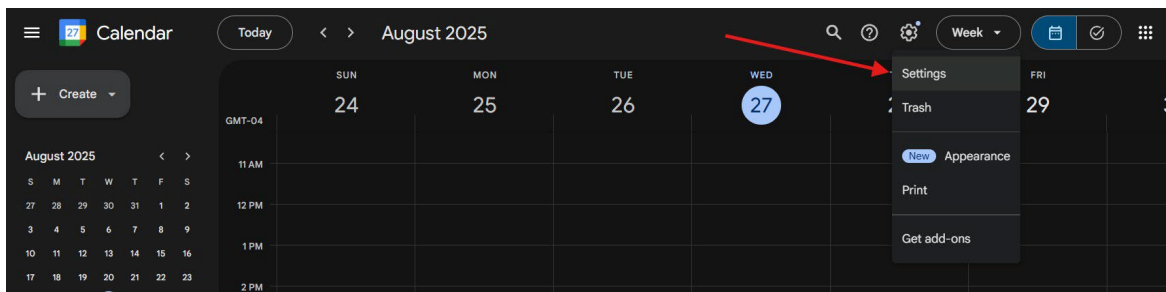


3. Copy the URL and open your outlook or google calendar.
 - a. For Microsoft Outlook, make sure you are on the “home” tab at the top of your calendar. Then click “Add Calendar”. Select “From Internet” on that drop down menu and paste the URL.





b. For Google Calendar, click on the settings button. On the left side click “Add Calendar” and then click “From URL”. Then paste the URL and add calendar.



Important note: *You cannot change meeting times from your calendar.* Meetings can only be modified/rescheduled in the partnering platform.

Search for Companies

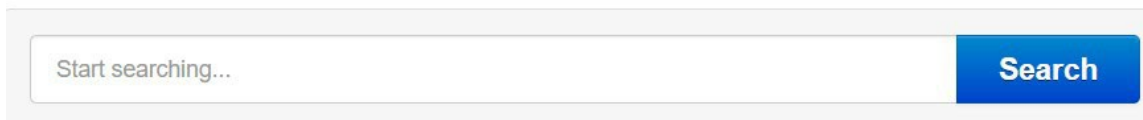
Before you start scheduling, you'll want to find the companies with which you'd like to request meetings.

1. Click **Search** on the top bar, or [click here](#) to begin your search.



2. Type in a specific company of interest in the search bar.

Search

A search bar with a light gray border. On the left, there is a text input field containing the placeholder text 'Start searching...'. On the right, there is a blue button with the text 'Search' in white.

3. To further refine a search, use the filter options on the left. (Preview below)

The image shows a filter box with the following sections:

- Groups:** A list of buttons: All, Academics, Delegates, Investors, Poster Presenters, Presenting Companies.
- Industry:** A drop-down menu.
- Development Stage:** A drop-down menu.
- Job function:** A drop-down menu.
- Index:** A grid of letters: A B C D E F G H I J K L, M N O P Q R S T U V W, X Y Z All.
- Reset:** A button at the bottom.

- a. Use the drop-down menu to select the **Company Type, Development Stage, etc.**
- b. Use the **Index** to search by Company name filter to find companies by alphabetical order.


The image shows a close-up of the Index filter section, which consists of a grid of letters: A B C D E F G H I J K L, M N O P Q R S T U V W, X Y Z All.

(Note: The search function is hierarchical. This means that once you select one filter, the net filter will only be applied to the first filter set. E.g., if you select “industry” as Investor, then the next filter you choose will only apply to the companies in that Industry.)

4. To reset your filters, click **Reset** at the bottom of the filter box.

Index
A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z All

Reset



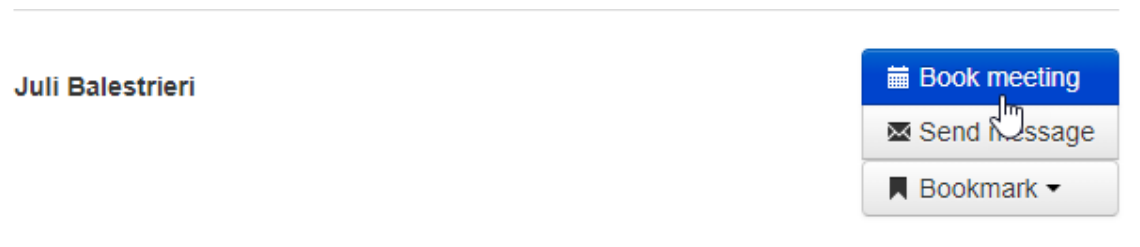
Request a Meeting

Once you have found a company of interest, you will want to book meetings with them. If there are multiple delegates for one company, they will all show up as options for booking meetings.

1. Click **Book Meeting** to navigate to the “Book a meeting” page.

Juli Balestrieri

Book meeting
Send Message
Bookmark ▾



2. Confirm details of the delegate, or attendee, with whom you are booking, and choose any colleagues you would also like to add to the meeting by checking the boxes.

Date: *(Pending)*

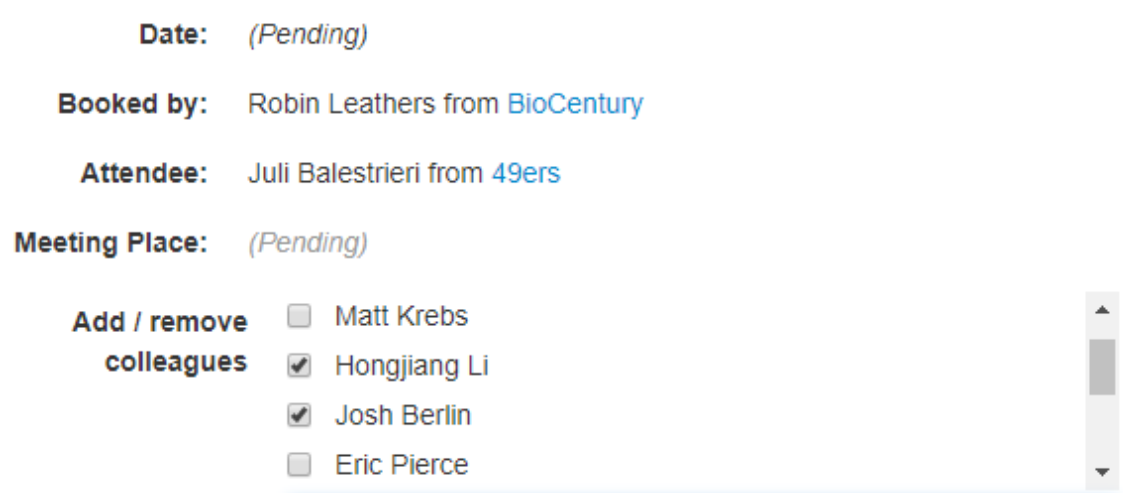
Booked by: Robin Leathers from [BioCentury](#)

Attendee: Juli Balestrieri from [49ers](#)

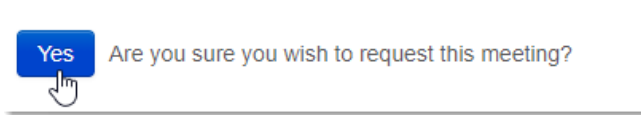
Meeting Place: *(Pending)*

Add / remove colleagues

- Matt Krebs
- Hongjiang Li
- Josh Berlin
- Eric Pierce



3. Add an optional message, then click “Yes”. Your meeting invite will then go out to the person with whom you booked a meeting.



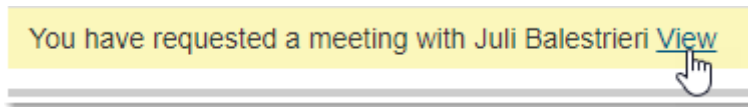
You will receive an email confirmation with details regarding the request. Once the other party accepts a request you will receive a confirmation email. **The scheduler will assign a mutually available time/place for your meeting after both parties have accepted.**

Reminder: The Meeting Mojo system automatically selects 30-minute slits based on your availability. Be sure to take a moment and set your availability for the entire duration of the event. For instructions on updating your availability, see **Getting Started with 1x1 Meeting System** Guide.

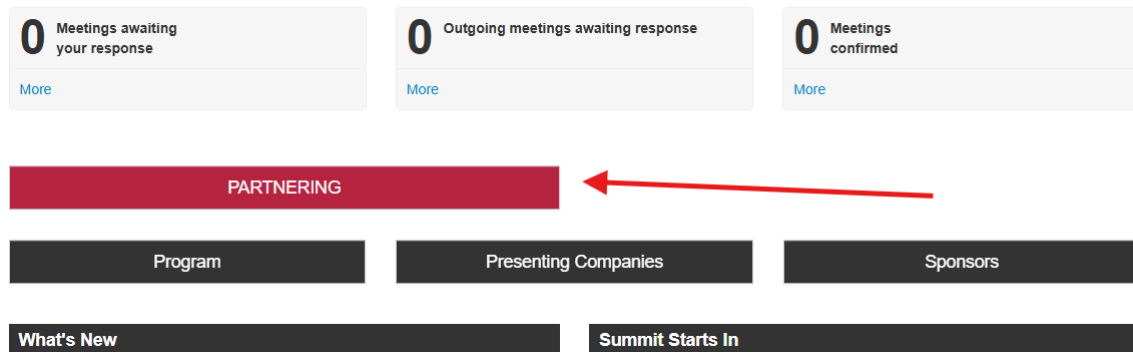
Viewing and Modifying Meetings

There are 4 ways to get to your meetings:

1. Immediately after you have scheduled your meeting, you can review the meeting by clicking on “view” from the search page you are brought to after booking the meeting.



2. Another option is by clicking the “Partnering” button on the homepage. Next you will need to click on “View Meetings”.

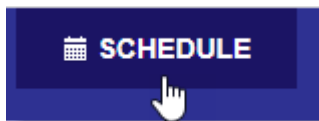


Welcome to the Grand Rounds Europe Partnering Platform. Use the links below, or the menu items at the top of the page to navigate.

Quick Guide

Update Profile	Update your company and personal profile, and add a logo and portrait photo.
Adjust Availability	Partnering is open from 8am-6pm on Sept. 18 and 8am-12:30pm on Sept. 19. Please block out your unavailable meeting times.
Request Meetings	View/search the list of attending companies and request meetings.
View Requests	View the profiles of companies who have requested meetings with you.
View Meetings	View your list of confirmed and unconfirmed meetings. You can sync them with your calendar: find out how .
Check Messages	Access the message hub for new messages and replies. IM online participants.
Programme	View the event proceedings. Click each item for more details, and to add to your itinerary.

3. On your homepage select the “schedule” button at the top to find your meetings. From there scroll through the meeting slots across each day. Meeting entries with a yellow background are not confirmed and await a response either from you or the other person. Click the “Respond” link to confirm (and, if required, reschedule) the meeting, or decline it.



Pending meetings

[Juli Balestrieri \(49ers\) : Outgoing request - update?](#)

4. View your meetings from the boxes on your homepage.

0 Meetings awaiting your response More	1 Outgoing meetings awaiting response Juli Balestrieri (49ers) More	0 Meetings confirmed More
------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------

5. When you open a meeting, you can see details. In this example, Juli has yet to accept my invite.

A screenshot of a meeting confirmation dialog box. At the top, there are four buttons: "Confirm" (with a checkmark icon), "Colleagues" (with a person icon), "Reassign" (with a double-headed arrow icon), and "Decline" (with an 'x' icon). Below the buttons, the text reads "Awaiting confirmation" followed by "This meeting is awaiting confirmation by Juli Balestrieri". Further down, there are several fields: "Date:" with the value "(Pending - 234 meeting slots remaining)", "Booked by:" with the value "Robin Leathers from BioCentury", "Attendee:" with the value "Juli Balestrieri from 49ers", "Other attendees:" with the value "Josh Berlin", and "Meeting Place:" with the value "(Pending)".

6. On the left-hand side of the screen, you'll be able to see "All meetings", or filter specifically by "Pending", "Confirmed", or "Declined".

A screenshot of a meeting filter menu. The menu is titled "Meetings" and has a light gray background. Below the title, there are four filter options listed in blue text: "All meetings", "Pending", "Confirmed", and "Declined".

Rescheduling a Meeting

You will receive an email anytime someone requests a meeting with you.

When someone accepts your meetings, the platform will automatically find the soonest available 30-minute slot to schedule the meeting.

1. To modify the day, time, or other details of your meeting(s), first go to your confirmed meetings. You can do this via the "Partnering" button on your homepage, and then selecting "View Meetings". From there you can select the meeting you want to reschedule.

a. Click 'Partnering'

The dashboard features three summary cards at the top: '0 Meetings awaiting your response', '0 Outgoing meetings awaiting response', and '0 Meetings confirmed'. Below these is a navigation bar with a red 'PARTNERING' button highlighted by a red arrow, and other buttons for 'Program', 'Presenting Companies', and 'Sponsors'. At the bottom, there are two dark grey buttons: 'What's New' and 'Summit Starts In'.

b. Click 'View Meetings'

A large green button with the text 'View Meetings' in white.

c. Click the meeting you want to reschedule:

The interface shows a sidebar with 'My Itinerary' (2), 'Day' (2), and 'Week' (2). The main area displays '18 Sept' with two meeting slots: '09:30 - 10:00 Table 2' and '14:30 - 15:00 Table 2', both with blue checkmarks. Below this is a 'MEETINGS BY TYPE' section with 'Confirmed' (2).

2. On the Meeting page you can **add/remove invited colleagues** and **reassign the “booker”** of the meeting (e.g. if you’re unable to attend but a colleague can take your place). You can also cancel, or “**decline**” the invite.

3. To reschedule a meeting go to the **Reschedule** tab and click the Reschedule button.

A horizontal row of buttons: 'Video', 'Colleagues', 'Reassign', 'Reschedule' (highlighted with a mouse cursor), 'Change meeting point', and 'Decline'.

Reschedule this meeting

Would you like to move this meeting to another time slot?

Reschedule...



4. This will bring you to a page where you can see overlapping availabilities. Choose the timeslot to when you'd like to reschedule.

	Nov 9	Nov 10
12:30AM	19 meeting places available Hongjiang Li cannot attend	Ms. Juli Balestrieri meeting Juli Balestrieri
01:00AM	Rescheduling...	19 meeting places available
01:30AM	18 meeting places available	19 meeting places available
07:00AM	19 meeting places available	19 meeting places available
07:30AM	19 meeting places available	19 meeting places available

5. Add an optional message and click **Reschedule**.

Reschedule

Optional message here.

Reschedule

You and other delegates will each receive email notifications.

You can manage all your meetings through the platform. Be sure to check back often to accept or decline meetings as soon as possible.