Schedule, Modify, and Reschedule 1x1 meetings

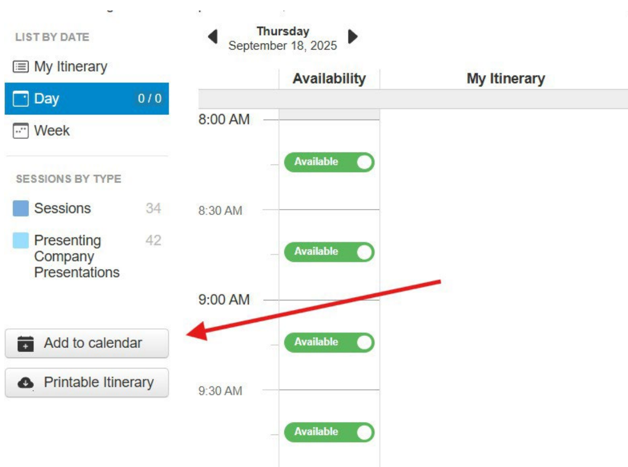
This step-by-step guide will walk you through how to find companies, schedule and accept meetings, reschedule meetings, as well as connect your personal calendar with the platform.

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.

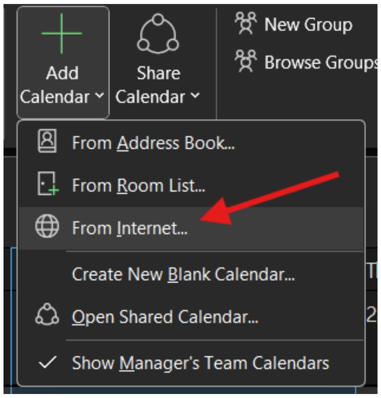
1. Click **Schedule** from the top bar.

2. Select the "Add to calendar" on the left side.

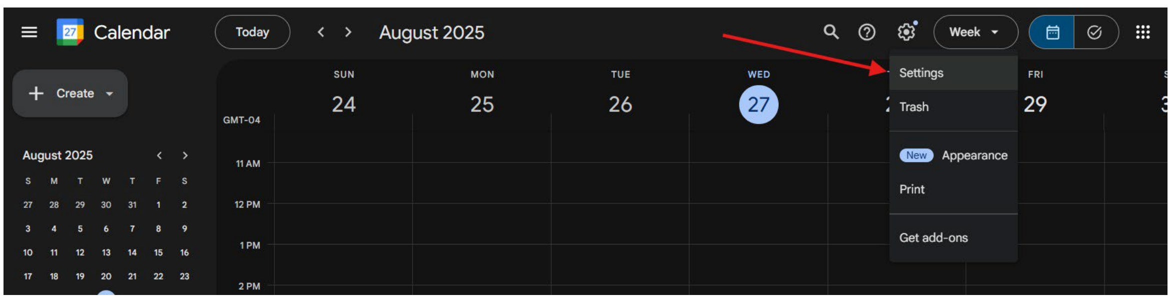


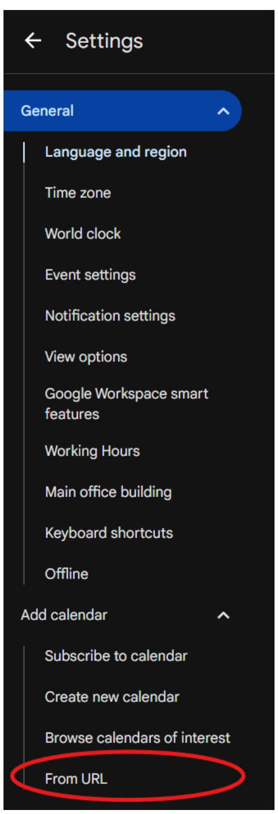
3. Copy the URL and open your outlook or google calendar.

    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.



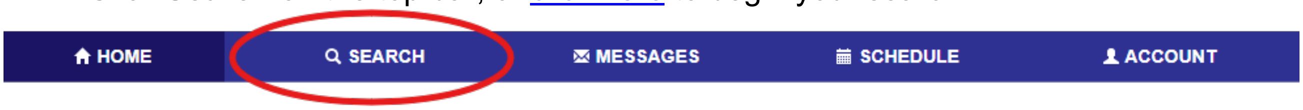


Important note: *You cannot change meeting times from your calendar*. Meetings can only be modified/rescheduled in the partnering platform.

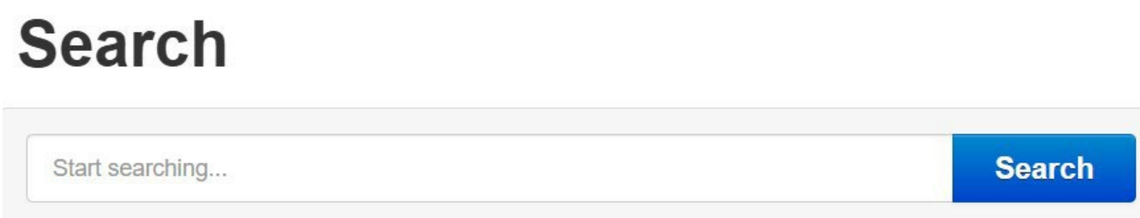
Search for Companies

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

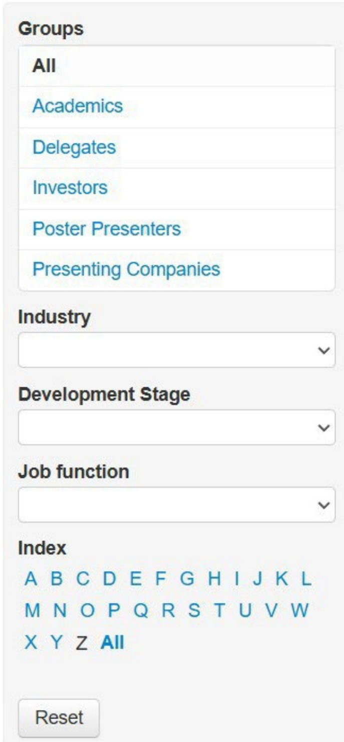
1. Click **Search** on the top bar, or [click here] to begin your search.



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



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

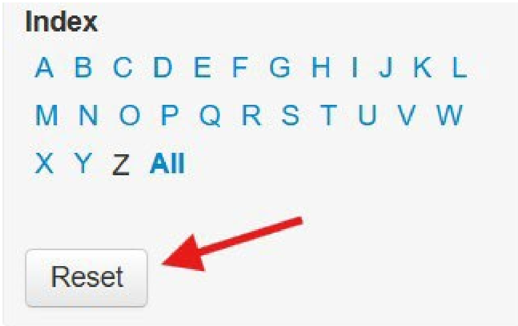


a. Use the drop-down menu to select the **Company Type, Development Stage, etc.**

b. Use the **Index** to search by Company name filter to find companies by alphabetical order.

(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.)

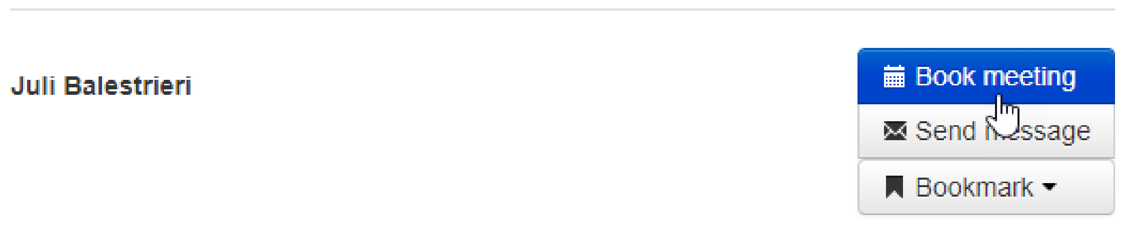
4. To reset your filters, click **Reset** at the bottom of the filter box.



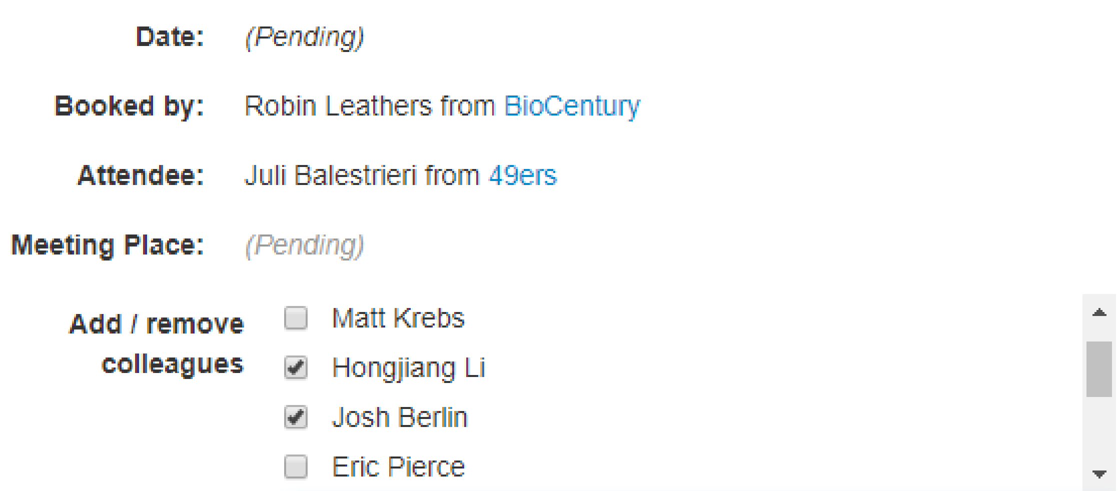
Request a Meeting

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.

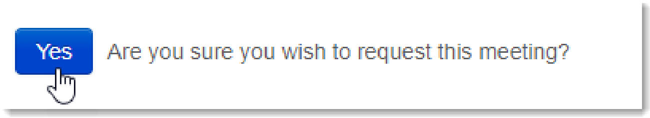
1. Click **Book Meeting** to navigate to the “Book a meeting” page.



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.



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



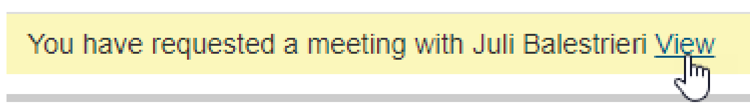
You will receive an email confirmation with details regarding the request. Once the other party accepts a request you will receive a confirmation email. **The scheduler will assign a mutually available time/place for your meeting after both parties have accepted.**

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.

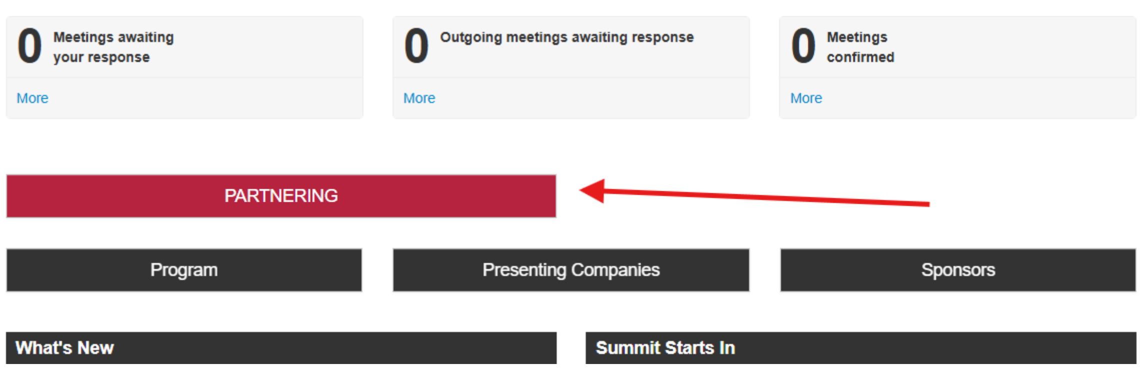
Viewing and Modifying Meetings

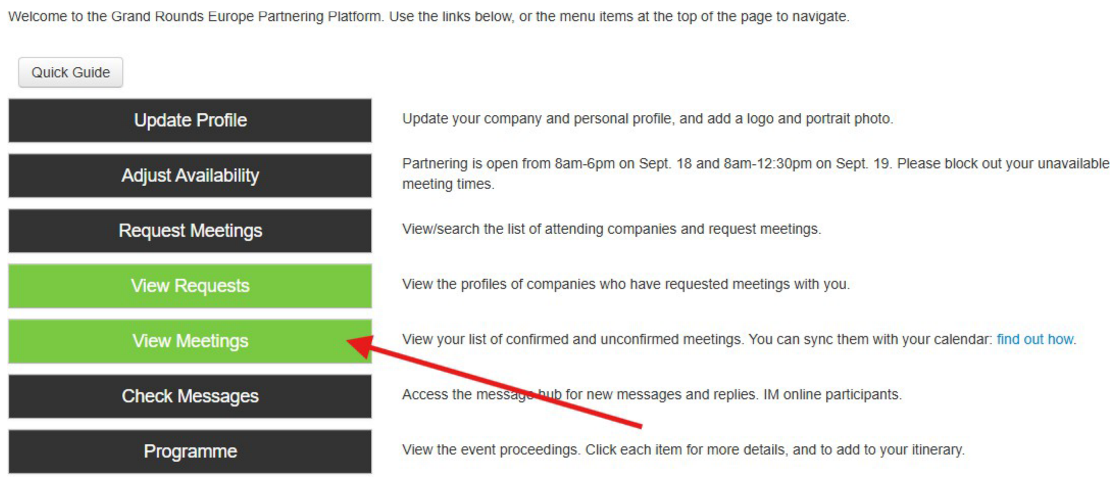
There are 4 ways to get to your meetings:

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.

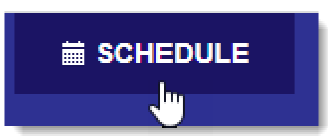


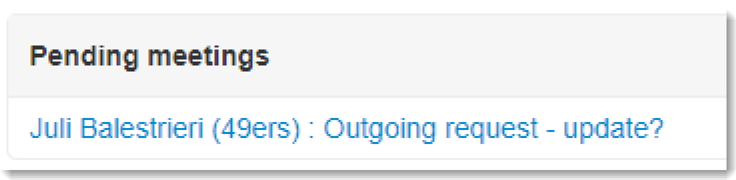
2. Another option is by clicking the “Partnering” button on the homepage. Next you will need to click on “View Meetings”.



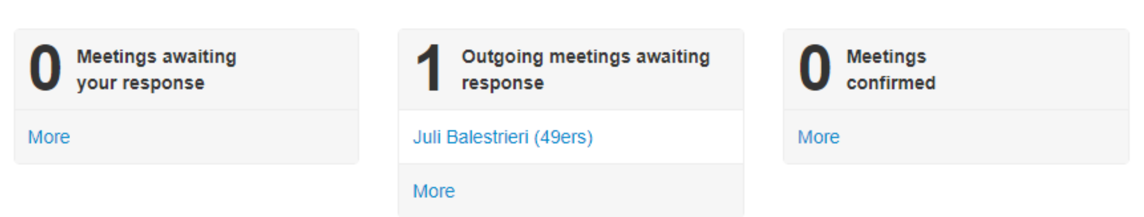


3. On your homepage select the “schedule” button at the top to find your meetings. From there scroll through the meeting slots across each day. Meeting entries with a yellow background are not confirmed and await a response either from you or the other person. Click the “Respond” link to confirm (and,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

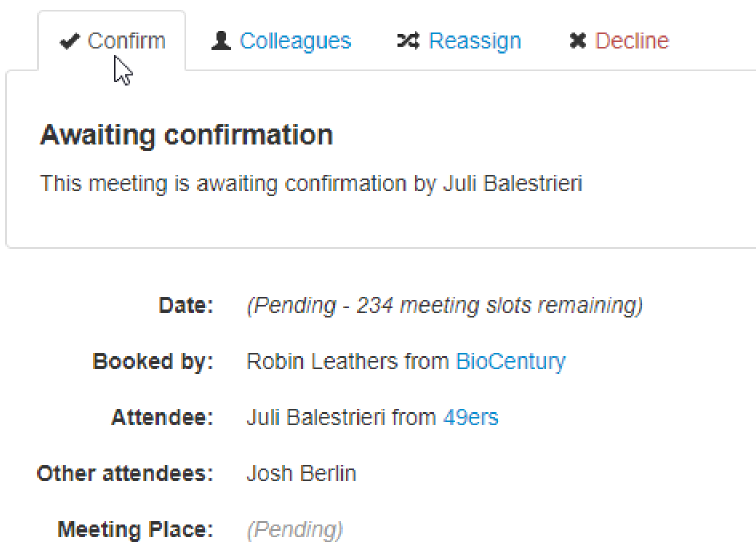




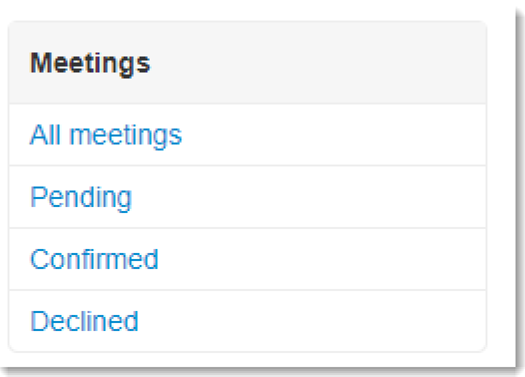
4. View your meetings from the boxes on your homepage.



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



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".



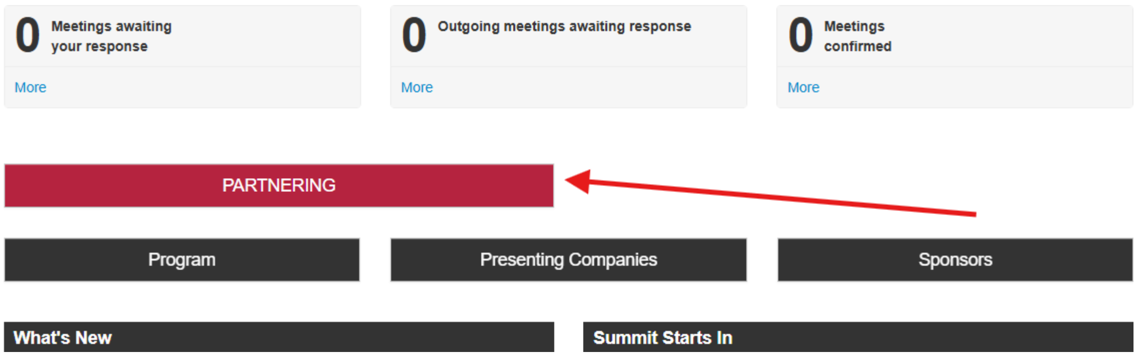
Rescheduling a Meeting

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.

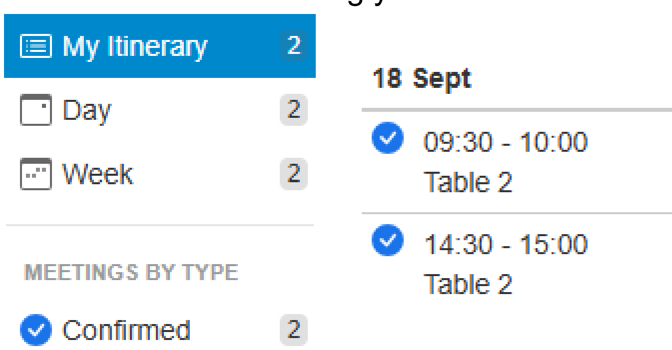
1. To modify the day, time, or other details of your meeting(s), first go to your confirmed meetings. You can do this via the "Partnering" button on your homepage, and then selecting "View Meetings". From there you can select the meeting you want to reschedule.

a. Click ‘Partnering’



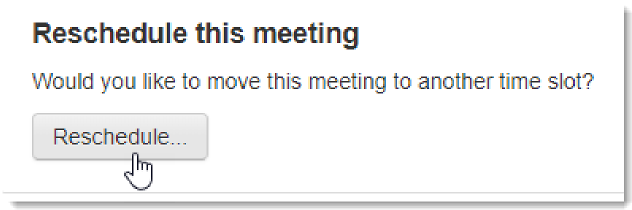
b. Click ‘View Meetings’

c. Click the meeting you want to reschedule:

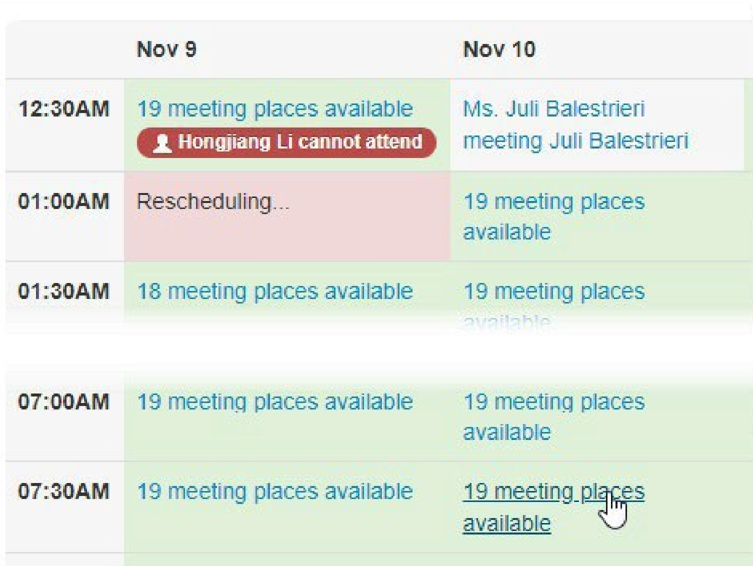


2. On the Meeting page you can **add/remove invited colleagues** and **reassign the “booker”** of the meeting (e.g. if you’re unable to attend but a colleague can take your place). You can also cancel, or “**decline**” the invite.

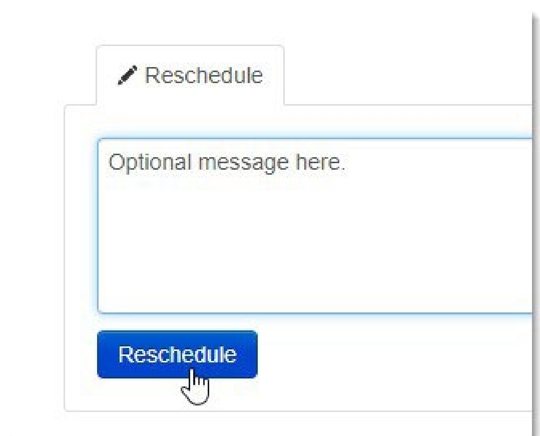
3. To reschedule a meeting go to the **Reschedule** tab and click the Reschedule button.



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



5. Add an optional message and click **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.