

How to Use the Meeting Platform

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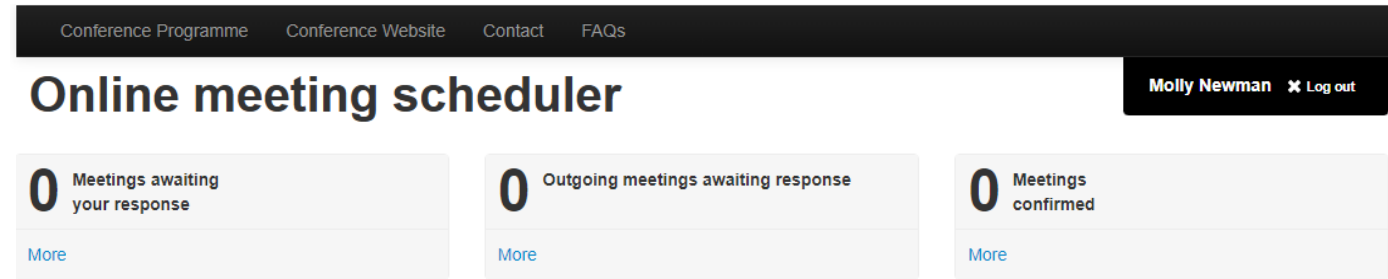
Access

You should have received an email from the platform, with the subject line ‘—

-
-’.

This contains a link, click it to gain immediate access to your online account.

You should see this on your screen 



If instead you see this
- click the button ‘REQUEST ACCESS’ and enter your email address to receive a new access link



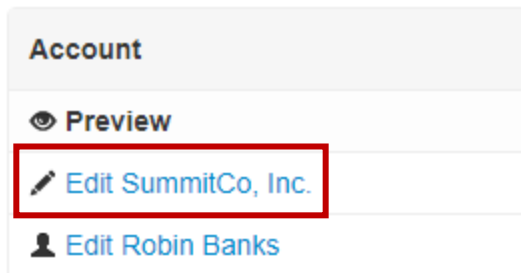
If you can see this, you are logged out. For instant login, click the above button and enter your email address.

Profile Update: Company

1. Go to the Account link in the top menu bar:



2. Click the Edit link at the left of the page to update your company profile:



3. Enter profile information, then Save

A form titled 'Edit profile' with two tabs: 'Edit profile' (selected) and 'Add/change logo'. The form contains three fields: 'Organization name' with the text 'SummitCo, Inc.', 'Country' with a dropdown menu, and 'Company Profile' with a rich text editor toolbar (bold, italic, bulleted list, numbered list, link, unlink, image, HTML, undo, redo, print, save) and a text area.

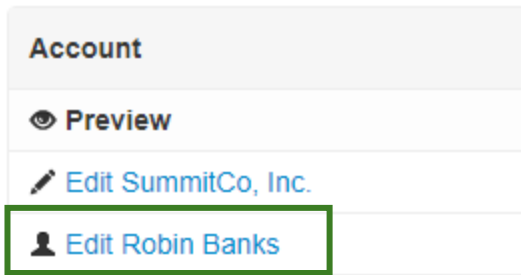
4. Add your company logo. Click Add/change logo then drag/drop a .png or .jpg image file of less than 2Mb

A section titled 'Add/change logo' with a blue border. It contains the text: 'Drag your logo image file from a folder on your computer into the box below. Or, click on the blue area to browse and import your image.' Below the text is a light blue rectangular box with the text 'Drop image here to upload'.

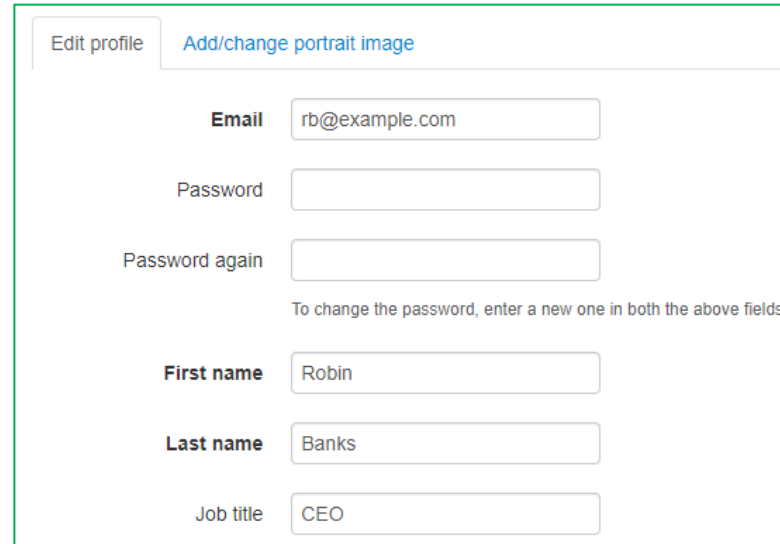
Make sure you click **Save** before leaving the Edit profile area.

Profile Update: Personal

5. Click the Edit link at the left of the page to update your personal profile:

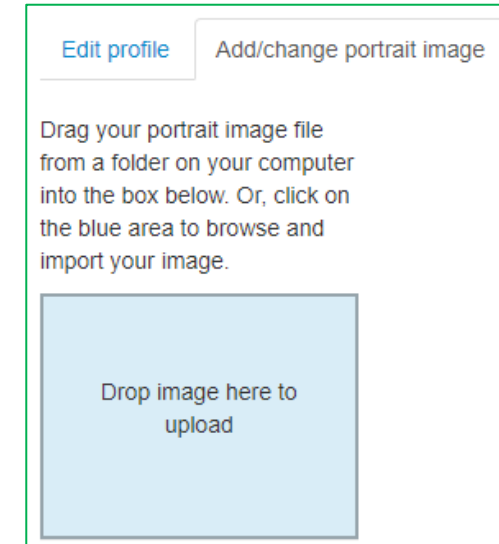


6. Check your personal details and update if needed. If you prefer to use password access, add an 8 character password to **both** password fields



A screenshot of the 'Edit profile' form. The form has two tabs: 'Edit profile' (selected) and 'Add/change portrait image'. The form contains the following fields: 'Email' (rb@example.com), 'Password', 'Password again', 'First name' (Robin), 'Last name' (Banks), and 'Job title' (CEO). Below the password fields, there is a note: 'To change the password, enter a new one in both the above fields'.

7. Add your portrait photo. Click Add/change image then drag/drop a .png or .jpg photo file of less than 2Mb



A screenshot of the 'Add/change portrait image' form. The form has two tabs: 'Edit profile' and 'Add/change portrait image' (selected). Below the tabs, there is a text instruction: 'Drag your portrait image file from a folder on your computer into the box below. Or, click on the blue area to browse and import your image.' Below the instruction is a large blue rectangular area with the text 'Drop image here to upload'.

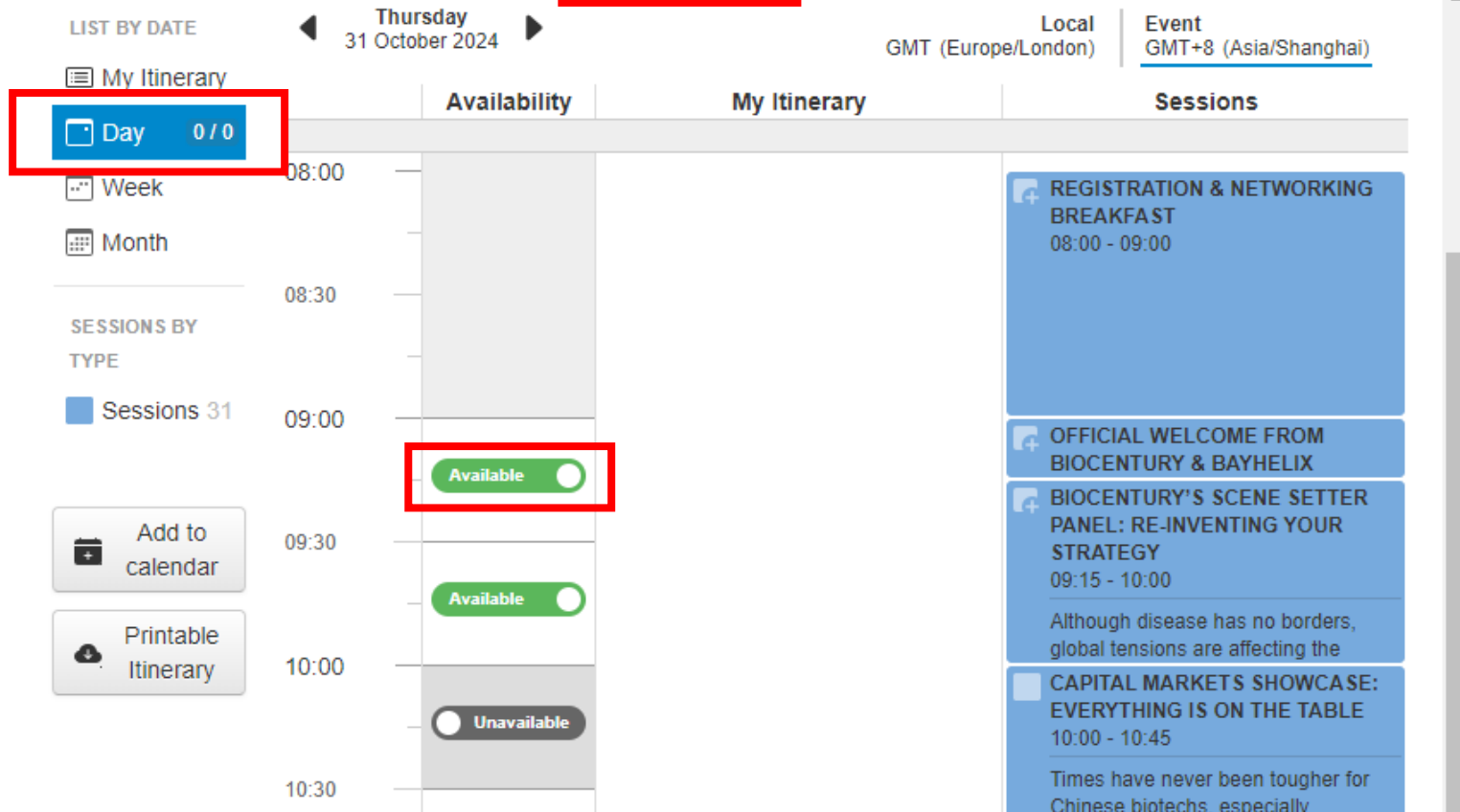
Make sure you click **Save** before leaving the Edit profile area.

Set Your Availability

1. Go to the Schedule link in the top menu bar:



2. Select 'Day'



The screenshot shows the 'Schedule' page for Thursday, 31 October 2024. The 'Day' view is selected in the left sidebar, highlighted by a red box. The main area shows a timeline from 08:00 to 10:30. The 'Availability' column has a green slider set to 'Available' at 09:00, highlighted by a red box. The 'Sessions' column shows several events: 'REGISTRATION & NETWORKING BREAKFAST' (08:00 - 09:00), 'OFFICIAL WELCOME FROM BIOCENTURY & BAYHELIX' (09:00 - 09:15), 'BIOCENTURY'S SCENE SETTER PANEL: RE-INVENTING YOUR STRATEGY' (09:15 - 10:00), and 'CAPITAL MARKETS SHOWCASE: EVERYTHING IS ON THE TABLE' (10:00 - 10:45). The 'My Itinerary' column is currently empty.

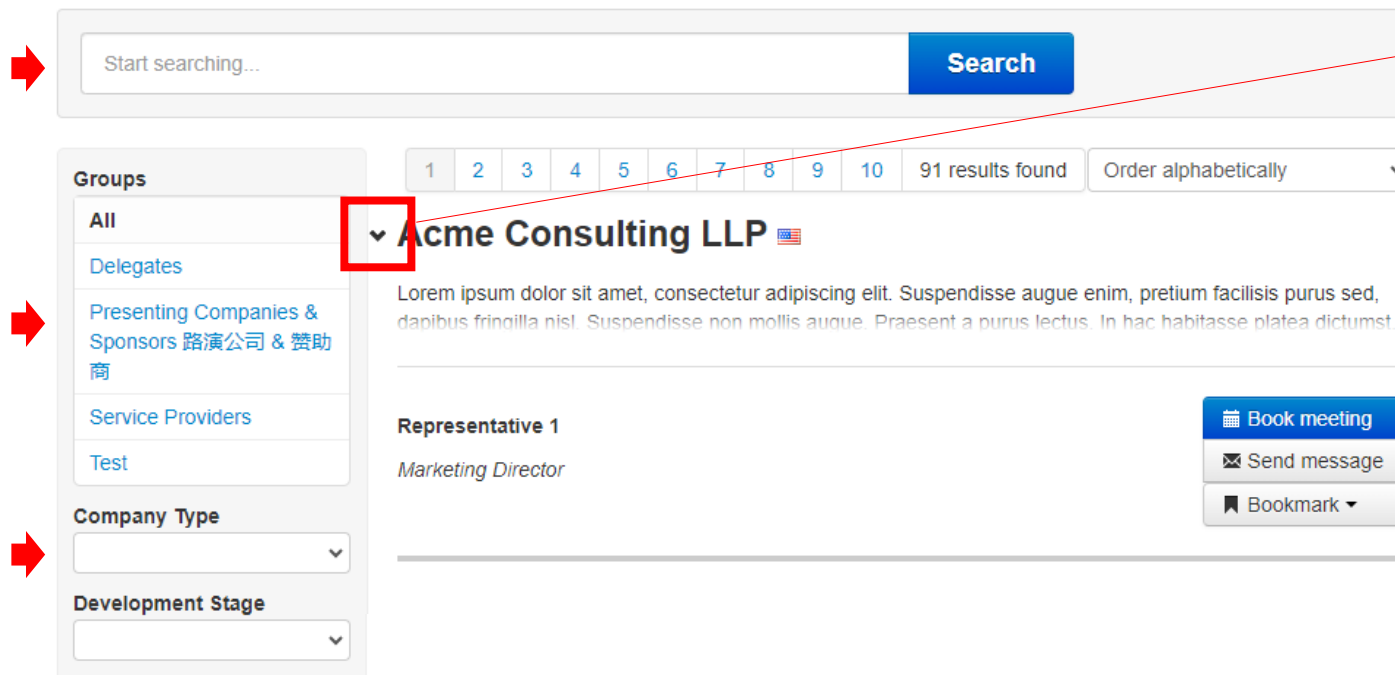
3. Toggle the green slider on any time slot to make it unavailable for meetings

Find Meeting Partners and Book Meetings

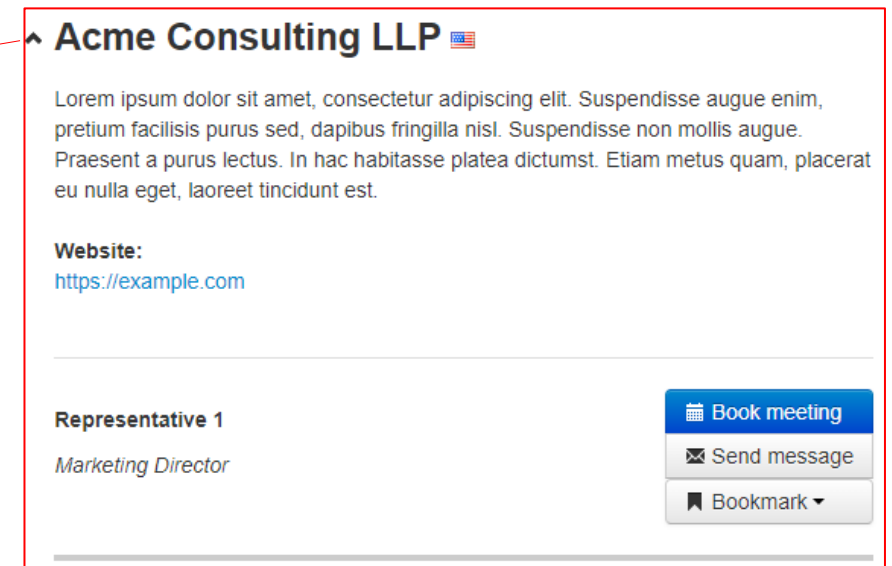
1. Go to the Search in the top menu bar. You will find all organizations and attendees listed here:



2. Use the filters at the left and the text search field at the top to look for potential business targets



3. Click the arrow next to the company name to view their full profile.



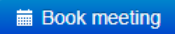
Book Meetings

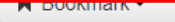
1. Click the 'Book meeting' button next to the person you want to meet.

▼ **Acme Consulting LLP** 🇺🇸 #

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse augue enim, pretium facilisis purus sed. dapibus fringilla nisl. Suspendisse non mollis augue. Praesent a purus

Representative 1
Marketing Director

 **Book meeting**

 **Bookmark**

2. Select a meeting time. Only the green slots are available to both you and the other person.

Click on a *green* meeting slot to request a meeting

28 Nov


10:20	66 meeting places available
10:40	66 meeting places available
11:00	66 meeting places available
11:20	66 meeting places available
11:40	66 meeting places available
12:00	66 meeting places available
12:20	66 meeting places available
12:40	66 meeting places available
14:00	66 meeting places available

3. Add a message to explain why you want to meet, then click 'Yes'.

An email will be sent to the other person with your message, asking them to respond.

Optional message

Send a message to everyone attending this meeting

 **Yes** Are you sure you wish to request this meeting?

Manage Meetings - 1

1. Your incoming meeting requests are listed on the Home page



2. Click 'More' to view the profiles of your requestors

3 Meetings awaiting your response Dr Jo Bangels (Acme Oncology, Inc.) on 8 Oct at 15:20 Dr Lorenzo Ferrari (Super Biologics) on 8 Oct at 14:40 Ms Geeta Patel (Dynamic Drugs) on 8 Oct at 14:00 More	1 Outgoing meetings awaiting response Mr Pablo González (Gorgeous Generics) on 8 Oct at 16:00 More	0 Meetings confirmed More
--	--	--

Manage Meetings - 2

3. Click 'Respond' beneath the name of each requestor to confirm or decline their request.

▼ Acme Oncology, Inc.

The Acme of Oncology drug development companies. We are now offering our lead program for partnership. AOX2139 is a small molecule drug based on our proprietary



Mr Wei Li
Chief Executive Officer

- Book meeting
- Send message
- Bookmark ▾



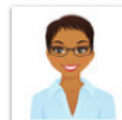
Dr Jo Bangels
Chief Scientific Officer

- Book meeting
- Send message
- Bookmark ▾

Dr Jo Bangels has requested a meeting with you on 8 Oct, at 15:20 [Respond](#)

▼ Dynamic Drugs

The first line of each profile appears on the search page. Click More to view the full profile. Each delegate is able to add or edit their own company profile, adding a logo and selecting



Ms Geeta Patel
Chief Executive Officer

- Book meeting
- Send message
- Bookmark ▾

Ms Geeta Patel has requested a meeting with you on 8 Oct, at 14:00 [Respond](#)

Manage Meetings - 2

4. Select your response from the console tabs. Be sure to click the button to complete the action.

The screenshot shows a meeting management interface for a meeting with Representative 1. On the left, a 'Meetings' sidebar lists 'All meetings', 'Pending', 'Confirmed', and 'Cancelled'. The main area has a title 'Meeting with Representative 1' and a row of action buttons: 'Confirm' (checked), 'Colleagues', 'Reassign', 'Reschedule', and 'Decline'. Below these is a 'Message' section with a text input field containing 'Optional message' and a blue 'Confirm meeting' button highlighted with a red box. At the bottom, meeting details are listed: 'Time: Nov 20 From 10:00 until 10:30 America/New_York', 'Your start time: Nov 20, 3:00 PM - 3:30 PM Europe/London', 'Booked by: Representative 1 from Chemicals Construction', 'Attendee: Representative 1 from Able Automotive', and 'Meeting Place: (Pending)'. On the right, a 'Chat' panel shows a message from Representative 1: 'Hoping to meet with you and discuss our latest initiatives.' At the bottom of the chat panel is a text input field with 'Type a message...' and a blue 'Send' button.

You can add a message to your response. This will be included in an email to your meeting partner.

You can send a private message via the Chat panel without changing the status of the meeting request

Personal Itinerary

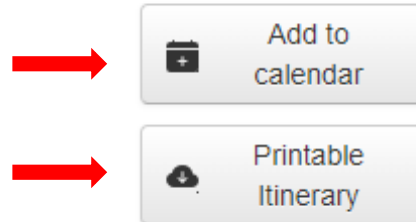
1. Go to the Schedule link in the top menu bar:



2. Select My Itinerary



3. Follow the links at the left to download your Itinerary as a PDF and/or integrate it into your Outlook calendar.



8 Oct

✓ 14:20 - 14:40
Table 1

Dr Jo Bangels
Acme Oncology, Inc.

Also attending
Mr Wei Li *Acme Oncology, Inc.*

✓ 14:40 - 15:00
Table 1

Mr Fred Fredrickson
e-Commerce International

Also attending
Mr Wei Li *Acme Oncology, Inc.*

✓ 15:20 - 15:40
Table 1

Ms Penny Plimsoll
NewBio Co

Also attending
Mr Wei Li *Acme Oncology, Inc.*

Send Private Messages

You can send an email message to any other attendee. On the Search page, click their Message button then type in your message.

The other attendee will receive your message within an email. This email will not reveal your contact details unless you include these in the message.

The image shows a user profile for 'Technology Institute' with a representative named 'Representative 1', Business Development Director. A red box highlights the 'Send message' button. A red arrow points from this button to a chat window for 'Meeting: Representative 1 (Acme Consulting LLP)'. The chat window shows a message from Representative 1: 'Hello - before responding to your kind meeting request...'. Below the chat history, there is a text input field with the placeholder 'Type a message...' and a blue 'Send' button, both highlighted with a red box.

ENDS