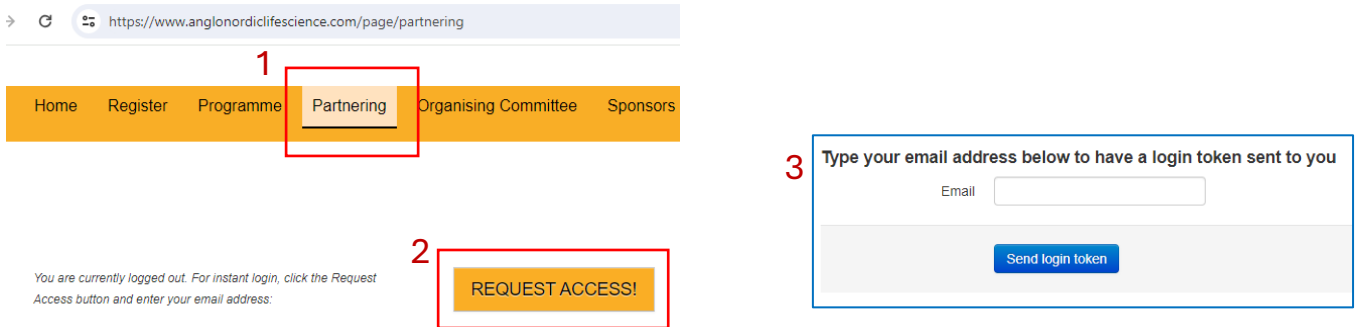


Getting into the platform

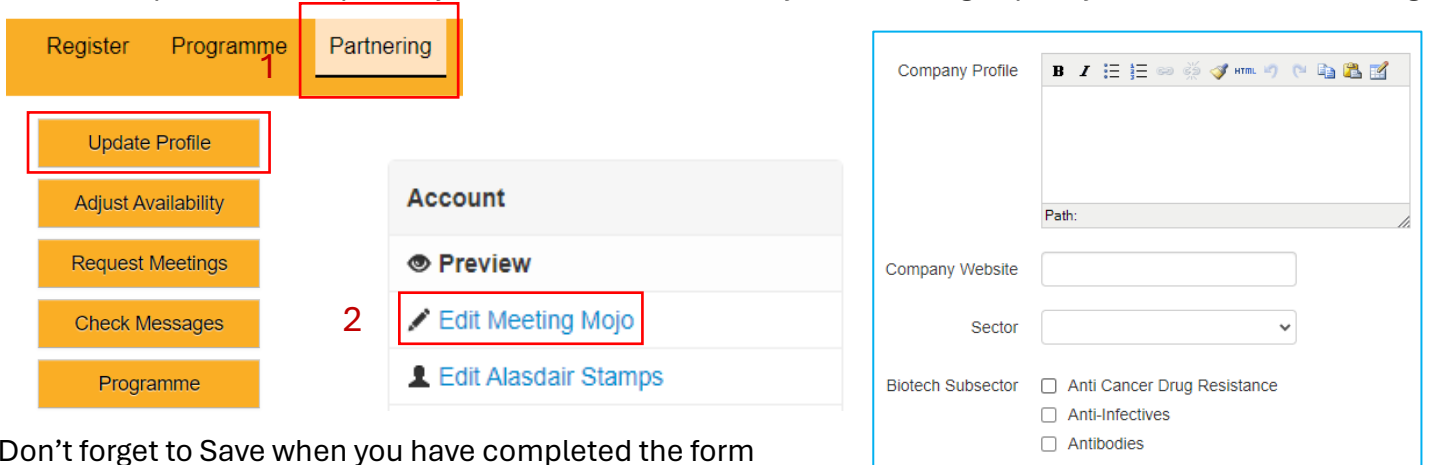
You should have received an email with the title 'Welcome to the ...', containing an instant access link. If you cannot find the email, look in your Spam folder or go to the [conference website](#), as follows:



Always return to the partnering option to schedule meetings and send messages

Update Your Profile

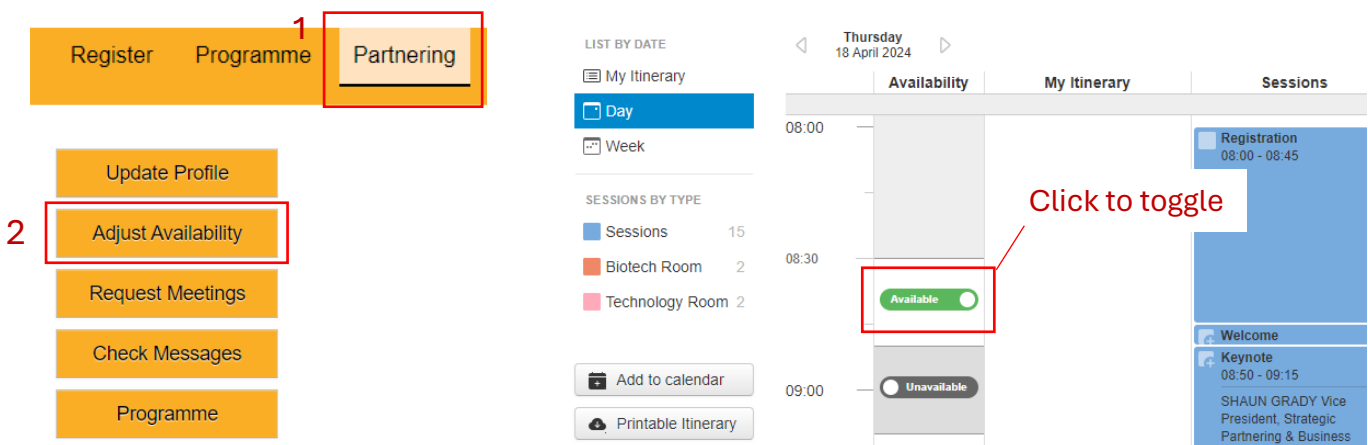
With a completed online profile you are 3 times more likely to obtain high-quality, confirmed 1:1 meetings.



Don't forget to Save when you have completed the form

Set your Availability

Avoid getting meetings scheduled to inconvenient times



Request Meetings

View and filter the attendee list to request meetings.

The screenshot shows the 'Partnering' section of the application. At the top, there are navigation tabs: 'Register', 'Programme', and 'Partnering' (highlighted with a red box and the number 1). On the left, there is a sidebar with buttons: 'Update Profile', 'Adjust Availability', 'Request Meetings' (highlighted with a red box and the number 2), 'Check Messages', and 'Programme'. The main area is titled 'Catalent' and 'PARTNERING SPONSOR'. It displays a list of attendees with filters for 'Groups' (All, Delegates, Pitch Presenters), 'Sponsors', 'Sector', 'Biotech Subsector', 'Technology Subsector', and 'Indications'. Two attendees are listed: 'Mr Damian Rice' and 'Ms Caroline Pirt'. For each attendee, there are buttons for 'Book meeting' (highlighted with a red box and the number 3), 'Send message', and 'Bookmark'.

The dialog box is titled 'Request a meeting with Mr Damian Rice'. It contains the following information: 'Date: (Pending)', 'Booked by: Alasdair Stamps from Meeting Mojo', 'Attendee: Mr Damian Rice from Catalent', and 'Meeting Place: (Pending)'. There is a checkbox for 'Add / remove colleagues' which is checked, with 'Mr Joel Nod' listed. Below this is a text input field for 'Add an optional message' with the placeholder 'Optional message' and a note 'Send a message to everyone attending this meeting'. At the bottom, there is a 'Yes' button (highlighted with a red box and the number 4) and the text 'Are you sure you wish to request this meeting?'.

Time and location will be allocated when the request is accepted by the other person.

Messages will be sent by email and also start a message thread attached to the meeting.

Respond to Meeting Requests

The screenshot shows the 'Home' page. At the top, there are navigation tabs: 'Home' (highlighted with a red box and the number 1), 'Register', 'Programme', and 'Partnering'. Below the tabs, there are two summary cards: '1 Meetings awaiting your response' and '0 Outgoing meetings awaiting response'. The first card lists 'Mr Chubby Checker (Exact Equity) on May 17 at 14:00' and has a 'More' button (highlighted with a red box and the number 2). Below this, there is a 'Book meeting' button. At the bottom, there is a yellow notification bar: 'Mr Chubby Checker has requested a meeting with Ms Penny Plimsoll on May 17, at 14:00' with a 'Respond' button (highlighted with a red box and the number 3).

View Your Meetings

1

Register Programme **Partnering**

Update Profile

Adjust Availability

Request Meetings

2 **View Meetings**

Check Messages

Programme

MEETINGS BY TYPE

- Confirmed 2
- Unconfirmed 1
- Declined 1

SESSIONS BY TYPE

- Sessions 2

Add to calendar

Printable Itinerary

17 May

- 09:20 - 09:40 **Mr Otto Bahn**
Table 1 *Crazy Cartoons*
- 09:40 - 10:00 **Mr Paul Pinnacle**
Table 1 *Acme Games*