

Partnering System User Guide



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SETTING UP YOUR ACCOUNT

Password setting >>> Partnering information registration

Please activate your account in through the link in the activation email and login via the Login URL or the official website.

Activation e-mail

Activate your Exhibitor Partnering Account | BioJapan / Regenerative Medicine JAPAN / healthTECH JAPAN / Japan Healthcare Venture Summit 2025

Dear Prof. Taro Bio,
JTB Communication Design

Thank you for participating in BioJapan / Regenerative Medicine JAPAN / healthTECH JAPAN.

- CONTENTS--
1. Notice of start of use of Exhibitor My Page
2. Notification of invoice issuance

<<<1. Notice of start of use of Exhibitor My Page>>>

We issued your "Exhibitor My Page", and invoices download can be available.

First, please set your password from below:
****This link is ONE TIME use ONLY****

URL :
<https://test.jcdebizmatch.jp/BioJapan2025/Activation/en/...>

Once you have set your password from above link, please log in via the following page:

- - Exhibitor name: JTB Communication Design
- Login URL: <https://biojapan2025.jcdebizmatch.jp/en/Login>
- Login ID: biojapan@jtbcom.co.jp
- Password: (set by you)

*If you haven't received your activation e-mail please contact the secretariat at <biojapan@jtbcom.co.jp>

Official website : <https://jcd-expo.jp/en/>



From the menu bar "Accounts" >> "Edit Basic Profile" or "Edit Profile" at the bottom of the home screen, go to the "Edit Basic Profile" page.

The screenshot displays the user interface for editing a basic profile. At the top, there are logos for BioJapan 2025, RIM, and healthTECH JAPAN 2025, along with a language selector (日本語) and a log-out button for Dr. Taro Soyaku. The main navigation bar includes HOME, Search/Apply for Appointments, Exhibit Related, Seminars, Accounts (highlighted), and Others. A sidebar menu shows Profiles > Edit Basic Profile (highlighted) and Edit Partnering Profile. The main content area is divided into sections: Partnering (Search from all participants, Message Box, Edit Schedule, Current Status), Exhibiting (Exhibition Preparation, Floor Layout, Document Download), and Other (Edit Profile, Partnering badge ticket download, Seminar registration). The 'Edit Profile' button in the 'Other' section is highlighted with an orange box. An orange arrow points from the 'Edit Basic Profile' option in the sidebar to the 'Edit Basic Profile' page.

Edit Basic Profile

All items marked by "*" are required fields.

Last name *	Soyaku
First name *	Taro
Title *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input checked="" type="radio"/> Dr. <input type="radio"/> Prof.
Company name	Nick Uni
Company Logo	ファイルの選択 <input type="button" value="ファイルが選択されていません"/> <small>(Max. 3MB)</small>
Division/Department	<input type="text"/>
Position/Function	<input type="text"/>
Position *	<input type="radio"/> CEO / CFO / CSO / CTO / President <input checked="" type="radio"/> Director <input type="radio"/> Vice/assistant director <input type="radio"/> Manager/ Chief <input type="radio"/> Senior staff level <input type="radio"/> Staff/researcher/graduate student level <input type="radio"/> Others <input type="text"/>

From the menu bar "Accounts" >> "Edit Partnering Profile, go to the "Edit Partnering Profile" page.

The screenshot displays the user interface for editing a partnering profile. At the top, there are logos for BioJapan 2025, RIM (Research Innovation Medicine) 2025, and healthTECH JAPAN 2025. The user is logged in as Dr. Taro Soyaku. The navigation bar includes 'HOME', 'Search/Apply for Appointments', 'Exhibit Related', 'Seminars', 'Accounts', and 'Others'. The 'Accounts' dropdown menu is open, showing 'Profiles' with sub-items 'Edit Basic Profile' and 'Edit Partnering Profile' (highlighted with an orange box). An orange arrow points from this menu item to the 'Edit Partnering Profile' form.

Edit Partnering Profile

All items marked by "*" are required fields

Profile Picture	ファイルの選択 (Max. 3MB)	ファイルが選択されていません
Expertise / Specialty	Up to 100 characters	
URL		
Corporate's Handling of personal information URL		
Corporate description/mission *	Max. 1200 characters Character Count: 0	

Save

In the section **"Products/Technologies you wish to discuss"**, you can register information of products and technologies you wish to discuss. The information registered here will be the information which will be hit in the search by other participants.

If your company has more than 1 member, the default information that is shown will be that registered on the **"Representative" Partnering Profile**. You can reassign the Representative member in **Your Organization's Partnering Participants** (see P.24).

"Products/Technologies you wish to discuss"

Product / Technology 1
^

Product / Technology

Image

Caption

Image ファイルの選択 ファイルが選択されていません
(Max. 3MB) Photo/Image only (.JPEG/.JPG/.PNG)

Upload File

Upload File ファイルの選択 ファイルが選択されていません
(Max. 1MB) * PDF files only

Video

URL
(Up to 5 mins.) * Please include the video URL.

Thumbnail ファイルの選択 ファイルが選択されていません
Photo/Image only (JPEG/JPG/PNG)

What are you aiming to achieve? *

OUT

Out-licensing product/technology
 Selling/suggesting product/service

Business collaboration for joint research/ development
 Others

IN

In-licensing product/technology
 Purchasing/considering product/service

Financing for research /development

Product/Technology Category * (You may make multiple selections)

Pharma / Biotech

Search result image in the Partnering System

Print ×

JTB Communication Design INC. Exhibitor

Exhibition: Regenerative Medicine Japan 小Booth No.: 111 出展Exhibition booth: 111

Position	Senior staff level
Admin Name	Mr. Taro Soyaku
Business category	Biotech / Drug discovery Technologies / Services
Country	Japan
Employees	500 ~

Corporate description/mission

This event is constituted by three exhibitions - 1. The world's oldest biotechnology exhibition "BioJapan" (1986-), 2. "Regenerative Medicine JAPAN" (2016-), aiming to accelerate and industrialize R&D in the field of regenerative medicine including iPS cells, and 3."health TECH JAPAN"(2020-), provides fusion of digital technology and life science.

Company Assets

DDS

Pharma / Biotech - Research and development phase

Research Hit / Lead optimization Preclinical Phase 1 Phase 2 Phase 3 Market

Pharma / Biotech - Modality

Small molecule drugs, Middle / High molecules drugs (Nucleic acid drugs / Peptides / Protein)

Professional Services / Investment / Finance - Universities, Bio-clusters and Public Support

Assistance in entering foreign markets

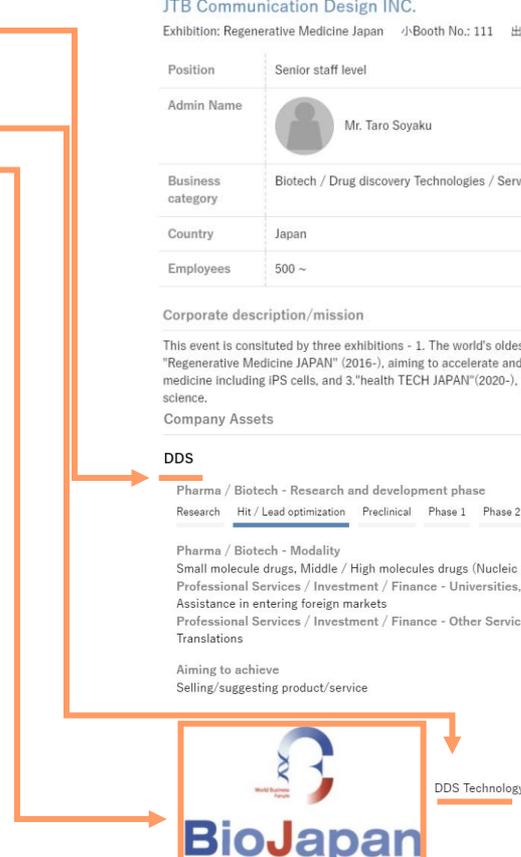
Professional Services / Investment / Finance - Other Services

Translations

Aiming to achieve

Selling/suggesting product/service

DDS Technology



The number of products and technologies you can register depends on your exhibition plan.

* You can upload one PDF document / video for each product.

Standard Exhibitors	10 products / technologies
Academic Booth	
Startup Booth	
Trial Booth	
RM JAPAN Special Package Booth	
Co-Exhibitor account <u>WITH Partnering account</u>	3 products / technologies

Update your schedule.

When appointment requests are accepted by the other party, the system will automatically set the appointment based on the schedule you have registered here.

* The schedule can be changed manually after the date and time are confirmed.

Availability

Please choose the dates and times when you are available for meetings.

On-site partnering in the meeting rooms or booths will be available from 08:30 to 16:55 during the exhibition period (Oct. 9-11).

Schedule	Oct. 8 (Wed.)		Oct. 9 (Thu.)		Oct. 10 (Fri.)	
	Yes	No	Yes	No	Yes	No
08:30-08:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
09:00-09:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
09:30-09:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
10:00-10:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
10:30-10:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
11:00-11:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
11:30-11:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
12:00-12:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
12:30-12:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13:00-13:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
13:30-13:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
14:00-14:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
14:30-14:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
15:00-15:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
15:30-15:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
16:00-16:25	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
16:30-16:55	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

OK



If there are many "unavailable" slots, even if the appointment is accepted, there may be no match with the other party's schedule, and the possibility that the date and time can not be confirmed increases. **Please register with "Available" as much as possible.**

SETTING UP YOUR APPOINTMENT

Searching >>> Send Appointments >>> Scheduling

Start from "Search / Apply for Participants" >> "Partnering Participants Search".

The screenshot displays the BioJapan 2025 website interface. At the top, there are logos for BioJapan 2025, Regenerative Medicine JAPAN 2025, and healthTECH JAPAN 2025. The user is logged in as Dr. Taro Soyaku. The navigation menu includes 'HOME', 'Search/Apply for Appointments', 'Exhibit Related', 'Seminars', 'Accounts', and 'Others'. The 'Search/Apply for Appointments' menu item is highlighted with an orange box. Below the navigation, there are several functional tiles: 'Partnering' (with a magnifying glass icon and 'Search from all participants'), 'Message Box', 'Edit Schedule', 'Sponsored by Takara', 'Exhibiting' (with 'Exhibition Preparation (Make sure to read!)', 'Floor Layout', and 'Document (Invoice)'), and 'Other' (with 'Edit Profile', 'Partnering badge ticket download', and 'Seminar registration Download attendee'). An orange arrow points from the 'Search from all participants' tile to the 'Partnering Participant Search' modal window.

Partnering Participant Search

Refresh Export

Search by company name / keyword **Search**

Total 20 search result(s)

JTB Communication Design INC.
July 03, 2024
Name : Mr. Taro Soyaku
Business Category : Biotech / Drug discovery Technologies / Services
Corporate description/mission : This event is consituted by three exhibitions - 1. The world's oldest biotechnology exhibition "BioJapan" (1986-), 2. "Regenerative Medicine JAPAN" (2016-), aiming to accelerate and industrialize R&D . . .

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Category	Change
Product / technology category	Change
N/A	
Desired outcome for business meetings	Change
N/A	
Country	Change
N/A	
Equity Stage	Change
N/A	
Business category	Change
N/A	
Exhibition	Change
Regenerative Medicine Japan	

Search **Reset Criteria**

You can search by **company name, keyword, category** etc..

When you click the **Company Name**, their details will appear on the right side of your screen.

Partnering Participant Search

Category

Product / technology category Change

N/A

Desired outcome for business meetings Change

N/A

Country Change

N/A

Equity Stage Change

N/A

Business category Change

N/A

Exhibition Change

N/A

Search Reset Criteria

Display Setting

Type

Show all by Company

Show all by Delegate

Appointment Status

Received Requests

Requests Sent

Appointment Established

Appointment Established (scheduled)

Declined / Cancelled

Others

Sort by

A-Z

Newest

Exhibitors Only

Search by company name / key **Search by keyword** Search

Total **105** search result(s)

JTB Communication Design INC.

July 03, 2024

Name : Mr. Taro Soyaku

Business Category : Biotech / Drug discovery Technologies / Services

Corporate description/mission : This event is constituted by three exhibitions - 1. The world's oldest biotechnology exhibition "BioJapan" (1986-), 2. "Regenerative Medicine JAPAN" (2016-), aiming to accelerate and industrialize R&D . . .

JTB

January 24, 2024

Name : Mr. taro Soyaku

Business Category : Pharma

JTB

January 24, 2024

Name : Mr. taro Soyaku

Business Category : Pharma

JTB

January 24, 2024

Name : Mr. taro Soyaku

Business Category : Pharma

Participant Details Print ×

JTB Communication Design INC. Exhibitor

Exhibition: Regenerative Medicine Japan 小Booth No.: 111 出展Exhibition booth: 111

Position	Senior staff level
Admin Name	Mr. Taro Soyaku
Business category	Biotech / Drug discovery Technologies / Services
Country	Japan
Employees	500 ~

Corporate description/mission

This event is constituted by three exhibitions - 1. The world's oldest biotechnology exhibition "BioJapan" (1986-), 2. "Regenerative Medicine JAPAN" (2016-), aiming to accelerate and industrialize R&D in the field of regenerative medicine including IPS cells, and 3."health TECH JAPAN"(2020-), provides fusion of digital technology and life science.

Company Assets

DDS

Pharma / Biotech - Research and development phase

Research Hit / Lead optimization Preclinical Phase 1 Phase 2 Phase 3 Market

Pharma / Biotech - Modality

Small molecule drugs, Middle / High molecules drugs (Nucleic acid drugs / Peptides / Protein)

Professional Services / Investment / Finance - Universities, Bio-clusters and Public Support

Assistance in entering foreign markets

Professional Services / Investment / Finance - Other Services

Translations

Aiming to achieve

Selling/suggesting product/service

DDS Technology

When you find a company you wish to send an appointment request to, please click on this box.

Participant Details

Favorite **Send Appointment Request** Hide

JTB Communication Design CO.,LTD.
Exhibition: BioJapan

Position	Manager/ Chief
Admin Name	 Ms. Test13
Business category	IT, Electronics / Digital
Country	Japan

Print X

Send Appointment Request

To: JTB Communication Design Inc.

Division/Department: Co-creation unit
Name: Ms. Mymember Soyaku

Message

If your appointment request is accepted, a time and place for your meeting will automatically be allocated next time the scheduling system kicks in.

Meetings are held in the Partnering Area by default, but you can also request to hold meetings at own or other party's booths in case you or other party's booth are exhibitor.

However, the requests of the party that accepts the invitation will take precedence.

<Meeting Place>

- Request meeting in Partnering Area
- Request meeting at your booth
- Request meeting at other party's booth

<Send to>

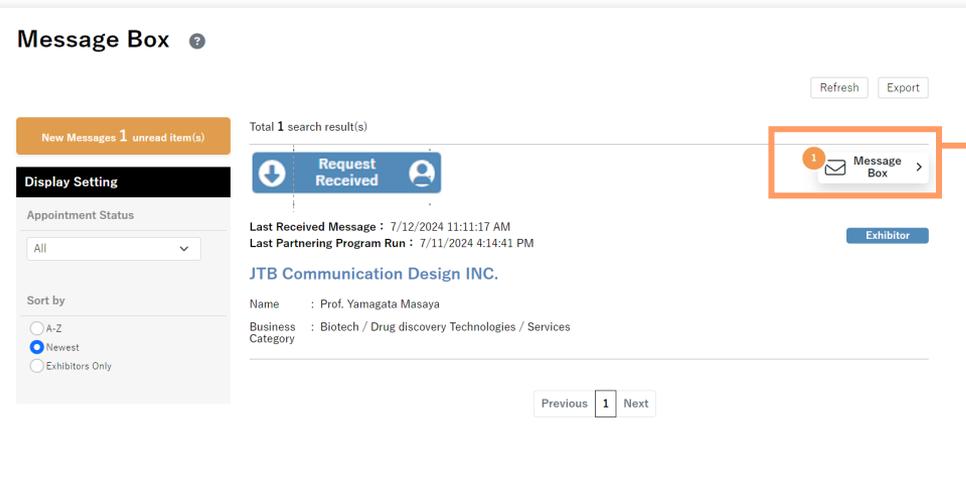
- Send to all delegates from this organization
- Send to this delegate only

Send Appointment Request

From your HOME screen **“Message Box”** or through the **“Search/Apply for Appointments”** pull down menu, you can check your current status. If you have new incoming messages, the number of the messages you received will appear on your **“Message Box”**.

The screenshot displays the user interface for the BioJapan 2025 event. At the top, there is a header with logos for BioJapan 2025, RVI (Regenerative Medicine Japan 2025), and healthTECH JAPAN 2025. The user is identified as Dr. Taro Soyaku, with a 'Log-out' button and a language selector set to '日本語'. The main navigation bar includes 'HOME', 'Search/Apply for Appointments', 'Exhibit Related', 'Accounts', and 'Others'. The 'Search/Apply for Appointments' menu item is highlighted with an orange box. Below the navigation, there are sections for 'Partnering' and 'Exhibiting'. In the 'Partnering' section, the 'Message Box' icon is highlighted with an orange box. An orange arrow points from this icon to the expanded 'Message Box' view on the right. The 'Message Box' view shows 'New Messages 1 unread item(s)', a 'Request Received' button, and details for a message from 'JTB Communication Design INC.' received on 7/12/2024 at 11:11:17 AM. The message content includes the name 'Prof. Yamagata Masaya' and business category 'Biotech / Drug discovery Technologies / Services'. There are also 'Refresh' and 'Export' buttons at the top right of the message view, and a pagination control at the bottom showing 'Previous 1 Next'.

Click the message box icon to display the message from the other participant. You can accept/decline appointments and send messages.



Message Box ⓘ

Refresh Export

New Messages 1 unread item(s)

Total 1 search result(s)

Request Received

Message Box

Last Received Message : 7/12/2024 11:11:17 AM
Last Partnering Program Run : 7/11/2024 4:14:41 PM

JTB Communication Design INC.

Name : Prof. Yamagata Masaya
Business Category : Biotech / Drug discovery Technologies / Services

Exhibitor

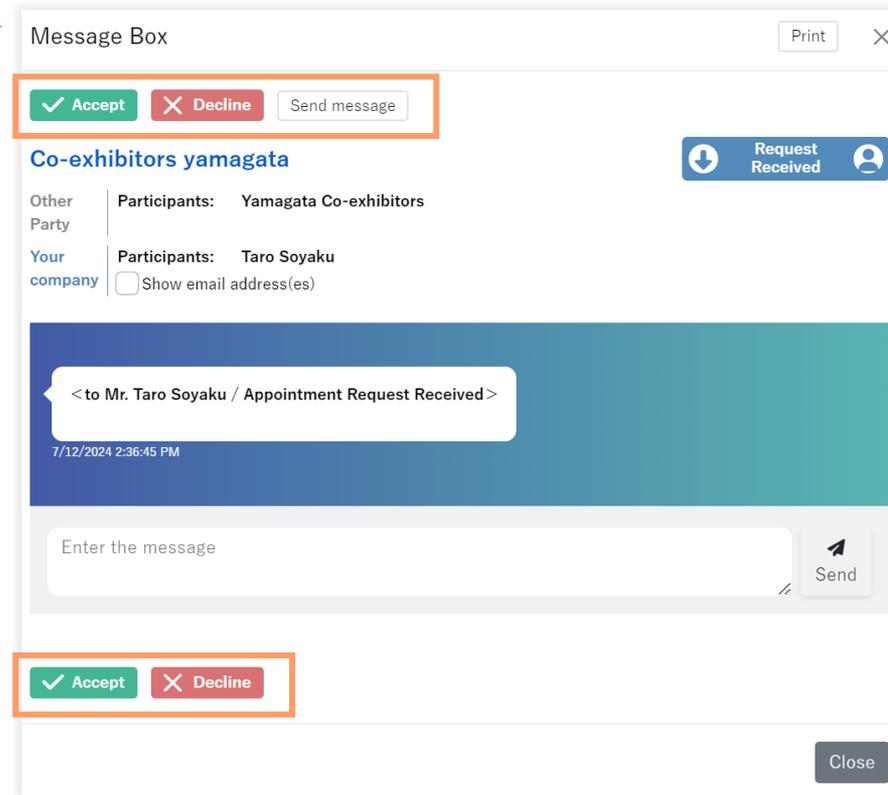
Appointment Status

All

Sort by

A-Z
 Newest
 Exhibitors Only

Previous 1 Next



Message Box Print ✕

Accept Decline Send message

Request Received

Co-exhibitors yamagata

Other Party Participants: Yamagata Co-exhibitors

Your company Participants: Taro Soyaku

Show email address(es)

<to Mr. Taro Soyaku / Appointment Request Received >

7/12/2024 2:36:45 PM

Enter the message Send

Accept Decline

Close



When two or more company members participate, if there is no free time slot in everyone's schedule, the automatic schedule adjustment will not work and the status will be "Appointment Established".

What do the icons mean?



Time and place for this appointment have been scheduled.



Both parties have agreed to meet, but meeting place + time have not yet been scheduled.
 **If you see an alert like the one below, check other party's schedule and see if you can adjust your schedule as much as possible.

=====
 There is a possibility that both parties' appointment availability does not match.
 Please try to adjust your availability for appointments.
 Please click here to check the available time for other party.
 =====



You have sent a request to meet, but the other party hasn't responded yet.



Another participant has specifically requested to meet you, and you haven't responded.



Your organization has received a request to meet. Anyone in your organization may respond.



You have asked to cancel your meeting with another party, but they haven't responded yet.



The other party has asked to cancel your meeting, and you haven't responded.



Meeting request has been declined, or the meeting has been cancelled.
 *Declined Requests or Canceled Requests will be moved to this Cancelled / Declined list after being confirmed.

 There is an upper limit to the number of appointments with the status "Appointment Requested", and when the upper limit is reached, you will not be able to request additional appointments. When the other participant accepts or declines the request and the status is updated, the remaining number of requests will be adjusted.

The window below will appear when you accept the meeting request you received.

Accept
✕

To : Co-exhibitors yamagata

Name: Prof. Yamagata Co-exhibitors

The date and time of your appointments are decided according to their level of importance. Select the priority level of this appointment below (not visible to the other party).

Priority of this appointment: Importance - High ▼

Main Participant: Taro Soyak ▼

Message

The appointment will be established once you accept the request. The system will automatically decide the time and place of the meeting, and you will be informed of this information at a later date.
The party that has received the appointment request can confirm the appointment by choosing location of the meeting. (The preference of the party that receives the request takes precedence.)

Request meeting at partnering area

Request meeting at other party's booth

Request meeting at own booth

Accept – Automatically assign time/date (next scheduling: (2024/09/11 12:00))

Accept – set time/date now

If you have other participant(s) in your organization, you can select the member(s) who wish to attend the established meeting here

You can choose Meeting location: Partnering area / other party's booth / own booth
※You can change the Meeting location after your schedule is confirmed.

After writing a message and choosing the participants and location, click on **“Accept”** to complete

Setting of Date and Time for Meetings

1 month before the event ~ : the System updates **every week**

6 days before the event ~ : the System updates **every day**

From your HOME screen **“Edit Schedule”** or through the **“Search/Apply for Appointments”** pull down menu Once your appointment is confirmed it will be reflected in your “Schedule”.

The image shows a user interface for managing an appointment schedule. At the top, there is a header with logos for BioJapan 2025, RIM Regenerative Medicine Japan 2025, and healthTECH JAPAN 2025. The user is logged in as Dr. Taro Soyaku, with a language selector set to Japanese (日本語) and a Log-out button.

The main navigation menu includes: HOME, Search/Apply for Appointments (highlighted with an orange box), Exhibit Related, Accounts, and Others. An orange arrow points from the 'Search/Apply for Appointments' menu item to the 'Appointment Schedule' page shown in the inset.

The main content area is divided into sections: Notices from the Secretariat, Partnering (with buttons for Search from all participants, Message Box, and Edit Schedule - highlighted with an orange box), Exhibiting (with buttons for Exhibition Preparation, Floor Layout, and Document Download), and Other (with buttons for Edit Profile, Partnering badge ticket download, and Seminar registration / Download seminar attendee ticket).

The 'Appointment Schedule' page (shown in an inset) has a title 'Appointment Schedule' and a note: 'Any changes you make on this page are saved instantly.' It also includes a warning: 'On-site partnering in the meeting rooms or booths will be available from 08:30 to 16:55 during the exhibition period.' There are buttons for Refresh, Export, Print, and Change Availability. The date selector is set to Oct 8 (Wed), Oct 9 (Thu), and Oct 10 (Fri).

Time	Appointment / Seminar Schedule	Setting
08:30 ~ 08:55	Available <input checked="" type="checkbox"/> Note	
09:00 ~ 09:25	Available <input checked="" type="checkbox"/> Note	
09:30 ~ 09:55	Available <input checked="" type="checkbox"/> Note	
10:00 ~ 10:25	Available <input checked="" type="checkbox"/> Note	

Appointment Schedule ?

Any changes you make on this page are saved instantly.

On-site partnering in the meeting rooms or booths will be available from 08:30 to 16:55 during the exhibition period

Refresh Export Print

Display schedule for: Nick TEST

Change Availability

You can update your availability.

Oct 8 (Wed) Oct 9 (Thu) Oct 10 (Fri)

Time	Appointment / Seminar Schedule	Setting
Switch: Available <input checked="" type="checkbox"/> Unavailable		
08:30 - 08:55 Available <input checked="" type="checkbox"/>	Note	
09:00 - 09:25 Available <input checked="" type="checkbox"/>	Note	
09:30 - 09:55 Available <input checked="" type="checkbox"/>	Note	
10:00 - 10:25 Available <input checked="" type="checkbox"/>	Note	
10:30 - 10:55 Available <input checked="" type="checkbox"/>	Note	

You can change the date here.

Meeting times available in the partnering area or booth in the exhibition hall.

- October 9,10,11 : 08:30-16:55

The confirmed location is displayed.

<p>16:00 – 16:25</p> <p>Available </p>		<p>Note</p>	
<p>16:30 – 16:55</p> <p>Available </p>	<p>Partnering Kaigai CORP.</p> <p>Meeting room at Partnering area No. 11</p> <p>The counter party: Nick Saint Nicholas</p> <p>Your company: Nick Sint Nicolaas</p>	<p>Message Box ></p> <p>Note</p>	<p>Change meeting place: Meeting room at Partnerin <input type="text"/></p> <p>Change the date and time</p>

Meeting place and date can be changed here.

04

Adding My Member • Co-exhibitor

- 01 Issuing accounts to members of your company**
(Sharing the status of appointments as members of the same company, join one another's meeting, etc.)
 - ▶ **"Your Organization's Partnering Participants" (See next page)**

- 02 Issuing accounts to co-exhibitors who uses partnering as a different company**
(Appointments cannot be shared or viewed with each other)
 - ▶ **"Co-exhibitors" (See P. 25)**

- 03 When registering a company that wishes to be listed only on the co-exhibitor list without using partnering**
 - ▶ **"Co-exhibitors" (See P. 25)**



If the member has already been registered as a visitor, you will not be able to register as an exhibitor due to duplicate e-mail addresses. Please register with a new address, or contact the secretariat so that we can switch you from a visitor to an exhibitor.

From the menu bar "Accounts" >> "Your Organization's Partnering Participants" page

The screenshot shows a user interface for BioJapan 2025. The top navigation bar includes 'HOME', 'Search/Apply for Appointments', 'Exhibit Related', 'Accounts', and 'Others'. The 'Accounts' menu is expanded, showing 'Your Organization's Partnering Participants' as the selected option. An orange arrow points from this menu item to a detailed view of the page.

Your Organization's Partnering Participants

Administrator

- Representative** (a registered participant displayed when other companies search for your organization via the Partnering system)
*You can change your organization's representative by clicking on the radio button to the left of each member's column.
- Registered Participant**
- Unregistered Participant**

The default number of partnering participants that can be registered depends on the number of booths you have registered for. When you add participants, their Partnering System login credentials will be sent to the Administrator by e-mail.
Number of remaining accounts that can be issued: 3

Number of meeting spaces within your exhibition booth: 1

* Enter the number of meetings that can be held at the same time within your own booth (if various members within the same group chose "own booth" for the meeting place, the number of appointments to be held concurrently at your booth will not exceed this number).

User 01	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Registration date	2024/07/09	Basic Profile	Partnering Profile	Delete
User name	Mr. Taro Soyaku	Company name	JTB Yamagata	Division/Department		
Last Login	2024/07/12 11:12					

On this page, click **"Add Partnering Participants (1)"**, fill out the required fields and send out the notification for your member to start using the partnering.

Please note that **the number of remaining accounts that can be issued (2)** will differ depending on your exhibition plan.

Your Organization's Partnering Participants

 Administrator

 Representative (a registered participant displayed when other companies search for your organization via the Partnering system)

**You can change your organization's representative by clicking on the radio button to the left of each member's column.*

 Registered Participant

 Unregistered Participant

The default number of partnering participants that can be registered depends on the number of booths you have registered for.

When you add participants, their Partnering System login credentials will be sent to the Administrator by e-mail.

Number of remaining accounts that can be issued: 3

2

1

Add Partnering Participants

Number of meeting spaces within your exhibition booth: 1

** Enter the number of meetings that can be held at the same time within your own booth (if various members within the same group chose "own booth" for the meeting place, the number of appointments to be held concurrently at your booth will not exceed this number).*

User 01 

Registration date 2024/07/09

Basic Profile Partnering Profile Delete

User name Mr. Taro Soyaku

Company name JTB Yamagata

Division/Department

Last Login 2024/07/12 11:12

As Representative you can edit each member's information here.



If the Registration date has not changed after the account is issued, the issued account is not yet activated. You can send out the notification again to remind your member.

From the menu bar “Accounts” >> “Co-Exhibitors” page

*Co-exhibitor registration requires the system status by the Secretariat. Please let the secretariat know if you would like to add co-exhibitors.

 Co-exhibitor registration requires the system status by the Secretariat. Please let the secretariat know if you would like to add co-exhibitors.

Click on “**Add co-exhibitor account** **①**”, fill out all the required fields, then “**Send Partnering System log-in credentials** **②**” to send a notification email with a password setting link to the person in charge.

For co-exhibitors not using partnering accounts, it is possible to issue multiple accounts regardless of the number of partnering accounts that can be issued.

Co-Exhibitor List

Co-exhibitor account **WITH** partnering account
Co-exhibitor account **WITHOUT** partnering account

Number of total available accounts: 4
Number of remaining accounts that can be issued: 2

Add co-exhibitor account WITH partnering account:
Issuing Partnering IDs to your Co-exhibitor (in a different organization)
Your Partnering account will not be linked together to view each other's appointments

Add co-exhibitor account **①**

- ▲ Administrator
- Representative (a registered participant displayed when other companies search for your organization via the Partnering system)
- Registered Participant
- Unregistered Participant

User 01 ● ● ▲	Registration date	2022/06/13	② Send Partnering System log-in credentials
User name	Prof. kyodo Soyaku	Company name	JTB Communication Design Inc. Division/Department
Available accounts	2	Last Login	-



If the “Last Login” is not displayed or updated even after some time has passed since the start of use notification, it is possible that the person in charge has not completed the account issuance procedure. In that case, please check with the person in charge or send the usage start notification again.



Frequently Asked Questions

Using the Partnering System & Accounts



Do I have to use the Partnering System as an Exhibitor?



To maximize the results that you get out of participating at our exhibition, we ask exhibitors to use the system as much as possible. If you have any questions about how to effectively use the system, feel free to contact the Secretariat.



Can multiple people share the same account?



Please do not share your login information, or have multiple users use the same account. In principle, accounts are individual, and the system matches you based on your individual profile. This means that allow 1 person per 1 account. It is possible to add additional accounts. If you want to request additional accounts, please contact the Secretariat.



What should I do when I forget my Password or Login ID?



If you have forgotten your password, please click on **“Forgot your password?”** in the bottom right on the login page, or follow the URL below. If you have forgotten your Login ID (email) please contact the Secretariat.

Reset your password: <https://biojapan2025.jcdebizmatch.jp/en/Login/Password/Forget>

Using the Partnering System & Accounts



Can I change the person in charge of an account after registering?



You can change Name, Position, E-mail Address etc. under **“Basic Profile”**.
※ If you change the E-mail Address, you Login ID will change to the new address. Your password will not change.



How do I change the recipient of Secretariat and System Notification emails?



Please add additional recipients to **“CC. E-mail address”** under **“Basic Profile”**.
※ It is possible to add addresses that already have another account to **“CC. E-mail address”** as well.

Messages & Requesting Meetings



Why can't I send an appointment request?



If you have reached the maximum number of unconfirmed requests, you will be unable to send additional requests until existing ones are either confirmed or refused. If one of your requests has been left pending for a long time, please message the other party to ask if they can confirm your request.



I requested an appointment a while ago but have not received a response. Can you send them a reminder for me?



The secretariat will not be able to handle responses regarding individual appointments or messages. Please remind the recipient by asking them to either accept or decline the appointment by sending another message.

Having Your Meetings



Is online participation possible?



Partnering is primarily done in person. If you are unable to come to Japan or the venue due to circumstances, please set up an online meeting by yourself and share the link through our messaging system.



Can colleagues who do not have an account join the meeting?



In order to enter the meeting rooms in the Partnering Area a Partnering Badge is required. Therefore, those who do not have a Partnering Account cannot join a meeting in a Meeting Room. In this situation, please select "your booth" or "other party's booth" as the meeting place.



What is the maximum duration for one meeting slot?



The maximum duration for one slot is 25 minutes.

Your Organization's Partnering Participants & Co-Exhibitors



What is the difference between Partnering Participants and Co-Exhibitors, and how do I register them?



Please refer to P. 21 of this manual.



I've registered and sent Partnering Login Credentials to a colleague, but I don't know if they have received it and successfully logged in. How do I check the status of the account, or re-send the notification?



You can view the status of your Partnering Participants or Co-Exhibitors through the "Your Organization's Partnering Participants" and "Co-exhibitors" pages. All accounts will be listed there, including 'Last Login'. If there is no date/time shown, it's possible the account registration has not been completed. If a lot of time has passed since the last login, it is possible the account has not been touched since initial registration. To see how to re-send account credentials, please refer to P. 24 of this manual.



A colleague that was supposed to be registered as Partnering Participant or Co-Exhibitor, accidentally signed up as Visitor instead. How can we change this?



When issuing the accounts, it is possible to add someone who already has a Visitor account. If you do, they will receive an email asking their confirmation to change their account from Visitor to Partnering/Co-Exhibitor.



Contact

Secretariat of BioJapan / Regenerative Medicine Japan / healthTECH JAPAN
c/o JTB Communication Design



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