

Grand Rounds Europe 2026

Getting Started with the Partnering Platform

Logging in, profile setup, setting your availability, and adding a shortcut to your phone.

- i About the Partnering Platform:** This is where you will schedule partnering meetings during Grand Rounds. Taking a few minutes to set up your profile and availability at the start will ensure you get the most out of the partnering system — the platform automatically picks meeting times based on your availability.

C O N T E N T S

1. Log In
2. Set Up Your Company Profile
3. Update Your Availability
4. Add a Shortcut to Your Phone's Home Screen

1. Log In

When you first sign up for the partnering platform, you will receive two emails:

Welcome Email	From: donotreply@meeting-mojo.com Subject: "Grand Rounds: Europe Digital Platform Access" Contains your special login token (link).
Confirmation Email	A separate confirmation from conferences@biocentury.com.



Tip: If you don't see these emails in your inbox, check your spam or junk folder. Whitelist the sender to ensure you receive all future meeting notifications.

1. Click the **token link** in your Welcome email to access the platform. Your name appearing in the top right confirms you are logged in.

- i Note:** Using the token link, you will not be asked for a password. If you've lost the link, click "Forgot Password", enter your email address, and a new token link will be sent to you.

2. Set Up Your Company Profile

- i Why this matters:** The information you provide here helps other attendees and delegates find and identify your company within the partnering platform.

1. Click **Account** at the top of the page to open your account settings.

Account

2. Click **"Edit [Your Company]"** to update your company information.
3. Add your company's **name, website, and profile description**, along with any additional information that may be helpful to other companies reaching out for meetings.

- 4. Click **Add/Change Logo** to upload your company logo.
- 5. Click any **name in the list** to edit that person's individual profile. Be sure to include their **title** and relevant details to help other delegates identify the right meeting partner.
- 6. Click **Preview** to see how your profile page appears to other companies.

3. Update Your Availability

**Important:** Grand Rounds will have two days of in-person partnering meetings at Hotel Okura Amsterdam on September 24 and 25. You must update your availability so the platform knows when you are free. If skipped, you may receive meeting requests at inconvenient times and will need to reschedule them manually.

- 1. Click **Schedule** at the top of the home page.

Schedule

- 2. Review your schedule — all slots default to **Available**. Toggle individual 30-minute slots between **Available** and **Unavailable** by clicking the switch next to each slot.

**Note on time zones:** The schedule is automatically set to the time zone of the venue (Amsterdam/CET). Be sure to account for this if you are joining from a different time zone.

- 3. Repeat for **each day** you will be attending partnering meetings (September 24 and 25).

**Tip:** Check back regularly as your schedule changes. Slots will automatically become unavailable once a meeting is confirmed during that time.

4. Add a Shortcut to Your Phone's Home Screen

**Why this helps:** Adding the partnering platform directly to your phone's home screen gives you one-tap access throughout the event — no need to search for the link each time.

Follow the steps below for your device:

Android	iPhone
1. Open the website in your browser. 2. Tap the 3 dots at the top-right corner of the screen. 3. Look for "Add to Home screen" or "Install and create shortcut" (newer Chrome may show "Install"). 4. Rename the shortcut if you wish, then tap Add.	1. Open the website in your browser. 2. Tap the Share icon, typically at the bottom of the screen. 3. Scroll down the menu and tap Add to Home Screen. 4. Type a name for the shortcut icon. 5. Tap Add in the top-right corner.

Next steps: For instructions on scheduling, modifying, and rescheduling meetings, refer to the **Schedule, Modify, and Reschedule Partnering Meetings** guide.

