



What Would George Do?

BIO's One-on-One Partnering™ customer service channel

To Cancel or Not to Cancel, or Better Yet, How to Reschedule?

A Cheat Sheet

Here are a few tips that will help you decide to either cancel a meeting or request to reschedule it.



The image shows a screenshot of a meeting interface. The 'Meeting Status' is 'Scheduled'. The 'Conversation Started By' is 'Don't Cancel Inc.'. Under 'Edit Message Details', there are links for 'Edit Availability', 'Edit Participants', and 'Cancel Meeting'. A yellow emoji with a 'STOP!' sign and the text 'This means YOU.' is pointing to the 'Cancel Meeting' link. A red arrow points from the 'Cancel Meeting' link to a text box below.

If you wish to reschedule, don't click on the "Cancel Meeting" link. Beginning on June 11th, an official rescheduling link will be available within the message thread of all scheduled meetings. The information provided will then be sent to the BIO Partnering Team, and the team will take care of the rest.

Cancel if you...

- Are unable to attend a scheduled meeting and the meeting cannot be rescheduled.
- You've already scheduled a meeting with the company of interest outside of the system and no longer intend to utilize the meeting space that BIO has scheduled for you
- Unintentionally submitted or accepted a meeting request that was scheduled with a company that you do not desire to meet with.
- You've realized that your account has a meeting scheduled more than once with the same company.
- You have reached your outstanding meeting request limit of 100 and would like to outreach to another company.

Don't cancel if you ...

- Want to reschedule a meeting
- Need to change the meeting participants

Please remember that all cancellations are final! If you are still confused regarding the differences between cancelling a meeting or requesting to reschedule, feel free to contact the [BIO Partnering team](#).