2024 KoNECT-MOHW-MFDS
INTERNATIONAL CONFERENCE
October 29th(Tue) - 31th(Thu), 2024
SEOUL DRAGON CITY, KOREA
Integrating the Past, Present, and Future:
Advancing Drug Development Through Innovation

2024 KoNECT International Conference

PARTNERING SYSTEM MANUAL

- **The 'Partnering System' is for Conference Registrants only (that belong to an organization/company/enterprise)**

- **Feel free to utilize this Partnering System to schedule Online/Offline meetings with other businesses attending 2024 KIC!**

- **Online meetings:**

  - **Available constantly. Share meeting links to meet virtually.**

- **Offline meetings:**

  - **Available in 'Partnering Room' on 7F Seoul Dragon City, from 09:00-17:00 (GMT+9) during Conference dates (Oct 29-31, 2024)**

- **An email alert will be sent to a request sender & receiver whenever there is a change in meeting status.**

- **For inquiries, please reach Conference Secretariat at info-kic@konect.or.kr**

A. HOW TO REGISTER

1. Go to 'Partnering' menu on KIC main website.

(https://www.konectintconference.org/web/Partnering/partneringRegistration.do)
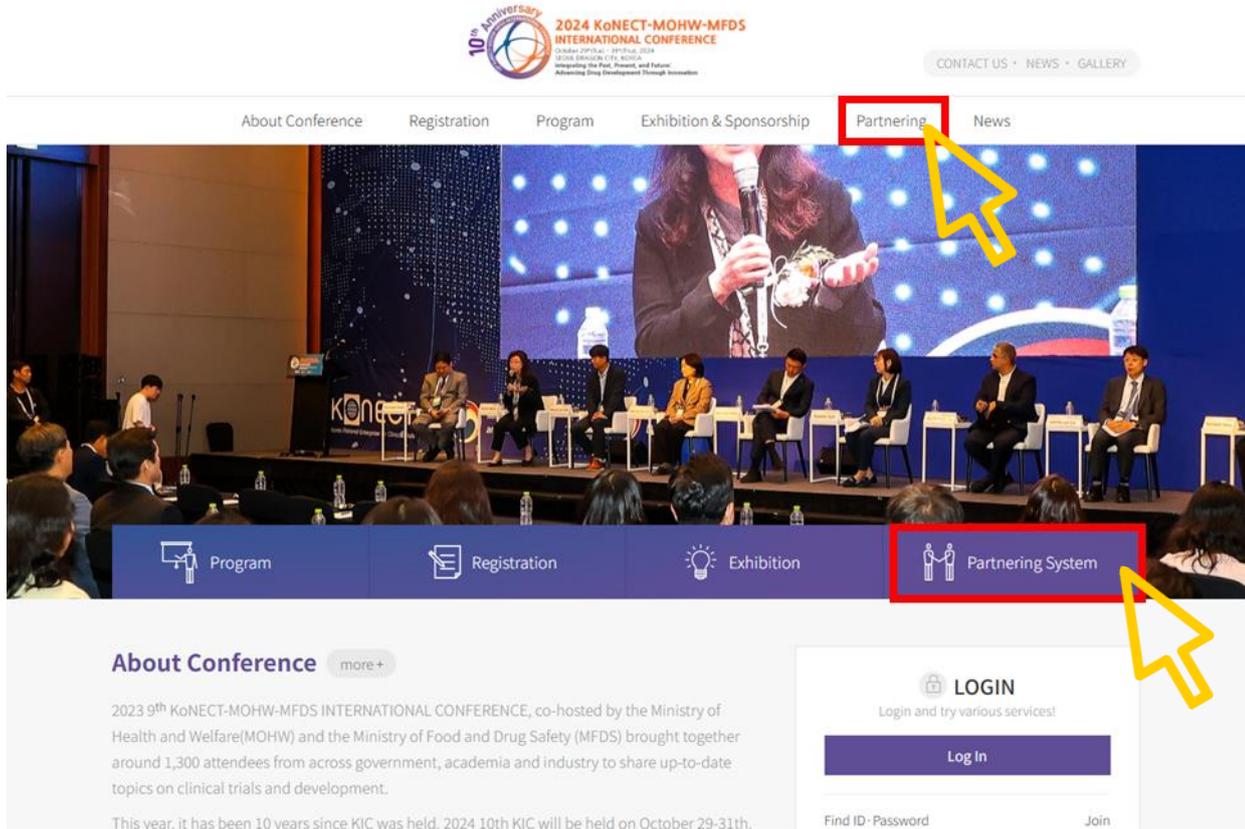
2. Click 'Partnering Registration' button.
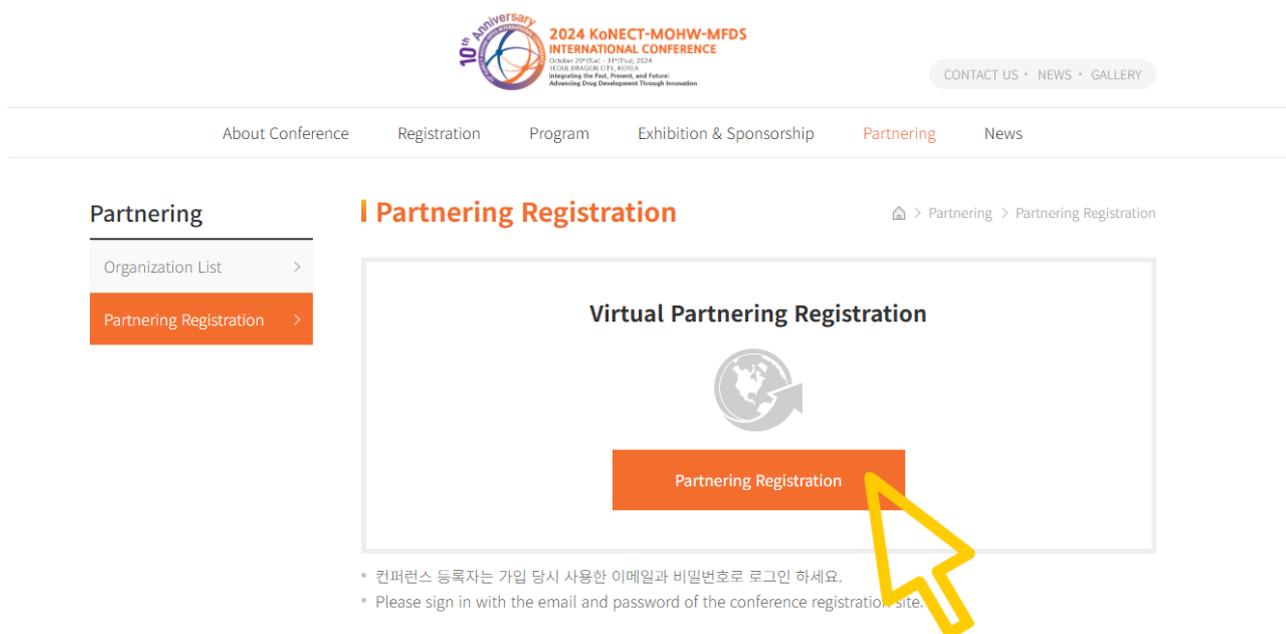
3. If you agree with the terms, click 'after' button.

Partnering

Organization List

Partnering Registration

| Partnering Registration

⌂ > Partnering > Partnering Registration

Agree to the Terms | Confirmation of company info | Partnering Registration Completed

Information that we collect
'KoNECT' collects, stores and uses the following kinds of personal information for online registration of the conference:
- Information that you provide to us when registering with our website: your name, password, telephone number, address, email address.
  ※ In compliance with the Article 23-2, restriction on the use of resident registration numbers, of Act on Promotion of Information and Communication Network Utilization and Information Protection, etc. we do not collect your resident registration number.

Using Personal Information
Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.
- To administer our website and to enable your use of the services available on our website.
- To keep our website secure and prevent fraud by verification of authorized users and prevention of unauthorized uses by unregistered persons.
- To provide you with relevant information of the conference.

Retaining Personal Information
Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Personal information processing business consignment
KoNECT commits the following personal information processing tasks for the smooth operation of the conference.
- Company entrusted with handling: P.O.D Communications
- Business contents: Conference registration management support, exhibition and advertising guidance and registration management

I agree to the terms and conditions above.　　● Yes　○ No

Cancel | after

4. Click 'search' button.

Partnering

Organization List

Partnering Registration

| Partnering Registration

⌂ > Partnering > Partnering Registration

Agree to the Terms | **Confirmation of company info** | Partnering Registration Completed

Company search　　search
* If you cannot search your company or have issues in email verification process, please send an email to info-kic@konect.or.kr

Enterprise Email Verification　　[   ] @ [   ]　Send mail
* Please enter the company mail for Verification of your company

Previous | Next

5. Search your organization/company and click 'Select' button. If your company cannot be searched, please send us an email at info-kic@konect.or.kr, using your company email.
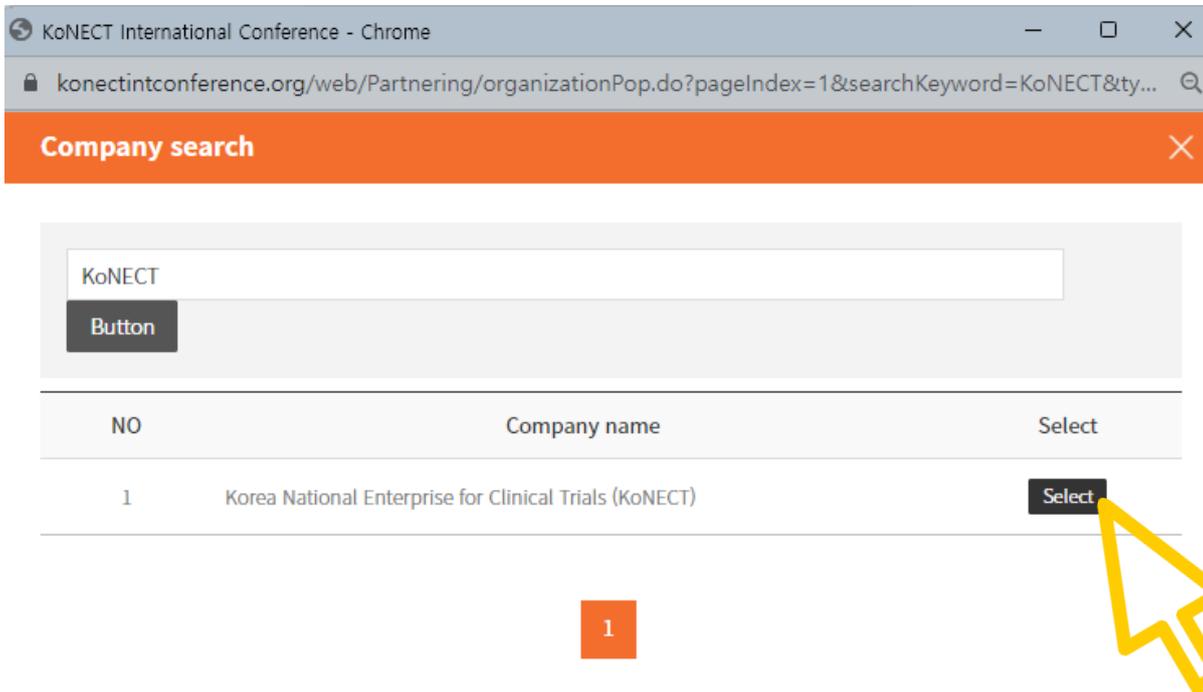
6. For a verification purpose, please enter your enterprise email and verify with a code sent to your enterprise email. If you encounter an error, please email us at info-kic@konect.or.kr.
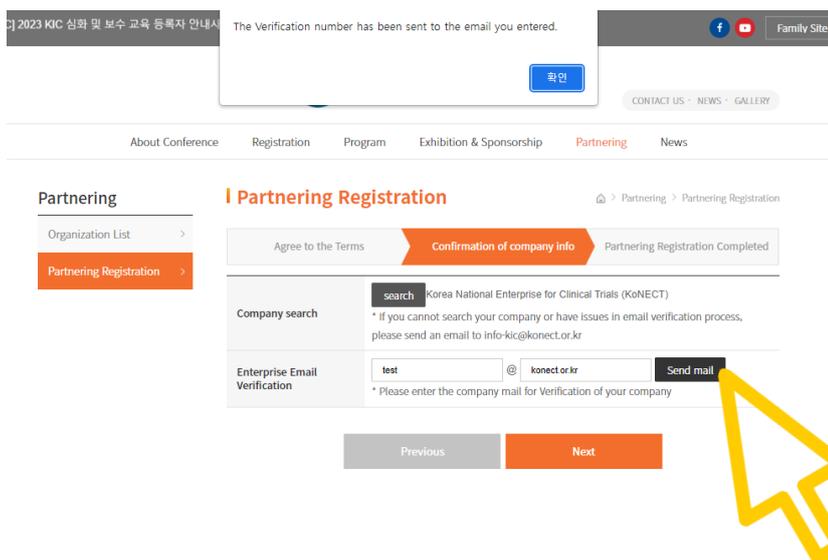
7. Enter Email Verification number and click 'Next' button.

8. Click 'See Company Profile' to modify its details.

9. Add your company's Logo, Country, Organization Type, Website, Introduction, Notice (Announcements), Brochure, etc. → Click 'Confirm' button.

* Notice: You can write any announcements.

i.e. "Our booth will be located on Hanra Hall lobby of Seoul Dragon City. Please visit!"

"We hope to have partnering opportunities with biotech companies."

Partnering

- **Manage My Organization** >
- Organization List >
- Manage Partnering History >
- Partnering calendar >

I Manage My Organization

⌂ > Partnering > Manage My Organization

Manage My Organization

Company name	Korea National Enterprise for Clinical Trials (KoNECT)
Company logo	search logo.jpg ✕
Country *	KOREA, REPUBLIC OF ⌄
Orgainzation *	◉ Government ○ Academia ○ CRO ○ Pharma ○ Biotech ○ Consulting ○ Solution ○ etc [ ]
Website Address	https://www.konect.or.kr/en/index.do
Introduction *	We are KoNECT (Korea National Enterprise for Clinical Trials.

Manage Announcements

Messages	We hope to have a lot of partnering opportunities at 2023 KIC!

Manage Brochure

Brochure	search Korea+Clinical+Trials+Statistics+Handbook+2022.pdf ✕

Cancel   Confirm

10. The completed company profile looks like this.

* Visitors' Book: You can leave a comment at the Visitors' Book section of an organization that you are interested in.

i.e. Your brochure looks interesting!

11. Go to 'Organization List' and see another company profile to send a request to its delegate if interested.

See the 'Meeting Calendar' and click a certain delegate that you want to have a meeting with.
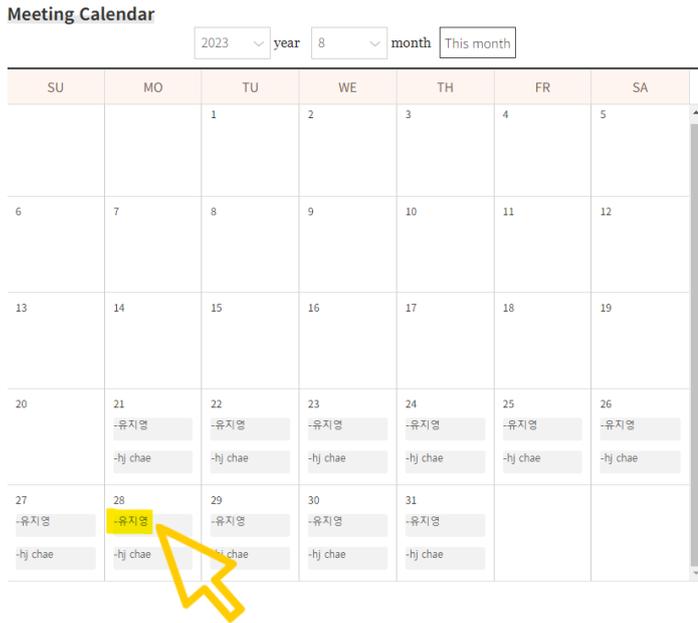
12. A popup will show a timetable of the delegate, with available timeslots. Click on one timeslot of your preference.
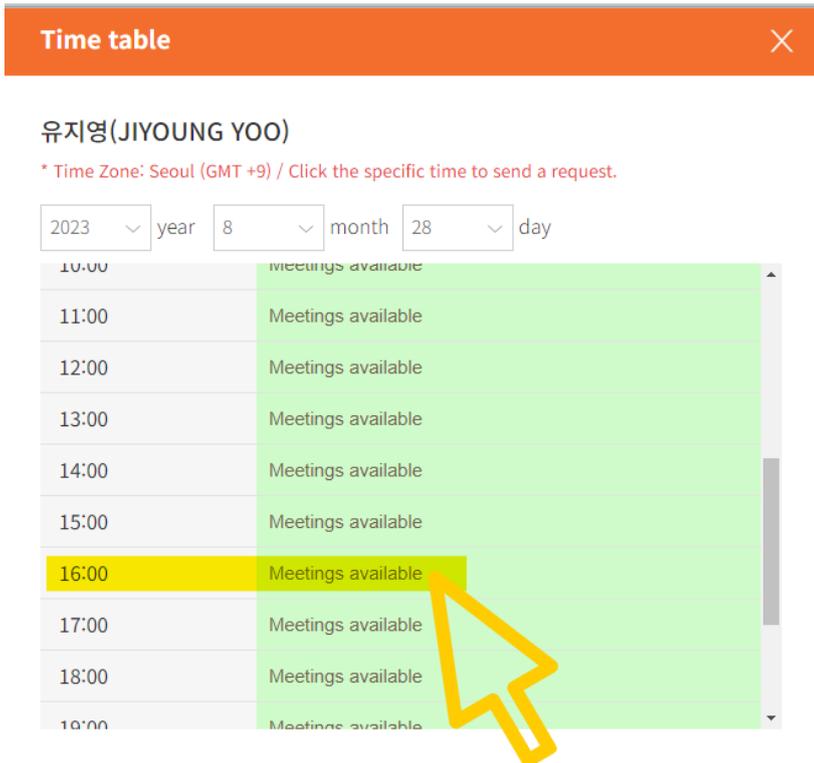
13-1. Fill in the required information to send a request. Fill in the meeting title, select meeting option (online meeting is available constantly; offline meeting is only available at the conference venue from Oct 29-31), etc.

* Your phone number will be exposed to the request receiver when he/she accepts your request.

* For online meetings, the request sender can edit the meeting URL later.

* The time zone is GMT +9 (Seoul, Republic of Korea).

Meeting request	✕
From	hj chae (Korea National Enterprise for Clinical Trials (KoNECT))
To	JIYOUNG YOO (Korea National Enterprise for Clinical Trials (KoNECT))
Meeting Name*	Discussion on a partnership
Meeting Option*	● Online ○ Offline * Offline meeting is only available at the Conference venue (6th Floor, Conrad Hotel Seoul) at 9:00-17:00 on Oct 10-12, 2023
Meeting Content*	This is OOO from ABCDE Company. I'd like to meet you online regarding a potential partnership between ABCED and KoNECT!
Language*	○ Korean ● English
Date*	2023-08-28
Available Time*	(GMT+9) 16:00 Mon Aug 21 16:10:01 KST 2023 * The maximum duration of the meeting is 1 hour.
Phone	+82 010 1111 - 1111
E-mail*	
Link for online meeting (You can add later)	https://zoom.com/test

Request Meeting

13-2. If you wish to have the meeting in the 'Partnering Room' at the Conference venue during the conference dates, select 'Offline' as a meeting option.

14. The request receiver can view the request at 'Manage Partnering History' → Incoming Requests.

He/she can view the meeting details, and can send a message (i.e. to change meeting time)

Partnering

- Manage My Organization
- Organization List
- **Manage Partnering History**
- Partnering calendar

| Manage Partnering History

[Scheduling In progress]*test* Discussion on a partnership

From	채현지 (Korea National Enterprise for Clinical Trials (KoNECT))	Date / time of reception	2023-08-25 10:01
Type	Offline	Meeting Language	English
Meeting Date	2023-10-10	Meeting time	14:00
Meeting Request details	This is OOO from ABCDE Company.		
Contact Email			
Table number	* The administrator will assign a table number after your acceptance.		

Send a message   Accept   Refuse

Message history

	NO	From	To	Title	Management
☐					

No message history,

Delete

1

About Conference   Registration   Program   Exhibition & Sp

Partnering

- Manage My Organization
- Organization List
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- Partnering calendar

| Manage Partnering History

[Scheduling In progress]*test* Discussion

From	채현지 (Korea National Ente Clinical Trials (KoNECT))
Type	Offline
Meeting Date	2023-10-10
Meeting Request details	This is OOO from ABCDE C
Contact Email	
Table number	* The administrator will assi

Send a message

Message history

	NO	From	To
☐			

No mess

Delete

1

KoNECT International Conference - Chrome — □ ✕

🔒 konectintconference.org/web/Partnering/partneringMyMeetingToInfoMessageRegister.do?num=1... 🔍

Send a message   ✕

[Scheduling In progress]*test* Discussion on a partnership

Addressee	채현지 (Korea National Enterprise for Clinical Trials (KoNECT))
Title	*test* Change of meeting time
Contents	Would it be possible to change the meeting time to 15:00? Thank you.

Cancel   **Send**

1

15. The request sender can modify the meeting date and time before the receiver accepts the request. Change the meeting date or time accordingly, and click 'save' button.

16. The request receiver can check the changed meeting time, and accept the request.

Partnering

- Manage My Organization >
- Organization List >
- **Manage Partnering History** >
- Partnering calendar >

| Manage Partnering History

[Scheduling In progress]*test* Discussion on a partnership

From	채현지 (Korea National Enterprise for Clinical Trials (KoNECT))	Date / time of reception	2023-08-25 10:01
Type	Offline	Meeting Language	English
Meeting Date	2023-10-10	Meeting time	15:00
Meeting Request details	This is OOO from ABCDE Company.		
Contact Email			
Table number	* The administrator will assign a table number after your acceptance.		

Send a message   Accept   Refuse

Partnering

- Manage My Organization >
- Organization List >
- **Manage Partnering History** >
- Partnering calendar >

| Manage Partnering History

[Scheduling In progress]*test* Discussion on a partnership

KoNECT International Conference - Chrome

🔒 konectintconference.org/web/Partnering/partneringMyMeetingToInfoStatusUpdat... 🔍

Accept   ✕

Would you like to accept the meeting request? Details are shown below.

Request Date	2023-10-10
Request time	15:00

Cancel   Accept

	2023-08-25 10:01
	English
	15:00

Accept   Refuse

Management
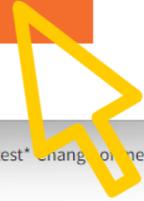
☐	1	권하은(Withsystem Inc.)	채현지(Korea National Enterprise for Clinical Trials (KoNECT))	*test* change of meeting time	Delete

Delete

17. For offline meeting options, there will be a table number assigned later, and the meeting participants can visit the 'Partnering Room' and find the assigned meeting table (6F, Conrad Seoul Hotel) during the conference dates.

18. The meeting participants (sender & receiver) can view the confirmed schedule at the 'Partnering calendar' page.

'Meeting calendar' at the organization profile page will show the delegate's timeslot as 'unavailable' once the meeting is confirmed.

19. To cancel a meeting, the request sender can go to 'Manage Partnering History' → 'Outgoing Requests', and click the 'cancel' button.

20. The partnering history page will show the meeting as 'Cancelled'.

Partnering

- Manage My Organization   >
- Organization List   >
- **Manage Partnering History** >
- Partnering calendar   >

❙ Manage Partnering History

* To change meeting date/time/type of a CONFIRMED meeting, the original request sender should first cancel the meeting and then reschedule.

Incoming Requests	Outgoing Requests

Search	all ⌄	Search keywords		
Status	all ⌄	Meeting Date	YYYY-MM-DD	YYYY-MM-DD
Type	all ⌄	Request language	all ⌄	

[clear] [Search]

1 cases

	No	Meeting title	Type	Meeting Language	Meeting Date/time	To (company)	State	Date/time of send	Management
☐	1	*test* Discussion on a partnership	Offline	English	2023-10-10 15:00	권하은 (Withsystem Inc.)	Cancelled	2023-08-25 10:01	Detail / Cancel

[Cancel]

E. ON THE MEETING DAY

21-1. Online Meeting: Go to the meeting URL.

21-2. Offline Meeting (Oct 29-31): Go to 'Partnering Room' at the Conference venue (7F, Seoul Dragon City) at the meeting time, and find the table that you are assigned with. The Partnering Room opens from 09:00-17:00 (GMT+9), for those who scheduled an offline meeting via Partnering System only.

> *** Please visit the Partnering Room 5 to 10 minutes ahead of the scheduled time.**

> *** Please be reminded that a maximum duration of a meeting is 1 hour.**

Enjoy Your Partnering Opportunities at 2024 KIC!

For inquiries, please reach Conference Secretariat at info-kic@konect.or.kr