

2025 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 2025 KIC.
- Online meetings:
 - > Available constantly. Share meeting links to meet virtually.
- **■** Offline meetings:
 - > Available in 'Partnering Room' on 2F LOTTE HOTEL SEOUL, from 09:00-17:00 (GMT+9) during Conference dates (September 22-24, 2025)
- 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.

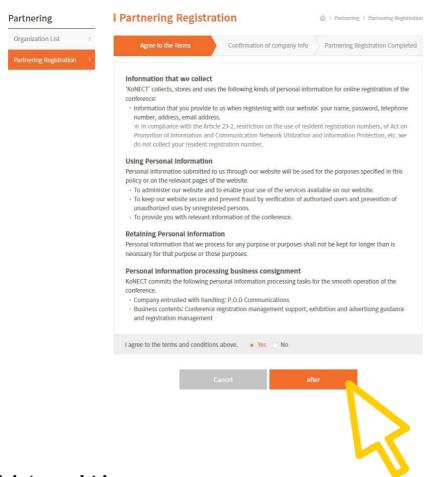
(https://www.konectintconference.org/web/Partnering/partneringRegistration.do)



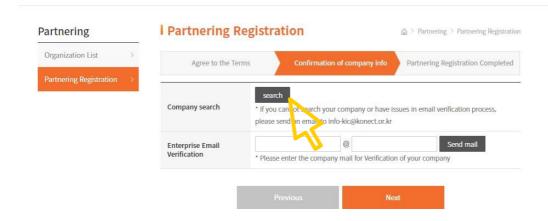
2. Click 'Partnering Registration' button.



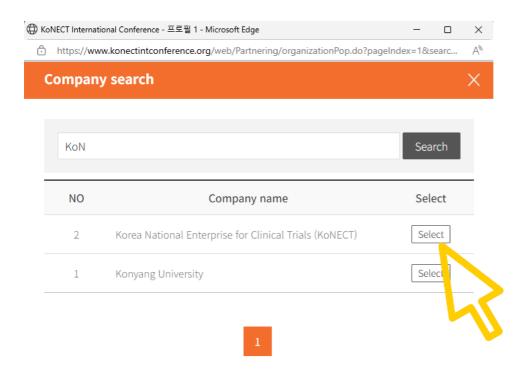
3. If you agree with the terms, click 'after' button.



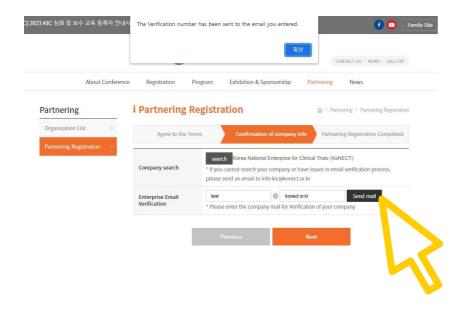
4. Click 'search' button.



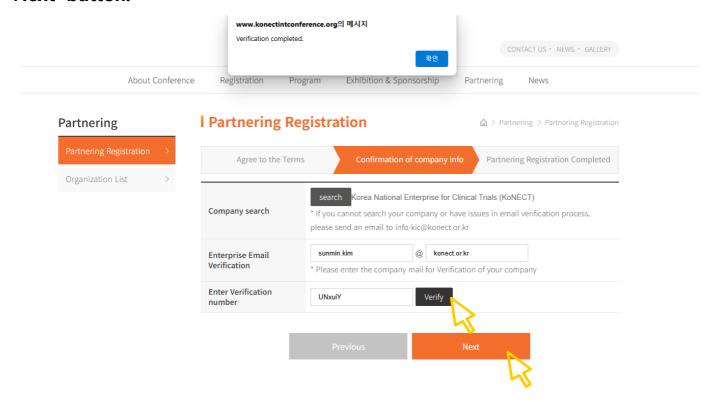
5. Search your organization/company and click 'Select' button. If your company cannot be searched, please send us an email at info-kic@konect.or.kr, using your company email.



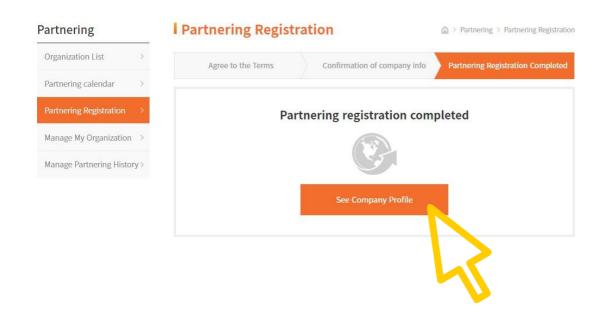
6. For a verification purpose, please enter your enterprise email and verify with a code sent to your enterprise email. If you encounter an error, please email us at info-kic@konect.or.kr.



7. Enter the email verification code, click the 'Verify' button, and then click the 'Next' button.

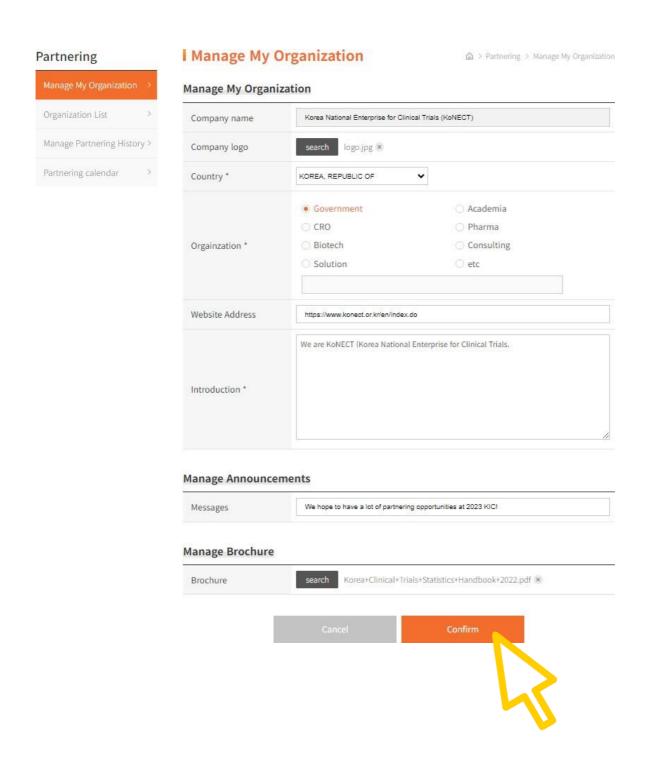


8. Click 'See Company Profile' to modify its details.

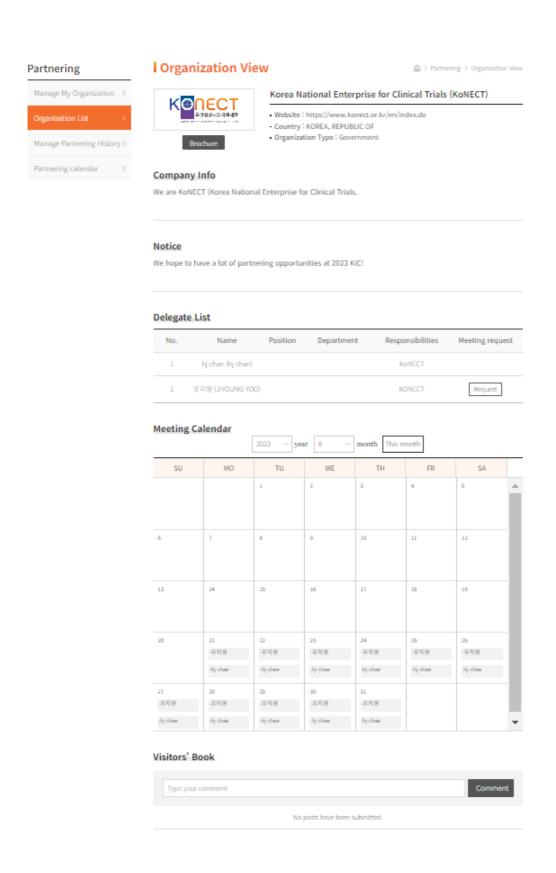


- 9. Add your company's Logo, Country, Organization Type, Website, Introduction, Notice (Announcements), Brochure, etc. → Click 'Confirm' button.
- * Notice: You can write any announcements.
 - i.e. "Our booth will be located on the 2nd floor of Lotte Hotel Seoul. Please visit!"

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



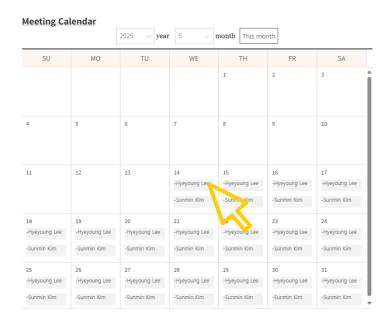
- 10. The completed company profile looks like this.
- * Visitors' Book: You can leave a comment at the Visitors' Book section of an organization that you are interested in.
 - i.e. Your brochure looks interesting!



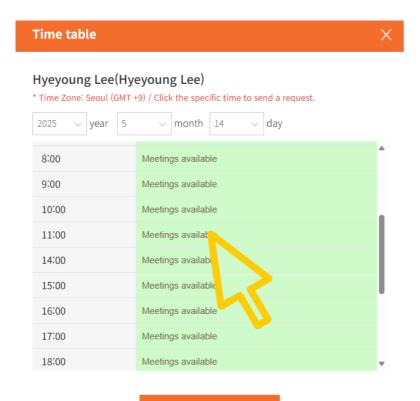
B. HOW TO SEND A MEETING REQUEST

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

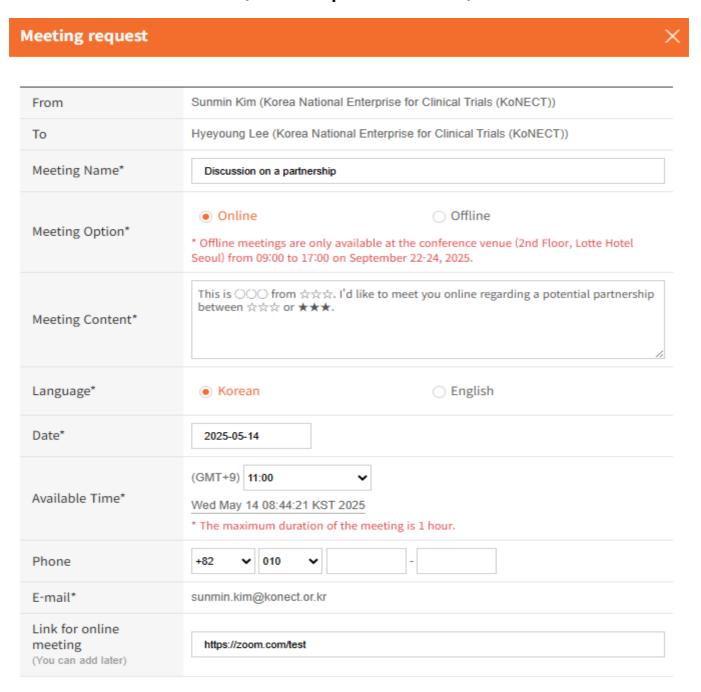
See the 'Meeting Calendar' and click a certain delegate that you want to have a meeting with.



12. A popup will show a timetable of the delegate, with available timeslots. Click on one timeslot of your preference.

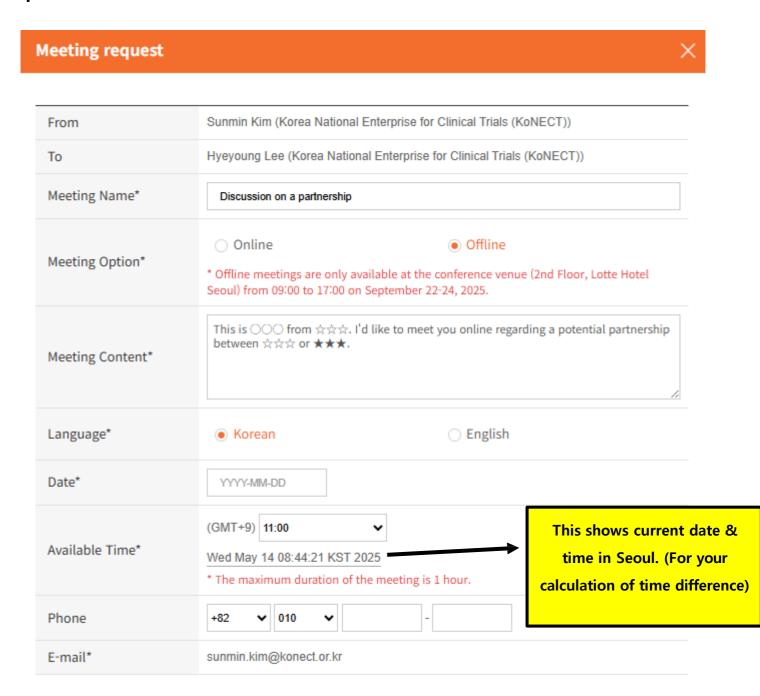


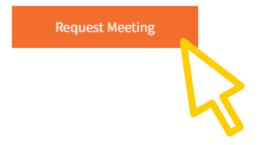
- 13-1. Fill in the required information to send a request. Fill in the meeting title, select meeting option (online meeting is available constantly; offline meeting is only available at the conference venue from September 22-24), etc.
- * Your phone number will be exposed to the request receiver when 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).





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.





C. HOW TO VIEW MEETING HISTORY

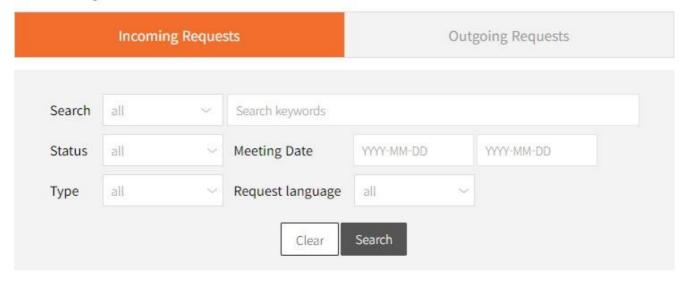
14. The request receiver can view the request at 'Manage Partnering History' → Incoming Requests.

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

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.



6 cases



Partnering



I Manage Partnering History

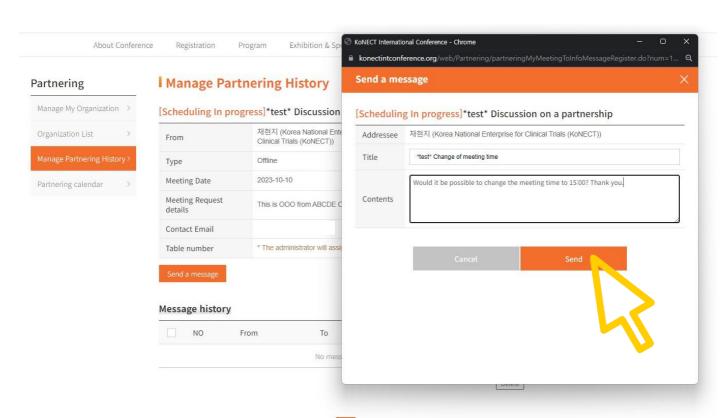
♠ > Partnering > Manage Partnering History

Delete

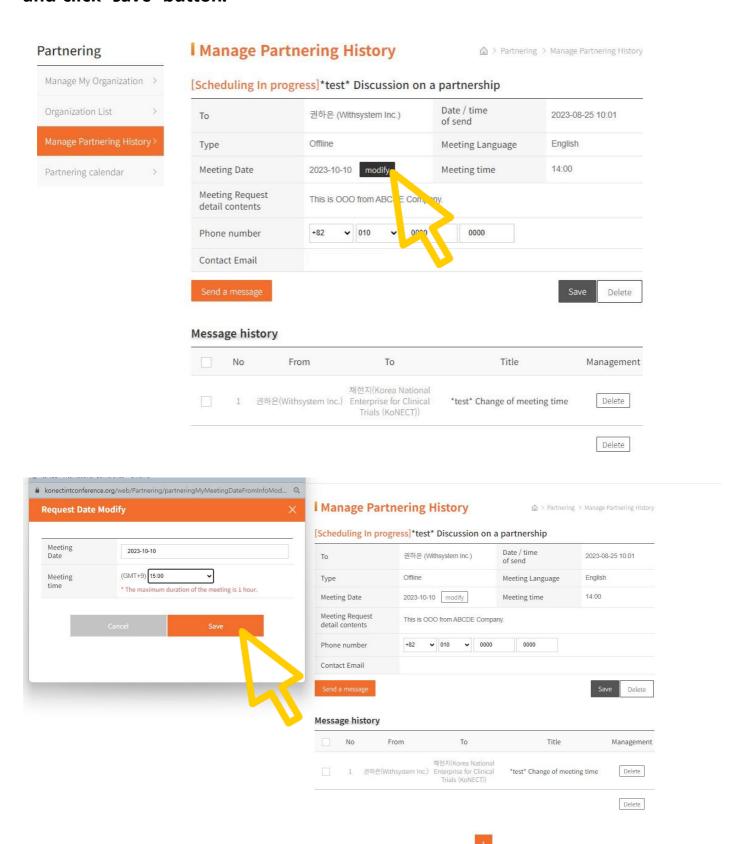
[Scheduling In progress]*test* Discussion on a partnership

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

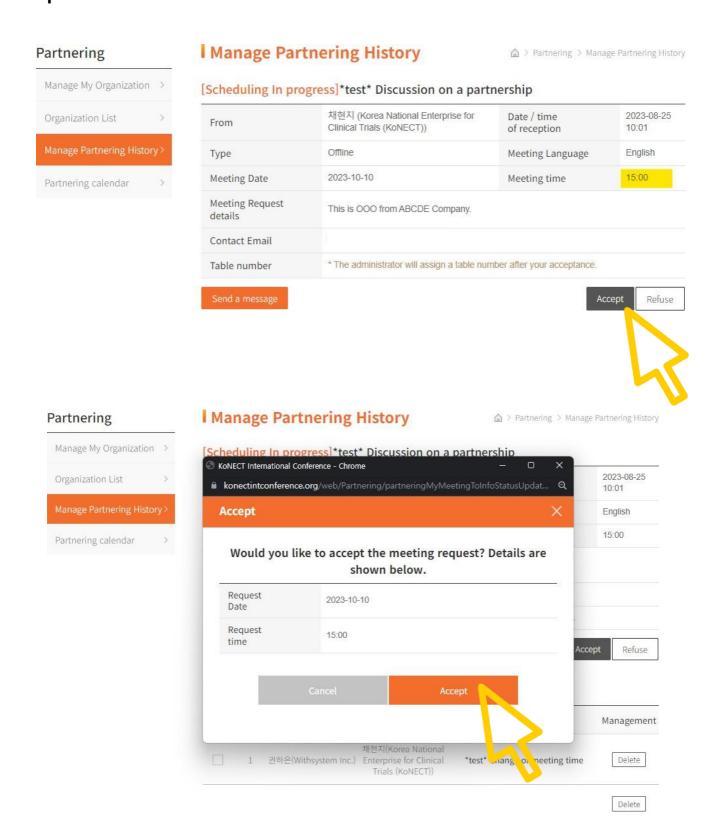
1



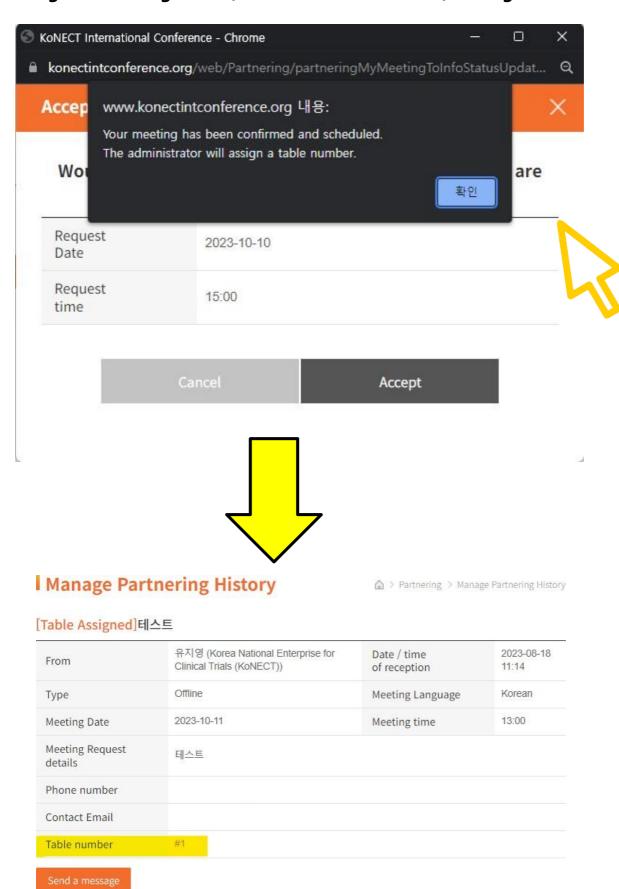
15. The request sender can modify the meeting date and time before the receiver accepts the request. Change the meeting date or time accordingly, and click 'save' button.



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

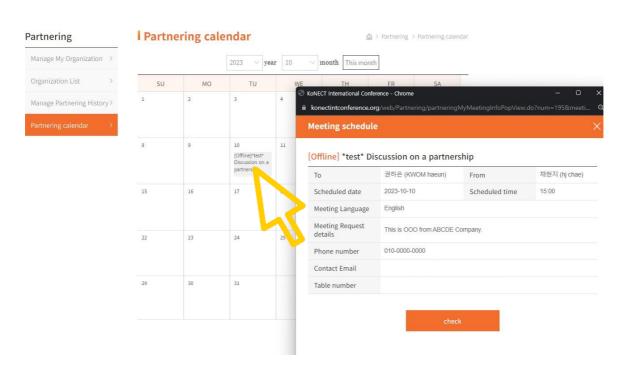


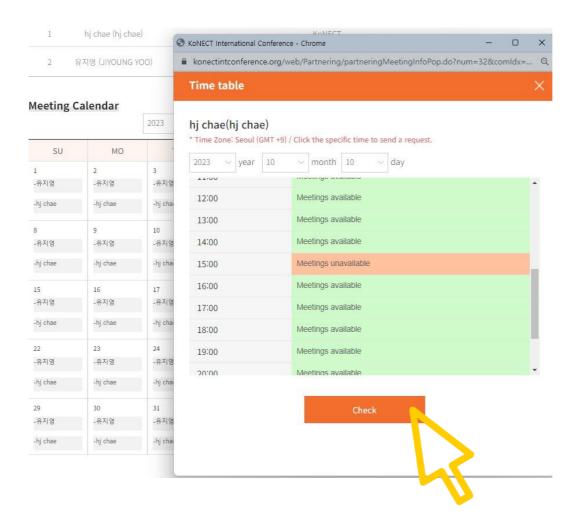
17. For offline meeting options, there will be a table number assigned later, and the meeting participants can visit the 'Partnering Room' and find the assigned meeting table (2F, LOTTE HOTEL SEOUL) during the conference dates.



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

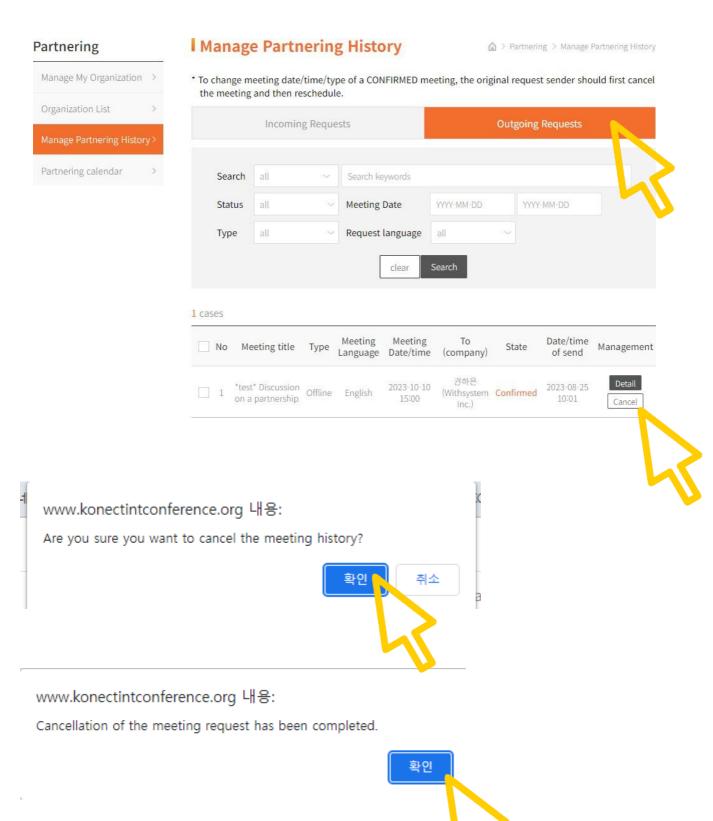
'Meeting calendar' at the organization profile page will show the delegate's timeslot as 'unavailable' once the meeting is confirmed.



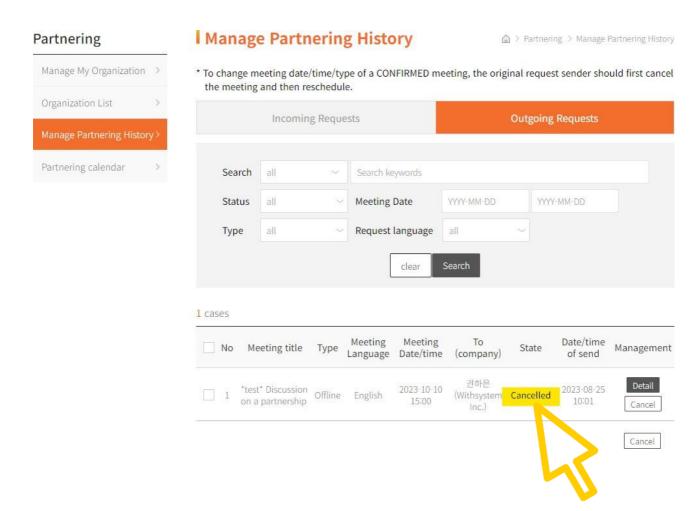


D. HOW TO CANCEL A CONFIRMED MEETING

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



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



E. ON THE MEETING DAY

- 21-1. Online Meeting: Go to the meeting URL.
- 21-2. Offline Meeting (Sep 22-24): Go to 'Partnering Room' at the Conference venue (2F, LOTTE HOTEL SEOUL) 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 2025 KIC!

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