



2021
BIO KOREA
International Convention

ON line
site +



June 9 (Wed) - 11 (Fri), 2021
COEX, SEOUL

Partnering Manual

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Partnering

BIO KOREA 2021

Overview

BIO KOREA Partnering is a hybrid event that runs both Online and On-site. It will be an opportunity to support global bio companies' overseas expansion and business cooperation.

Program

BIO KOREA 2021 Business Forum Partnering

Date

Online June 9(Wed) 10:00 ~ June 11(Fri) 24:00, 24 hours

On-site June 9(Wed) ~ June 11(Fri) ※ June 11 (Fri) Close by 16:00

Notice

※ Only information Submitted by 5/21(Fri) can be included in 'Business Forum e-Book'.

※ interpretation service is not provided.

※ If you need a meeting booth at the Business Forum Zone, Please apply for a 'On-site Meeting room' on BIO KOREA website.

On-site Meeting Room

- How to apply
BIO KOREA website – Partnering Center – 'Final Schedule' page
- Application period
: March 29(Mon) ~ June 4(Fri)
- Operation Hour
: June 9(Wed) ~10(Tue) 10:00~17:00 / 11(Fri)) Close by 16:00
: 1:1 Meeting booth provided

Partnering Process

BIO KOREA 2021

STEP 01 Register for BIO KOREA 2021 and pay for FCA(Full Convention Access) fee

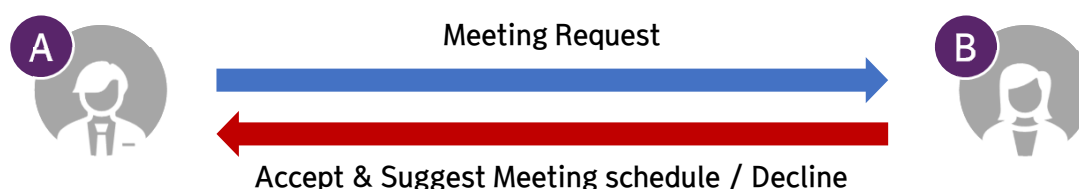
STEP 02 Apply for 'Partnering'
→ Fill out all required information fields including Meeting schedule

STEP 03 Access to 'Partnering Center'
→ Check the Partnering companies and Apply for a 1:1 meeting

STEP 04 Accept the meeting & Suggest the meeting schedule

STEP 05 Meeting Confirmed / If necessary, Apply for an On-site booth

STEP 06 Online Partnering with Zoom & Onsite Booth meeting



A Company

1

- 1) Click the 'Send a Message' button and [Request a Meeting](#)

B Company

2

- 1) **Accept or Decline** A company's Request
- 2) After accepting the meeting, **Suggest a Meeting schedule** for your partnering

A Company

3

- 1) [Confirm or Reschedule](#) a meeting suggested by B company

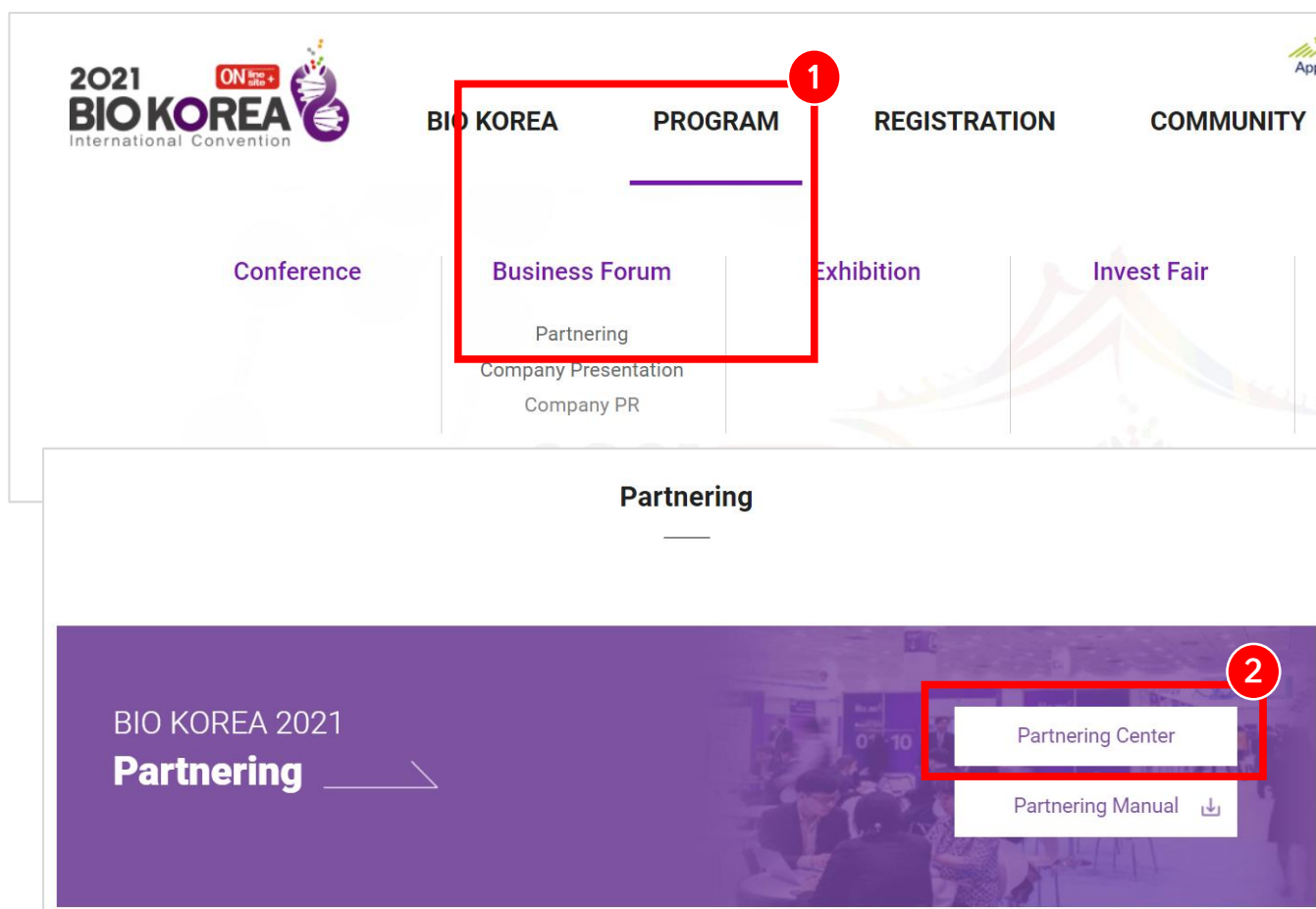
A, B Company

4

- 1) The meeting schedule may continue to be rescheduled until the final confirmation

Partnering Manual

BIO KOREA 2021



How to apply the 'Partnering'

Go to BIO KOREA 2021 main page (<https://www.biokorea.org>)

- 1 Click 'Program' → 'Business Forum' → 'Partnering' on the top menu of the website.
- 2 Click 'Partnering Center' or 'MY PAGE' → 'Go To Partnering'

※ Only participant who has registered for FCA accounts can participate in the Partnering.

Partnering Manual

BIO KOREA 2021

Partnering

Partnering Center

Partnering

Partnering Center

- Information for ✓ checked box must be filled in.
- Submitted information can be included in "Business Forum e-Book".
- Only information Submitted by 5/21(Fri) can be included in 'Business Forum e-Book'.

✓ Company Information	Completed
✓ Product & Technology	Completed
✓ Meeting Schedule	Completed
Scientific Advisory Board	Submit

Access to 'Partnering Center'

Go to Partnering → Fill in all required fields → Access Partnering Center

- Please fill in all the required information below to access to Partnering Center.

 - ※ Company Information, Product & Technology, Meeting Schedule
 - ※ Optional: Scientific Advisory Board
 - ※ Only information Submitted by 5/21(Fri) can be included in 'Business Forum E-book'
- [Partnering Center] button will be activated once all required fields are filled in.

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Partnering Partnering Center

- Information for ✓ checked box must be filled in.
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✓ **Company Information** Submit

✓ **Product & Technology** Submit

Company Information

- Submitted information can be included in 'Business Forum e-Book'.
- To be included in 'Business Forum e-Book', use English ONLY.

✓ Logo (jpg, gif, png, bmp) 파일 선택 선택된 파일 없음

✓ Company Name

✓ Country Republic of Korea

✓ Type of Company

CEO's Name

CEO's E-mail

Company's Direct Number

Year of Establishment

✓ Company Interest

✓ Website

✓ Description (300 words)

Save Close

1. Company Information

This information will be shown to companies participating in Partnering.

① Fill in company name, type of company and interests for searching.

※ Please fill in as specific as possible. (English Only)

※ Don' forget to click on SAVE to keep the information you've entered.

※ 'Company name' information can't be modified after submission.

※ You can select up to 5 categories of Company Interest.

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Partnering Partnering Center

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- Only information Submitted by 5/21(Fri) can be included in 'Business Forum e-Book'.

✓ Company Information Submit

✓ Product & Technology Submit

Product & Technology

- Submitted information can be included in 'Business Forum e-Book'.
- You can register Products and technologies up to 3, Only No.1 Information will be exposed on the Company

No.1

✓ Product / Technology

✓ Name

✓ Categorization

✓ Description (300 words)

License / Patent (300 words)

Document or Brochure (jpg, pdf)

Save Close

2. Product & Technology

This information will be shown to companies participating in Partnering.

- 1 Select a relevant category of item and provide its name.
- 2 Provide detailed information on Product & Technology. (max. 3 items)
※ Only No.1 Information will be exposed on the Company list.
- 3 Type in any license/patent information. (if applicable)
- 4 Submit relevant document (JPG/PDF file) or URL on Product & Technology.

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Partnering

- Information for checked box must be filled in.
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- Only information Submitted by 5/21(Fri) can be included in 'Business Forum e-Book'.

Company Information

Product & Technology

Meeting Schedule

Scientific Advisory Board

Meeting Schedule			
- Check your availability and select desired time slots. - The Date and time blow are based on Korean time (GMT+9) and one of the partnering schedules can be chosen.			
- Korean Time : Mar 25 (Thr) 22:44:14		International Time	
Time	2021-06-09 (Wed), 2021	2021-06-10 (Thu), 2021	2021-06-11 (Fri), 2021
	All Available	All Available	All Available
00:00~00:30		Available	Available
00:30~01:00		Available	Available
01:00~01:30		Not Available	Available
01:30~02:00		Not Available	Available
02:00~02:30		Available	Available
02:30~03:00		Available	Available
03:00~03:30		Available	Available
03:30~04:00		Available	Available
04:00~04:30		Available	Available
04:30~05:00		Available	Available
05:00~05:30		Available	Available
05:30~06:00		Available	Available
06:00~06:30		Available	Available
06:30~07:00		Available	Available
07:00~07:30		Available	Available
07:30~08:00		Available	Available
08:00~08:30		Available	Available
08:30~09:00		Available	Available
09:00~09:30		Available	Available
09:30~10:00		Available	Available

3. Meeting Schedule

Check your availability and select desired day and time slots.

※ The date and time shown are based on Korean Time(GMT +9)

1 Partnering Operation Hours

※ Online: June 9(Wed) 10:00 ~ June11(Fri) 24:00 / 24 - Hour operation

※ On-site: June 9(Wed) ~ June 11(Fri) ※ June 11 (Fri) Close by 16:00

※ You can check and apply for the added partnering schedule from June 9

2 [International Time] You can check the time difference of each country.

3 Click the [All Available] button if you want to open all time slots for the day.

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Partnering Partnering Center

- Information for ✓ checked box must be filled in.
- Submitted information can be included in "Business Forum e-Book".
- Only information Submitted by 5/21(Fri) can be included in 'Business Forum e-Book'.

<input checked="" type="checkbox"/> Company Information	<input type="button" value="Submit"/>
<input checked="" type="checkbox"/> Product & Technology	<input type="button" value="Submit"/>
<input checked="" type="checkbox"/> Meeting Schedule	<input type="button" value="Submit"/>
<input type="checkbox"/> Scientific Advisory Board	<input type="button" value="Submit"/>

Scientific Advisory Board

- To be included in "Business Forum e-Book", use English ONLY.

<input checked="" type="checkbox"/> Name	<input style="width: 80%;" type="text"/>
<input checked="" type="checkbox"/> Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Prof. <input checked="" type="radio"/> Other <input style="width: 50px;" type="text"/>
<input checked="" type="checkbox"/> Position	<input style="width: 80%;" type="text"/>
<input checked="" type="checkbox"/> Department	<input style="width: 80%;" type="text"/>

4. Scientific Advisory Board

This is the last section before you can access Partnering Center.

- 1 Provide information on the person in charge of product / technology development. *Optional information

Partnering Center

BIO KOREA 2021

The screenshot shows the Partnering Center interface with three highlighted sections:

- 1** A red box highlights the top navigation bar containing three buttons: "Participant List" (highlighted with a purple border), "Message Status", and "Final Schedule".
- 2** A red box highlights the "HOT Company with the same interest" section, which displays a horizontal list of six company cards, each labeled "BIO KOREA".
- 3** A red box highlights the "HOT Today's Recommended Company" section, which displays a horizontal list of six company cards, each labeled "BIO KOREA".
- 3** A red box highlights the "Search for Company" section, which includes a "★ Favorite Partner List" button, three input fields for "Name", "Interest", and "Category", and a purple "Search" button.

1) Participant List

This is the first screen shown to you after accessing [\[Partnering Center\]](#)

- 1** List of companies with the same interests.
- 2** List of companies shown in order of last-login records.
- 3** Search for potential partners using Interest & Category fields, or their company name.

Partnering Center

BIO KOREA 2021

The screenshot displays the 'Partnering Center' interface for BIO KOREA 2021. At the top, there is a 'Participating Company List' section. A red box labeled '4' highlights an 'A-Z List of Company' button. Below this, several company cards are shown. A red box labeled '5' highlights a card for 'BIO KOREA' with a 'Send a Message' button. A red box labeled '6' highlights a star icon on a card. A red box labeled '7' highlights another 'Send a Message' button. Below the list, a detailed view of a company profile is shown, featuring a 'Company Profile' tab and a message composition area. The message text reads: 'Please review my company profile and response to my meeting request. I hope to have valuable time to discuss potential business opportunity with you. Thank you.' A 'Send' button is located at the bottom of the message area.

1) Participant List

You can check the Companies list participating in partnering.

- 4 View list of participating companies in table format.
- 5 You can check the detailed company information by clicking the Company name & logo.
- 6 Companies that you indicate with a star are added to Favorites.
- 7 You can view their company information and **send a meeting request** by clicking the **Send a Message** button.

Partnering Center

BIO KOREA 2021

Participant List **Message Status** Final Schedule

Your Partnering Status

My Profile 5 In box 6 Out box 6 Confirmed

My Partnering Company

★ Favorite Partner List

Name

Interest

Status

Search

2) Message Status

You can check your partnering status and view & edit your company information shown to potential partners.

1 My Partnering Status: Status of meeting requests sent/received/confirmed.

In Box : All meeting requests and messages received (waiting for your response)

Out Box : All meeting messages sent (waiting for recipient's response)

Confirmed : All final confirmed meetings

Partnering Center

BIO KOREA 2021

The screenshot displays the 'Partnering Center' interface. At the top, there are three tabs: 'Participant List', 'Message Status' (highlighted in purple), and 'Final Schedule'. Below the tabs is a section titled 'Your Partnering Status' with four buttons: 'My Profile', 'In box' (5), 'Out box' (6), and 'Confirmed' (6). The 'My Partnering Company' section features a search bar and a 'Status' dropdown menu. The dropdown menu is open, showing a list of status options: 'Confirmed (Well-Matched)', 'In box', 'Out box', 'Accepted', 'Rescheduling', 'Declined', and 'Working'. A red box highlights the 'Status' dropdown and the 'Confirmed (Well-Matched)' option. A red arrow points from the 'Status' dropdown to the 'Confirmed (Well-Matched)' option.

2) Message Status

2 Click on each status button to see applicable companies.

Confirmed: The meeting schedule and format are finalized.

Accepted: The request is accepted and waiting for final confirmation

Rescheduling: The request is accepted but the date and time are under re-arrangement

Working: The request (sent/received) is not responded yet

Declined: The request (sent/received) is declined

※ If there is no answer of confirmation or rescheduling within 3 days, the meetings that have been accepted will be automatically confirmed.

Partnering Center

BIO KOREA 2021

Message Status

* If necessary, you can apply for a meeting booth on the 'Final Schedule' page after the meeting is confirmed. (FCA Offline Only)

* If you have any inquiries regarding the meeting status, please send an email. (bizforum@biokorea.org)

The screenshot displays a list of messages from 'BIO KOREA'. Each message card includes a logo, the sender's name, the last message time, and the current message status. Red boxes highlight specific status updates: 'Working', 'Rescheduling', and 'Confirmed' with a meeting schedule. A star icon is visible next to each message card.

2) Message Status

You can check the list of companies under partnering arrangements.

- 3 Click the Company Logo for 'detailed company information' and sending a 'New request message'.
- 4 Click the Company Name to check the 'Message history' and statuses.
- 5 The status of meeting arrangements in progress is displayed.
 - ※ Finalized meeting schedule will be displayed at the bottom of the box
 - ※ Please check ongoing meeting status as often as possible

Partnering Center

BIO KOREA 2021

Participant List

Message Status

Final Schedule

1

Essential Guideline

[Online Meeting]

1. **Online Partnering will be proceeded by online meeting platform 'ZOOM'**. * Use of Chrome browser is recommended.
 - Please change the name of the participant to your Company's Name when you enter the Online meeting room.
 - To change your name after entering a Zoom meeting, Click on the 'Participants' button and find the 'Rename' button on the right side of your name.
2. Howling may occur when more than one device is connected in a single space.
3. Meeting Could be canceled if all participants do not enter the Online meeting room within 10 minutes of meeting commencement. The administrator (HOST) may enter the meeting room to assist in fluent meeting delivery.
4. Resources shared in a meeting cannot be downloaded and are deleted from the system when the meeting concludes.
5. No screen capture or recording is permitted during the meeting.
6. Recording and distribution without informed consent may be subject to legal actions and penalties.

[On-site Meeting]

1. **Please arrive at the Coex C Hall Business Forum Zone 10 minutes before the start of the meeting.**
2. The BIO KOREA 2021 will not provide simultaneous interpretation for partnering.
3. Only 1 additional person can be accompanied for the purpose of interpretation and technical advice, and Please be sure to inform the BIO KOREA Organizing Committee(Business Forum) in advance.

※ In the case of the Partnering inquiries, please contact BIO KOREA Organizing Committee(Business Forum) via email(bizforum@biokorea.org) or phone(+82-1661-0810 ext.3).

2

Korean Time : **Mar 28 (Sun) 13:18:16** International Time

3

4

Date	Time	Company	Meeting URL	On-site Meeting Room
6/11	09:30~10:00	BIO KOREA		Apply
	13:30~14:00	BIO KOREA		Completed
6/12	16:00~16:30	BIO KOREA		Apply

3) Final Schedule

You can check finalized meeting schedule, company information, Online Meeting room URL, Booth number, etc.




- 1 Please be sure to check the precautions for online meetings and on-site booth meetings.
- 2 Check the real-time of Korea and the time difference of each country by clicking the button.
- 3 You can print out the finalized partnering schedule list below.
- 4 If necessary, You can apply for an 'On-site Meeting room' by 6/4.

Partnering Center

BIO KOREA 2021





- Korean Time : **Mar 24 (Wed) 11:59:40** International Time

* The Date and time blow are based on Korean time. (GMT+9)
* If you need a meeting booth at Coex Hall C, you can apply for an On-site booth **until June 4, 2021**. *Application for Booth may be closed early.


Date	Time	Company	Meeting URL	On-site Booth
6/11 (Fri)	09:30~10:00	BIO KOREA		Apply
	13:30~14:00	BIO KOREA		Completed 
6/12 (Sat)	11:00~11:30	BIO KOREA		Apply

- Korean Time : **Mar 24 (Wed) 15:30:38** International Time

* The Date and time blow are based on Korean time. (GMT+9)
* If you need a meeting booth at Coex Hall C, you can apply for an On-site booth **until June 4, 2021**. *Application for Booth may be closed early.

Date	Time	Company	Meeting URL
6/11 (Fri)	00:00~00:30	BIO KOREA	
	11:00~11:30	BIO KOREA	
	11:30~12:00	BIO KOREA	
	14:00~14:30	BIO KOREA	

3) Final Schedule

You can enter the Online meeting room by clicking the icon  on the list.
※ Please change the name of the participant to your Company's Name when you enter the online meeting room

5 FCA Offline participant

- On-site booth will be assigned automatically if you apply for it.
- The same booth will be assigned to companies if both companies apply for the booth. **※ Notice of final Booth No. : scheduled on June 8 (Tue)**

6 FCA Online participant

- All meetings are proceeded by the Online platform, Meeting URL will be registered before the meeting.