




# **BIO KOREA**

International Convention  
**2018**

## **How to register BIO KOREA 2018**



**May 9(Wed) ~ 11(Fri), 2018**  
**COEX, SEOUL**

# Registration Guide for BIO KOREA 2018

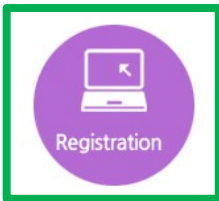
# 1

## Conference & Business Forum Online Registration

There are two ways to get to online Program Registration page.



# 2



Registration



Exhibition Application



Exhibition Visitor



BIO JOB FAIR



Business forum Application

## Move to Program Registration Page ①

# 1

You can get to registration page directly by clicking 'Registration' on the top menu bar at the main page of BIO KOREA 2018 official website. ([www.biokorea.org](http://www.biokorea.org))

## Move to Program Registration Page ②

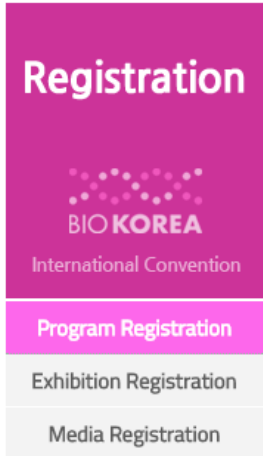
# 2

Go to BIO KOREA 2018 main page. ([www.biokorea.org](http://www.biokorea.org))  
Click on 'Registration' from menu icon below the photo at the main page.

# Registration Guide for BIO KOREA 2018

## 2

**Conference & Business Forum Online Registration**  
Click the 'Go to the Program Registration' button.



Home > Registration > Program Registration

## Program Registration

Click

BIO KOREA 2018  
Go to the Program Registration

## Online Registration Procedure

Registration Manual



## Online Registration Deadline

Early Bird Registration	Until Mar. 9(Fri), 2018
Pre-registration	Until Apr. 27(Fri), 2018

•The Online Registration Deadline are based on the Korean Standard Time (GMT+9)

Please don't forget to read carefully registration information using mouse scroll before click the 'BIO KOREA 2018 Go to the Program Registration' button.

# Registration Guide for BIO KOREA 2018

## 3

### Online Registration

Click the 'BIO KOREA Sign-up' button.



[Home](#) [My page](#) [Contact us](#) [Sitemap](#) [Korean](#) [Logout](#)



[BIO KOREA](#) [Registration](#) [Conference](#) [Exhibition](#) [Business Forum](#) [Sponsorship](#) [Co-Located Events](#) [BIO Archive](#)

## Login



If this is your first time to visit BIO KOREA , please sign-up first.

[BIO KOREA Sign-up](#)

If you already completed sign-up, please log in with your e-mail and password.

E-mail	<input type="text"/>	<input type="button" value="Log-in"/>
Password	<input type="password"/>	
<input type="checkbox"/> Save my E-mail		

If you have forgotten your password, please enter your E-mail address and click "Send Me My Password".

E-mail	<input type="text"/>	<input type="button" value="Send Me My Password"/>
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### Quick Menu

- [Registration](#)
  - [Partnering](#)
  - [Exhibitor Registration](#)
  - [Invited Speaker](#)
  - [Exhibitor's Introduction](#)
- Tel : 1661-0810

[TOP](#)

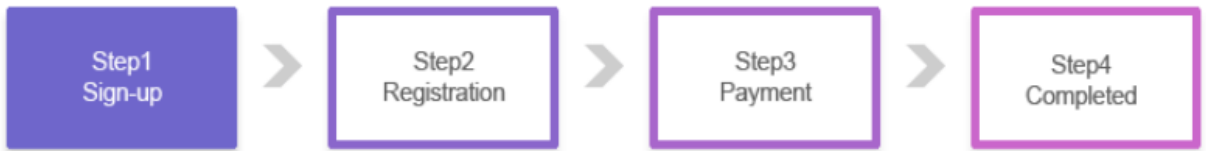
# Registration Guide for BIO KOREA 2018

## 4

### STEP 1. Agree to the Privacy Policy.

If you agree with the privacy policy, mark the “I agree” box. Sign-up form will be appeared at the bottom.

#### Sign-up



#### Privacy Policy

We, BIO KOREA, collect and use personal information for the following purposes described below.

##### 1. Collection and Use of Personal Information

- Personal information is data that can be used to identify or contact a single person.
- We do not use the personal information for any purpose that disclose such information to any third party without the consent of the participant.

##### 2. What personal information we collect

- When you create an BIO KOREA ID, we may collect a variety of information, including your e-mail, password, country, gender, name, organization, phone number, and address information.

##### 3. Duration of Retention and Use of Personal Information and Destruction

\* This is the minimum personal information necessary for BIO KOREA service provider. So you need you can use the services agreement.

Click

I agree

# Registration Guide for BIO KOREA 2018

## 5

### STEP 2. Personal Information

Please fill in information thoroughly and accurately.

※ Please fill out the information correctly.

1

PERSONAL INFORMATION	
* E-mail	<input type="text"/> (Your email address is the key for entry into the system.)
* Password	<input type="password"/> (Password may consist of a-z, 0-9 and four to ten characters.)
* Country	- select a Country - <input type="button" value="v"/> Example: Republic of Korea
* Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/> Dr. <input type="radio"/> Prof. <input type="radio"/> Others <input type="text"/>
* Gender	<input type="radio"/> Male <input type="radio"/> Female
* Name	* First <input type="text"/> * Last <input type="text"/>
* Organization	===== <input type="text" value="Category"/> ===== <input type="text"/> <input type="button" value="Search"/>
* Div./Dept.	===== <input type="text" value="Category"/> ===== <input type="text"/>
* Position	===== <input type="text" value="Category"/> ===== <input type="text"/>
* Phone Number	+ <input type="text"/> Example: +82-2-6288-6300
Cell phone Number	+ <input type="text"/>
* Address	<input type="text"/>
* Registration Category	<input type="radio"/> Apply for Exhibition Booth <input type="radio"/> Apply without Exhibition Booth

2

Save

1

Fields that are marked with asterisks are mandatory. Please enter all information accurately.

2

Please make sure all information is entered correctly, then click 'Save' button to go to next step.

# Registration Guide for BIO KOREA 2018

# 6

## STEP 3. Confirm My page

Please check your information which entered in sign-up form again.

### My Page



Please click the button "On-line Registration"

# 1

PERSONAL INFORMATION		
* Country	Canada	
* E-mail	biokorea@biokorea2017.com	
* Password	*****	
* Title	Ms.	
* Gender	Female	
* Name	Eunice CHOI	
* Organization	Category Chemistry	apexel co.,ltd
* Div./Dept.	Category Research	
* Position	Category Assistant Manager	
* Phone Number	+1000000000	
Cell phone Number	+1000000000	
* Address	-	

Modify

**1** Please check your information which entered in sign up fields again.  
(If you need to change, please click to Modify button at the bottom.)

**2** If your information is correct, click the "Online Registration" button at the top,  
to start your registration.



# Registration Guide for BIO KOREA 2018

## 7

### STEP 4. Choose registration category

Check option if applicable.

#### Program Registration



#### Registration Fee

1

Category		Early Bird Registration (March 9, 2018)	Pre-registration (~April 27, 2018)	Onsite-registration (May 9–May 11, 2018)
FCA	Individual	<input checked="" type="radio"/> USD 540	USD 770	USD 800
CA	Individual	<input type="radio"/> USD 180	USD 220	USD 300
	Student	<input type="radio"/> USD 126	USD 154	USD 210
1-Day	Individual	<input type="radio"/> USD 90	USD 100	USD 150
	Student	<input type="radio"/> USD 63	USD 70	USD 105

2

Business Fourm

Attend  Not Attend

3

Next

1 Please read carefully the 'Registration Benefit' table on the top of the page, and choose registration category that suits your needs.

2 If you are going to choose FCA(Full Convention Access), please don't forget to check **Business Forum attendance**.

3 If you would like to receive student's discount, please upload the copy of your Student ID card to the website.



# Registration Guide for BIO KOREA 2018

8

## STEP 5. Check all information entered

Please check the all information you selected once again, and then select payment method.

### Program Registration



1

Total Amount		
Category	Registration Category	Registration Fee
Full Convention Access (FCA)	Individual	
	Business Fourm : Attend <a href="#">Modify</a>	USD 462
	Exhibition	USD 0
Total Amount		USD 462
BIO Promo Ticket Discount (* Please Insert your BIO Promo Ticket Serial Number)		CODE: <input type="text"/>
Total Amount		USD 462

### PAYMENT

2

Credit Card  Bank Transfer

1 Please review your registration category once again including Business Forum attendance.

**\*Please enter the BIO Promo Ticket Serial Number you have.**

2 Select payment method.

# Registration Guide for BIO KOREA 2018

## 9

### STEP 5. Select Payment method (Credit Card)

Select Credit Card, click 'Next' button to start payment process.

#### PAYMENT



Credit Card



Bank Transfer

#### On-line Credit Card Payment

- VISA, MasterCard, JCB and AMEX are accepted.
- Should you have any problem during payment process, please contact the credit card company.
- Only payment in lump sum is available refer to our regulation.

Participant's Name	Eunice CHOI
Total Payment Amount	USD 462
Registration No.	E_00010

1

Next

2

www.biokorea.org

Billing process will start shortly.

Please click enter and wait.

Enter

1

Select Credit Card and then click 'Next' button.

2

Click 'Enter' button in the pop-up message, to start payment process.

**\*Check your Internet settings to enable the pop-up message.**

# Registration Guide for BIO KOREA 2018

## 10 STEP 5. Select Payment method (Bank Transfer)

Select Bank Transfer, click 'Next' button to start payment process.

### PAYMENT



Credit Card



Bank Transfer

Registration received without payment will not be accepted nor processed.

#### Bank Transfer

- All bank charges are to be paid by the participants.
- Name of the participant should be clearly stated on the bank transfer.
- A copy of the bank remittance receipt should be sent via e-mail or fax to the secretariat.

1

Participant's Name	Eunice CHOI	Bank Name	National Agricultural Cooperative Federation
Total Payment Amount	USD 462	Beneficiary	BIO KOREA
Registration No.	E_00010	Account No.	301-0083-4208-11
Swift Code	NACFKRSEXXX	Branch	Osong Bio Valley
Address	5F, Osong Plaza B.D., 715 Yeonje-ri, Osong-eup, Cheongwon-gun, Chungcheongbukdo, Republic of Korea		

2

Next

1 Please review the Bank Transfer information carefully.

2 Click 'Next' button to complete the program registration.

# Registration Guide for BIO KOREA 2018

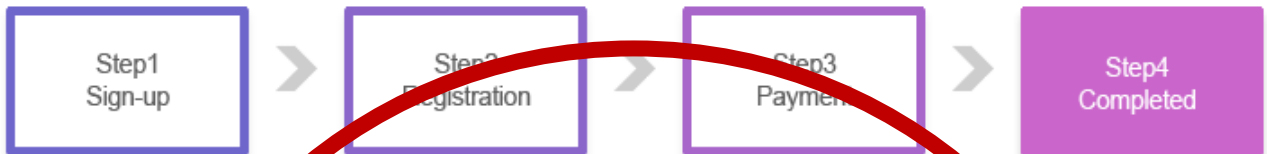
# 11

## STEP 6. Registration completed

Your online registration is complete.

You could modify your sign-up information later at 'My Page'.

### Program Registration



### Online Registration Completed

Your registration to BIO KOREA 2018 has completed.

- Confirmation letters of registration will be sent to you by finishing your registration including full payment of registration fee.
- To modify your registration information, log in and go to [My Page](#).

# REGISTRATION COMPLETED

### Cancellation and Refund Policy

- Cancellation must be notified to the secretariat in writing by e-mail ([registration@biokorea.org](mailto:registration@biokorea.org)).
- All refund will be made after conference for administrative reasons, and all bank charges and all administration fees will be deducted from the refunds.

By April 20, 2018	80% refund excluding the processing fee
After April 21, 2018	No refund

### BIO KOREA Secretariat (Registration)

Tel: +82-1661-0810

Fax: +82-2-6288-6399

E-mail: [registration@biokorea.org](mailto:registration@biokorea.org)

▶ [Go to HOME](#)

▶ [Go to Mypage](#)