



2022 BIO KOREA

International Convention



May 11 (Wed) - 13 (Fri), 2022
COEX, SEOUL

Partnering **Guide**

 **BIO KOREA** Secretariat



1 Overview

Title	BIO KOREA 2022 International Convention
Date & Venue	May 11(Wed) ~ 13(Fri), 2022, COEX, SEOUL
Hosted by	Korea Health Industry Development Institute (KHIDI), Chungcheongbuk-do
Organized by	BIO KOREA secretariat
Homepage	www.biokorea.org
Program	Conference, Business Forum, Exhibition, Invest Fair

Post-COVID-19!

BIO KOREA 2022 is planned to be held offline, and it will be a real business venue where you can meet various technologies and products in the field and get opportunities to enter the Asian market.

BIO KOREA is Korea's representative bio-health industry convention that provides a platform for international information exchange and technology trade.

For the past 16 years, we have been leading the development of the bio-health industry by providing business opportunities for companies and experts.

BIO KOREA 2022, which celebrates its 17th anniversary this year, it will be held at COEX in Seoul for three days from May 11th to 13th, 2022.

Various programs such as conferences, business forums, exhibitions, and invest fair are held, and we are preparing for abundant events through online hosting of some programs.

PARTNERING PROCESS

BIO KOREA 2022



FCA Registration

1. Sign up for the BIO KOREA 2022 homepage
2. Click 'Register' > 'Participant Registration' > 'Register' > Select FCA On/Offline > Payment Process > Done



Partnering Application

1. After completing FCA registration, select 'Partnering' from the program menu
2. Or just click 'Apply' for Partnering on My Page

※ Only companies that have applied for partnering can enter the partnering menu on the main page.



Enter company information

1. Enter company introduction, product and technical information, partnering schedule check, the introduction of technical advisor.
2. After entering all information, click on 'Partnering Center'

※ Company introduction, product and technical information, and partnering schedule check are mandatory, and all information must be written in English.

※ To be published in the Business Forum E-Book, please register your company and technical information by April 8th.



Partnering Center

1. Search for a company to conduct a meeting and enter a message
2. When the other company checks the message and responds, select the date and time to enter the meeting request message
3. If a meeting is available on the requested date and time, we will send an approval message to complete the meeting schedule
4. When the matching is completed, the secretariat will share the URL

※ If the schedule between the companies is not matched, the meeting schedule will not be approved.

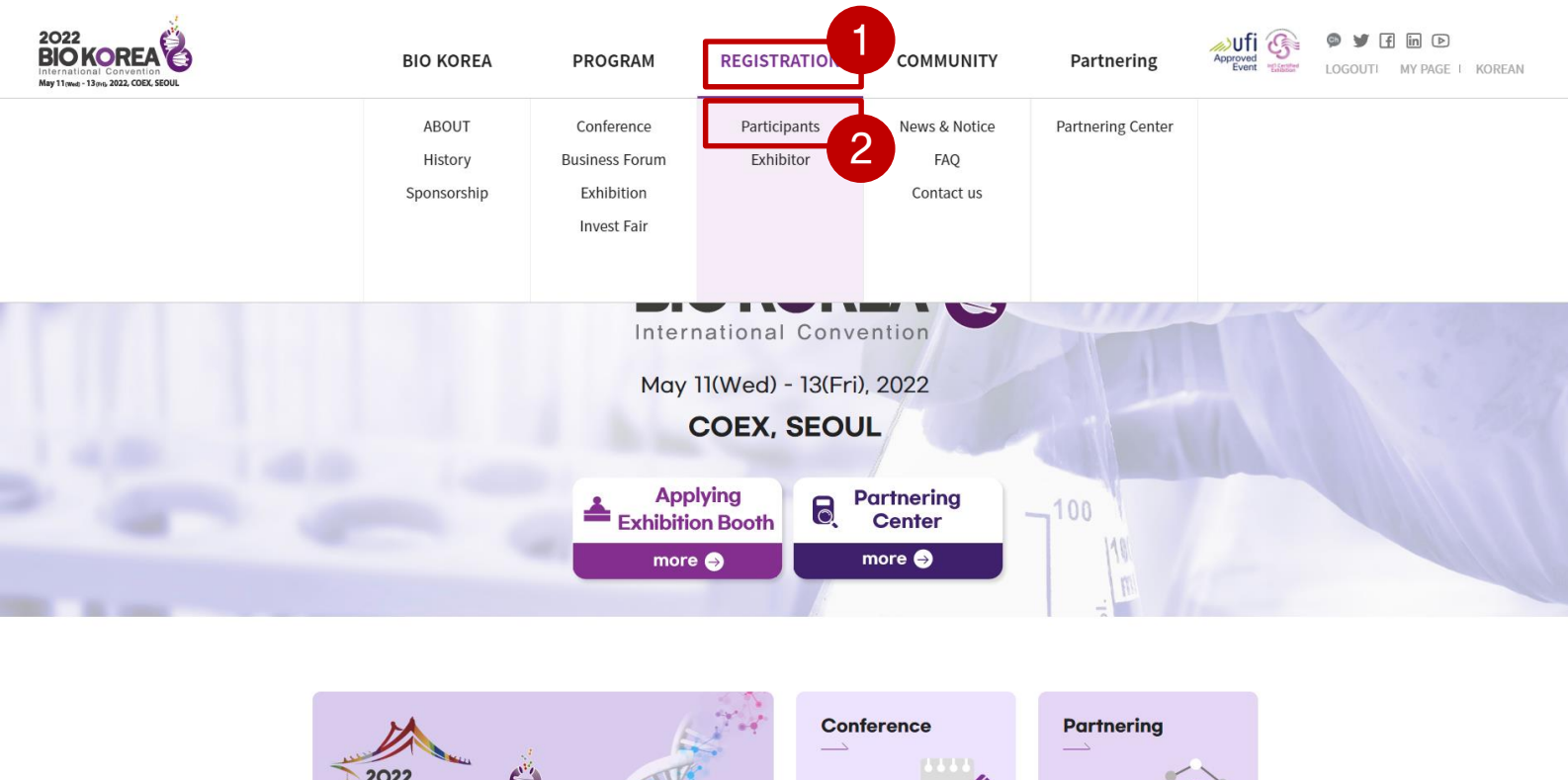
※ To match the meeting schedule with the partner company, you can modify the schedule in the partnering schedule check.

※ Cancellation or change of meeting schedule must be requested to the secretariat. (bizforum@biokorea.org / +82-1661-0810)

※ Cancellation or change of meeting schedule is only possible when the companies all agree to the schedule.

How to Register

BIO KOREA 2022



How to register as a participant

:: Go to BIO KOREA 2022 Official Website (www.biokorea.org)

- 1 Click **REGISTRATION** from the top menu of the main screen.
- 2 Click **Participants** from the sub-menu.

How to Register

BIO KOREA 2022

Participants

Exhibitor

BIO KOREA 2022

Go to the Participants Registration

Register

Guideline

Registration Category

Category	Participation Type	Conference	VOD view	Business Forum	Exhibition	Invest Fair
Full Convention Access (FCA)	Offline	•	•	•	•	•
	Online		•	•		

How to register as a participant

:: Participant Registration Page

1 Click the **Register** button on the Participant Registration page.

※ The Participant Registration page provides information about registration benefits, registration fees, the cancellation and refund policy, registration period, and other information regarding participant registration.

How to Register

BIO KOREA 2022

Login

The screenshot shows the BIO KOREA Login page. It features three main sections highlighted with red boxes and numbered 1, 2, and 3. Section 1 contains the login form with fields for 'E-mail' and 'Password', a 'Login' button, and a 'Save my E-mail' checkbox. Section 2 is a large purple button labeled 'BIO KOREA Sign-up'. Section 3 is a section for users who have forgotten their password, with a text prompt, an input field for the email address, and a 'Send Me New Password' button.

How to register as a participant

:: Login Page

- 1 If you have already registered on the BIO KOREA homepage, please enter your username (email address) and password to log in.
- 2 Click the **BIO KOREA Sign-up** button on the Login page.
- 3 If you've forgotten your password, please enter the username (email address) that you signed up with to receive a new password.

How to Register

BIO KOREA 2022

STEP 1. Sign-up

STEP 2. Registration

STEP 3. Payment

STEP 4. Completed

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

- As a general rule, the BIO KOREA retains and uses participant's personal information for the notified and agreed durations and once the purposes of collection and use of the personal information are achieved, it is without delay destroyed.

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

☐ I agree

1

How to register as a participant

:: Terms of Service Agreement

1 Read the Terms of Service and click the checkbox.

How to Register

BIO KOREA 2022

PERSONAL INFORMATION

✓ please fill out the information correctly.
Special characters are not allowed, and when using abbreviations, please write your full name.

✓ 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 fifteen characters.)
✓ Country	- select a Country -	Example: Republic of Korea
✓ Region	=====	
✓ Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Prof. <input type="radio"/> Other	<input type="text"/>
✓ Name	First Name <input type="text"/>	Last Name <input type="text"/>
✓ Organization	<input type="text"/>	
✓ Industry	=====	<input type="text"/>
✓ Div./Dept.	<input type="text"/>	
✓ Position	<input type="text"/>	
✓ Phone Number	+ <input type="text"/>	Example: +82-2-070-4353-1422
✓ Cell phone Number	+ <input type="text"/>	
✓ Address	<input type="text"/>	
✓ participation Purpose	<input type="radio"/> Buyer <input type="radio"/> Normal	

SAVE

How to register as a participant

:: Participant Information Input

- 1 Enter participant information.
 - ※ Items marked with a ✓ are required items, and special characters can only be used in the email address field.
 - ※ Please input your full name instead of abbreviations.
 - ※ If you are not affiliated with an organization, please enter "None."
- 2 Click the **SAVE** button when you have finished.

How to Register

BIO KOREA 2022

MY PAGE
 BIO KOREA 's My Page

1

Personal Information

Category	State
Program Registration	<div>2</div> <div>Register</div>

How to register as a participant

:: My Page

- 1 If you would like to confirm or change your personal data, click the **Personal Information** button to do so.
- 2 Click the **Register** button to go to the Program Registration page.

How to Register

BIO KOREA 2022



BIO KOREA

PROGRAM

REGISTRATION

COMMUNITY

Partnering



LOGOUT

MY PAGE

KOREAN

STEP 1. Sign-up

STEP 2. Registration

STEP 3. Payment

STEP 4. Completed

Registration Benefit

Category	Participation Type	Conference	VOD view	Business Forum	Exhibition	Invest Fair
Full Convention Access (FCA)	Offline	•	•	•	•	•
	Online		•	•		
3-Day Conference Access (3-CA)	Offline	•	•		•	•
	Online		•			
1-Day Conference Access (1-CA)	Offline	•			•	•
Visitor	Offline				•	•

Registration Fee

Register	Category	Participation Type	Cost		
			Early Bird (~2/11)	Pre-registration (~5/2 6:00pm)	Onsite registration (5/11~13)
<input type="radio"/>	Full Convention Access (FCA)	Offline	USD 700	USD 900	USD 1,000
<input type="radio"/>	Full Conference Access (FCA)	Online	USD 500	USD 500	USD 500
<input type="radio"/>	3-Day Conference Access (3-CA)	Offline	USD 420	USD 540	USD 600
<input type="radio"/>	3-Day Conference Access (3-CA)	Online	USD 200	USD 200	USD 200
<input type="radio"/>	1-Day Conference Access (1-CA)	Offline	USD 210	USD 270	USD 300
<input type="radio"/>	Visitor	Offline	USD 0	USD 0	USD 10

※ Only FCA participants are authorized to apply for business forum(1:1 Partnering)

NEXT

How to register as a participant

:: Participant Grade and Participation Type Registration

- 1 You can see the desired category grade under Registration Benefits.
- 2 Select the desired grade from Payment Grade.
- 2 Click the **NEXT** button to go to the Payment page.

How to Register

BIO KOREA 2022



Category	Participation Type	Registration Fee
Full Convention Access (FCA)	Offline	USD 900

Credit Card

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.

Bio Promo Code
(※ Please Insert your Bio Promo Code serial number.)

Discount Amount
USD 0

Total Amount
USD 900

Participant's Name BIO KOREA 2022

Total Payment Amount USD 900

Registration No. S_00374

Back **NEXT**

How to register as a participant

:: Credit Card Payment

- 1 Check to see that you have selected the right category grade and participation type.
- 2 If you have a **Bio Promo Code**, enter it here.
- 3 Confirm the grade, participation type, and payment amount before clicking the **NEXT** button. If you would like to change the grade or participation type, click the **Back** button.

How to Register

BIO KOREA 2022

STEP 1. Sign-up

STEP 2. Completed



1 Your registration to BIO KOREA 2022 has completed.

- Confirmation letter of registration will be sent to your e-mail once your registration is fully processed (full payment of registration fee must be made).
- To modify your registration information, log in and go to [My Page](#).

Cancellation and Refund Policy

- Cancellation must be notified to the secretariat in writing by E-mail(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 May 31, 2022 80% refund excluding the processing fee
After June 1, 2022 No refund

BIO KOREA Secretariat

☎ 1661-0810 ✉ registration@biokorea.org

Go to HOME

2 Go to MY PAGE

How to register as a participant

:: Participant Registration Complete

- 1 Registration has been completed.
- 2 In order to see the payment grade and participation type, click the [Go to MY PAGE](#) button.

How to Register

BIO KOREA 2022

MY PAGE

BIO KOREA's My Page

Personal Information

Category	State
Program Registration	Completed
Partnering	Go To Partnering
Bio Live	Go To Bio Live
The Results of BIO KOREA	Submit

Access to 'Partnering Center'

1 Click the Button Go To Partnering

※ If you are FCA level, you can enter Partnering and Bio Live.

How to enter required information

BIO KOREA 2022

Partnering

2

Partnering Center

- Information for ✓ checked box must be filled in.
- Submitted information can be included in "Business Forum e-Book".
- Only information Submitted by 4/8(Fri) can be included in 'Business Forum e-Book'.



1

✓ 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

- 1 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 4/8(Fri) can be included in Business Forum E-book

- 2 [Partnering Center] button will be activated once all required fields are filled in.

How to enter required information

BIO KOREA 2022

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 4/8(Fri) can be included in 'Business Forum e-Book'.



✓ Company Information

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,pnb,bm) [파일 선택] [이미지 미리보기]

✓ Company Name BIO KOREA

✓ Country Canada

✓ Type of Company

CEO's Name

CEO's E-mail

Company's Direct Number

Year of Establishment

✓ Company Interest

✓ Website

✓ Description (300 words)

0 / 300 words

Save

Close

Submit

Submit

Submit

Submit

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't 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.

How to enter required information

BIO KOREA 2022

Partnering
Partnering Center

Product & Technology

in.
Business Forum e-Book".
e included in 'Business Forum e-Book'.

- 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 list.

No.1

✓ Product / Technology
=====

✓ Name
=====

✓ Categorization
=====

✓ Description (300 words)
0 / 300 words

License / Patent (300 words)
0 / 300 words

Document or Brochure (jpg, pdf)
파일 선택 선택된 파일 없음

http://

Submit

Submit

Submit

Submit

+ -

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.

How to enter required information

BIO KOREA 2022

Partnering

- Information for ✓ checked box must be filled in.
- Submitted information can be included in "Business Forum e-Book".
- Only information Submitted by 4/8(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 or more of the partnering schedules can be chosen.

- Korean Time : Feb 17 (Thr) 14:23:39

International Time

Time	May 11 (Wed), 2022	May 12 (Thu), 2022	May 13 (Fri), 2022
00:00~00:30	All Available	Not Available	Not Available
00:30~01:00		Not Available	Not Available
01:00~01:30		Not Available	Not Available
01:30~02:00		Not Available	Not Available
02:00~02:30		Not Available	Not Available
02:30~03:00		Not Available	Not Available
03:00~03:30		Not Available	Not Available
03:30~04:00		Not Available	Not Available
04:00~04:30		Not Available	Not Available
04:30~05:00		Not Available	Not Available
05:00~05:30		Not Available	Not Available
05:30~06:00		Not Available	Not Available
06:00~06:30		Not Available	Not Available
06:30~07:00		Not Available	Not Available
07:00~07:30		Not Available	Not Available
07:30~08:00		Not Available	Not Available
08:00~08:30		Not Available	Not Available
08:30~09:00		Not Available	Not 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)

- Partnering Operation Hours**
 - ※ Online: May 11(Wed) 10:00 ~ May 13(Fri) 24:00 / 24 – Hour operation
 - ※ On-site: May 11(Wed) ~ May 13(Fri) ※ May 13(Fri) Close by 16:00
 - ※ You can check and apply for the added partnering schedule(May 11~13) from May 11
- [International Time]** You can check the time difference of each country.
- Click the [All Available] button** if you want to open all time slots for the day.

How to enter required information

BIO KOREA 2022

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 4/8(Fri) can be included in 'Business Forum e-Book'.

✓ Company Information

Submit

✓ Product & Technology

Submit

✓ Meeting Schedule

Submit

Scientific Advisory Board

Submit

Scientific Advisory Board

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

✓ Name	<input type="text"/>
✓ Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Prof. <input checked="" type="radio"/> Other <input type="text"/>
✓ Position	<input type="text"/>
✓ Department	<input type="text"/>

Save

Close

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 2022

MY PAGE

바이오 코리아 's My Page

Personal Information

Category	State
Program Registration	Completed
Partnering	Go To Partnering
Bio Live	Go To Bio Live
The Results of BIO KOREA	Submit

1) Partnering Page

- 1 After completing the required information, click the [Partnering Center] button to go to the Partnering Center page

Partnering Center

BIO KOREA 2022

The screenshot shows the Partnering Center interface. At the top, there are three tabs: 'Participant List' (highlighted with a red box), 'Message Status', and 'Final Schedule'. Below the tabs, there are two main sections. The first section, labeled 'HOT Pavilion List' (callout 1), contains six cards, each with a 'BIO KOREA' logo. The second section, labeled 'HOT Today's Recommended Company' (callout 2), contains six cards, each with a 'BIO KOREA' logo. At the bottom, there is a 'Search for Company' section (callout 3) with a search form. The form has a '★ Favorite Partner List' button and four input fields: 'Name', 'Interest', 'Category', and 'Country'. A 'Search' button is next to the input fields. To the right of the search form is a 'Business forum E-book' link with a cloud icon.

1) Participant List

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

- ① Click the Pavilion logo in the Pavilion List to pop up a list of affiliated companies.
- ② List of companies shown in order of last—login records.
- ③ You can search by company name, interest category, country, etc. of partnering participating companies.

Partnering Center

BIO KOREA 2022

The screenshot displays the 'Participating Company List' interface. At the top right, there are buttons for 'Biz Survey' and 'A-Z List of Company' (labeled 4). The main list shows four company entries. The first entry (labeled 5) is highlighted with a red box. The second entry (labeled 6) has a star icon in its top right corner. The third entry (labeled 7) has a 'Send a Message' button highlighted with a red box. Below the list, a detailed view of a company profile is shown, featuring a 'Company Profile' tab and a 'Message' form with a 'Send' button. A red arrow points from the 'Send a Message' button in the list to the message form in the detailed view.

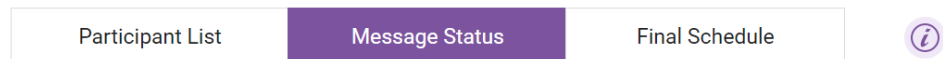
1) Participant List

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 2022



My Partnering Status

1

My Profile | **1 In box** | 0 Out box | 0 Confirmed

2 My Partnering Company

★ Favorite Partner List

Name:

Interest:

Status: **In box**

Message Status

* If necessary, you can apply for an 'On-site Meeting Room' 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)

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

2) Message Status

- 1 Displays the message of the company that has applied for partnering.
- 2 You can search for companies with pending partnering requests.

Partnering Center

BIO KOREA 2022

Participant List
Message Status
Final Schedule

My Partnering Status

My Profile

1
In box

2
Out box

3
Confirmed

4 My Partnering Company

★ Favorite Partner List

Name
Interest
Status

In box

Search

Message Status

* If necessary, you can apply for an 'On-site Meeting Room' 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)

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

2) Message Status

- 1 You can check the message of the company that applied for partnering.
- 2 You can check the message of the company that has responded to the partnering request
- 3 You can check the meeting reservation information of companies that have completed partnering reservations.
- 4 You can search for companies that have applied for and made a request for a partnership.

Partnering Center

BIO KOREA 2022

Participant List

Message Status

Final Schedule



1

Essential Guideline

[Online Meeting]

1. Online partnerships will be preceded by the online meeting platform 'Teams'.
* We recommend you to use Chrome or Edge browsers.
- When entering the online meeting room, change the participant's name to the company name.
2. Howling may occur when a microphone and a speaker are connected closely in a room.
3. If all participants do not enter the online meeting room within 10 minutes after the meeting is started, the meeting could be canceled.
* If you need systematic help during a meeting, please contact the manager through the chat window. (ex: administrator, I need help.)
4. Attachments cannot be shared during a meeting. If you need to share a file, please share it with the other's email address.
5. No screen captures or recordings are allowed during the meeting.
6. Recording and distributing without prior consent may result in legal action and penalties.

[On-site Meeting]

1. Please arrive at the BIO KOREA 2022 Partnering Center 10 minutes before the start of the meeting.
2. BIO KOREA 2022 does not provide simultaneous interpretation during the meeting.
3. The limit of additional people during the meeting may be changed according to the quarantine standards.
※ For inquiries about partnering, please contact the BIO KOREA Organizing Committee (Business Forum) by email (bizforum@biokorea.org) or by phone (01661-0810 ext. 3).

- Korean Time : Jan 12 (Wed) 14:19:28

International Time

* The Date and time below are based on Korean time. (GMT+9)

* If you need a meeting booth at Partnering Center in Coex Hall C, you can apply for an 'On-site Meeting Room' Until May 13, 2022.
Application for Booth may be closed early.

2

Date	Time	Company	Meeting URL	On-site Meeting Room
5/12 (Thu)	00:00~00:30	BIO KOREA 2022		Apply

3) Final Schedule

- 1 You can check the progress guideline for the online meeting / on-site meeting
- 2 You can check the meeting schedule and click the meeting URL to proceed with the meeting.
※ If you want to participate in a meeting on-site, click "apply".
Then, the meeting can be held on-site.