



# 2025 BIO KOREA

International Convention

May 7(Wed) ~ 9(Fri), 2025 | COEX, SEOUL

**Partnering Manual**



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# Business Partnering

## Overview

**Program** BIO KOREA 2025 Business Partnering

**Date&Place** Offline (On-site) May 7 (Wed) ~ 8 (Thu) 10:00-17:00 | Partnering Center, Hall C, COEX  
 May 9 (Fri) 10:00-16:00

**Target** Domestic and Overseas Bio companies, Pharmaceutical Companies, Venture Capital Governments across the country, Embassies, Investment institutions, Research institutions, etc.

## Result of BIO KOREA 2024 Business Partnering



# Business Partnering

## Partnering Application Process

1

Go to Partnering Center

Partnering Center

Partnering Guide



2

MY PAGE

My Page

Personal Information

Category

State

Program Registration

Completed

Business Partnering

1

Go To Partnering



3

Company Information

Submit

Product & Technology

Submit

Meeting Schedule

Submit

Scientific Advisory Board

Submit

Fill-up Information



### BIO KOREA Registration

- ✓ Sign up at BIO KOREA(www.biokorea.org) official website
- ✓ Program Registration ▶ Registration ▶ Payment for All Pass  
▶ Complete Registration



### Apply for business partnering

- 1 Apply for the Business Partnering at 'My page'



### Fill-up Company Information

- \* All information must be written in English
- ✓ After All Mandatory Information are summited ,  
Button for **Go to Partnering Center** will be activated.

# Business Partnering

## Partnering Application Process



### Partnering Center

- ✓ Search for partnering companies and Send a meeting request
- ✓ Select available meeting time after review meeting request
- ✓ Send confirmed message to finalize business meeting

**BIO KOREA**  
The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul!

**Sending Message**  
\* If there is no answer of confirmation or rescheduling within 5 days, the meetings that have been sent will be automatically cancelled.

**Message**  
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.

**BIO KOREA**  
The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul!

**Received Message**  
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.  
2023-02-27 09:04:05

**Sent Message**  
 Accept  Decline

**Sent Message**  
 Accept  Decline

**Meeting Suggestion Details**  
- Meeting Time \* Please select Available Meeting time under timeslot.

Date	Time	Choice
May 11 (Thu), 2023	11:00-11:30	Available
	11:30-12:00	Available
	13:30-14:00	Available
May 12 (Fri), 2023	14:30-15:00	Available
	11:00-11:30	Available
	11:30-12:00	<b>Chosen</b>
	13:30-14:00	Available
	14:00-14:30	Available
	14:30-15:00	Available

**Sent Message**  
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.  
2023-02-27 09:04:05

**Received Message**  
**Accepted**  
Meeting Time : May 11 (Thu), 2023 13:30-14:00  
2023-02-27 09:04:05

**Sent Message**  
 Confirm  Rescheduling



### Partnering

[Go to Partnering Center](#)

[Partnering Manual](#)

### Partnering Center

**BIO KOREA 2023** | **BIO KOREA** | **PROGRAM** | **REGISTRATION** | **COMMUNITY** | **PARTNERING** | **LOGOUT** | **MY PAGE**

**Participant List**  
Message Status (1)  
Final Schedule

**Partnering Center**

**Participating Company List** Total : 14

Sort by Alphabetically | Sort by Newest

**BIO KOREA**  
Technology Exhibition  
At BIO KOREA 2023, where numerous companies and institutions in the biohealth industry participate, ...

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# Apply for Business Partnering

# Apply for Business Partnering

## Complete Mandatory Company Information

MY PAGE Personal Information

My Page

Category	State	
Program Registration	Completed	Get my Invoice
Business Partnering		Apply

**Partnering**

1 Go to Partnering Center

2 Partnering manual

- "Enter to Partnering Center" will be activated after Complete Mandatory Information
- Company information will be disclosed to Partnering Participants and published in 'Business Partnering e-Book'
- Official Language of BIO KOREA is in English

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

**1** Go to Partnering Center will be activated after Complete Mandatory Information.

Mandatory: Company Information, Product & Technology, and Meeting Schedule

**2** Click for more details about Business Partnering by click Partnering manual

※Company information will be disclosed to all Partnering Participants

# Apply for Business Partnering

## (Mandatory) Company Information

✓ Company Information	<b>1</b> Submit
✓ Product & Technology	Submit
✓ Meeting Schedule	Submit
Scientific Advisory Board	Submit

**1** Company/Department name, Company/Affiliation type, Search key word and others will be disclosed to Partnering participants

✓ Mandatory : Company logo, Name, Country, Type for Company, Interest, Website, and Description.

✓ All information must be written in English

**2** Click **Save** after fill-up all information.★

**Company Information**

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

✓ Logo (jpg,gif,png,bmp)	Company Information
✓ Company Name	
✓ Country	
✓ Type of Company	
CEO's Name	
CEO's E-mail	
Company's Direct Number	
Year of Establishment	
✓ Company Interest	
✓ Website	
✓ Description (300 words)	

**2** **Save** **Close**

**Tips for Partnering (Did You Know?)**

The Information is important material when they conduct the meeting at business partnering center, It has 15% higher meeting rate rather than which didn't write the essential information here.



# Apply for Business Partnering

## (Mandatory) Product & Technology

✓ Company Information	Completed
✓ Product & Technology	<b>1</b> Submit
✓ Meeting Schedule	Submit
Scientific Advisory Board	Submit

**1** Fill out Company's Technology and Product information at the partnering center.

✓ All information must be written in English

**2** Click **Save** after fill-up all information.★

**Product & Technology**

- Submitted information can be included in 'Business Partnering 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	Please enter classification and name of technology/product.
✓ Name	Please enter name of the technology/product.
✓ Categorization	Please check detailed classification of the product.
✓ Description (300 words)	Please enter the details of the technology/product. (Up to 3 fields) 0 / 300 words
License / Patent (300 words)	Please provide any additional information you would like to include, such as relevant certifications or patents. (If applicable) 0 / 300 words
Document or Brochure (jpg, pdf)	파일 선택 선택된 파일 없음 Please attach an introduction (jpg or pdf file) of the technology/product.

**2** **Save** **Close** + -

# Apply for Business Partnering

## (Mandatory) Partnering Schedule

Company Information Completed

---

Product & Technology Completed

---

Meeting Schedule

**Meeting Schedule**

- Date and Time is based on Korean Standard Time (GMT+9)  
 - Cancel out the time slot that you are unavailable for meetings to 'Not Available' (Default Setting : All Available for 3 days)  
 - Make sure to 'save' your time slot before closing meeting schedule.

- Korean Time : Feb 06 (Thr) 15:12:29 International Time

Time	May 07 (Wed)	May 08 (Thu)	May 09 (Fri)
	All Available	All Available	All Available
10:00-10:30	Available	Available	Available
10:30-11:00	Available	Available	Available
11:00-11:30	Available	Available	Available
11:30-12:00	Available	Available	Available
12:00-12:30	Available	Available	Available
12:30-13:00	Available	Available	Available
13:00-13:30	Available	Available	Available
13:30-14:00	Available	Available	Available

Save
Close

Submit
Submit

- 1 Select the time for meeting with your business partner.
- 2 Please select All Available if you would like to have a full selection of meeting time slot.
- 3 Click Save after fill-up all information.

※ Meeting during Partnering Center hours will be assigned an on-site meeting room, and Virtual Meeting is not provided

### Hour of Operation for Partnering Center

Offline (On-site)	May 7 (Wed) ~ 8 (Thu)	10:00-17:00
	May 9 (Fri)	10:00-16:00

### Tips for Partnering (Did You Know?)

Meetings can be scheduled with your counterpart within your selected availability schedule. Utilize the All Available to ensure a partnering meeting.

# Apply for Business Partnering

## (Optional) Scientific Advisory Board

✓ Company Information	Completed
✓ Product & Technology	Completed
✓ Meeting Schedule	Completed
Scientific Advisory Board	<b>1</b> Submit

**Scientific Advisory Board**

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

✓ Name

✓ Title  Mr.  Ms.  Dr.  Prof.  Other

✓ Position

✓ Department

**2**

**1** (If applicable) Please provide information about Scientific Advisory Board

**2** Click  after fill-up all information. ✨

# Go to the Partnering Center

**Partnering**

2 **Go to Partnering Center**  
Partnering Manual

- “Enter to Partnering Center” will be activated after Complete Mandatory Information
- Company information will be disclosed to Partnering Participants and published in ‘Business Partnering e-Book’
- Official Language of BIO KOREA is in English

1

Company Information: Completed

Product & Technology: Completed

Meeting Schedule: Completed

Scientific Advisory Board: Optional

## Partnering Center

BIO KOREA 2025

BIO KOREA PROGRAM REGISTRATION COMMUNITY PARTNERING LOGOUT MY PAGE

**BIO KOREA 2025**  
May 7(Wed) ~ 9(Fri), 2025 | COEX, SEOUL

Home  
Participant List  
Message Status New  
Final Schedule

**Requests**

All	Incoming	Outgoing
Pending Requests	2	
Confirmed	4	
Declined / Canceled	0	

**My Profile**

Company Name	BIO KOREA
Main Sector	Professional Services and Consulting
Sub Sector	Business development
Scheduled Meeting / Available Meeting Slot	3 / 40

1 After Complete Mandatory required information,

2 **Go to Partnering Center** will be activated, and you may enter to Partnering Center by Click the button.

# Partnering Center

# Partnering Center

## About Partnering Center



BIO KOREA PROGRAM REGISTRATION COMMUNITY PARTNERING

LOGOUT MY PAGE

- Home
- Participant List
- Message Status New
- Final Schedule



### Requests

All	Incoming	Outgoing
Pending Requests	2	
Confirmed	4	
Declined / Canceled	0	

### My Profile

Company Name	<b>BIO KOREA</b>
Main Sector	<b>Professional Services and Consulting</b>
Sub Sector	<b>Business development</b>
Scheduled Meeting / Available Meeting Slot	<b>3 / 40</b>

# Partnering Center

## About Partnering Center

Check your company information  
If necessary, click the **Edit** button to go to 'My page'

The screenshot shows the Partnering Center interface. At the top, there is a navigation bar with 'BIO KOREA', 'PROGRAM', 'REGISTRATION', 'COMMUNITY', 'PARTNERING', 'LOGOUT', and 'MY PAGE'. On the left, there is a sidebar with 'Home', 'Participant List', 'Message Status', and 'Final Schedule'. The main content area is divided into two sections: 'Requests' and 'My Profile'. The 'Requests' section has tabs for 'All', 'Incoming', and 'Outgoing'. It shows a table with 'Pending Requests', 'Accepted', and 'Declined / Canceled' categories, each with a count of 0. The 'My Profile' section has an 'Edit' button and shows fields for 'Company Name' (BIO KOREA), 'Main Sector' (Academic/Non-Profit), 'Sub Sector' (Non-Profit Organization / Institute / Government), and 'Scheduled Meeting / Available Meeting Slot' (0 / 24).

**Request** View the status of meetings currently in progress. [Contact for help](#)

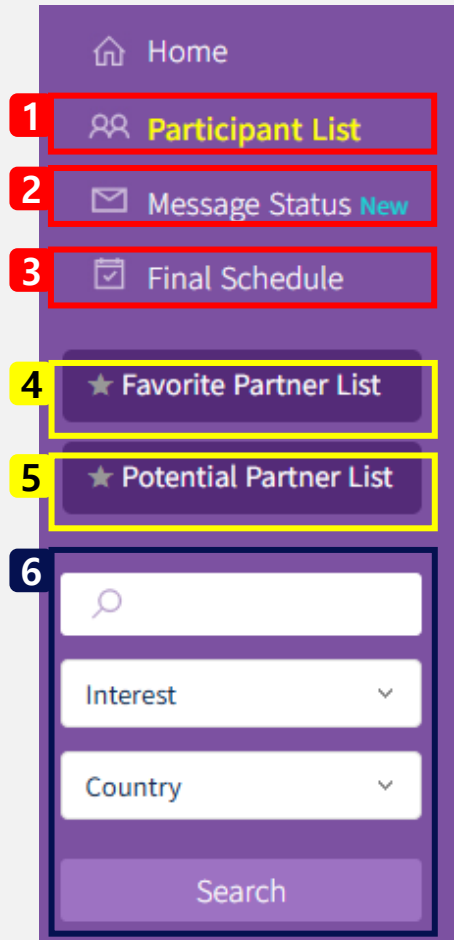
The screenshot shows the 'Requests' section for a user named Marci. It has tabs for 'All', 'Incoming', and 'Outgoing'. The table shows 'Pending Requests' with a count of 1, 'Accepted' with a count of 0, and 'Declined / Canceled' with a count of 0.

**All**: No. of meeting requested received/outgoing  
**Incoming** : No. of meeting requested **received**  
**Outgoing** : No. of meeting requested **outgoing**

- Pending Requests** : Number of queues for initial meeting requests
- Accepted** : Number of scheduling requests required after meeting acceptance
- Declined/Canceled** : Number of meeting declines/cancellations

# Partnering Center

## About Partnering Center (Menu bar)



- 1** Participant List  
It shows the participant list..
- 2** Message Status  
It shows the meeting status.


※ **NEW** : There is messages that you have not responded.

- 3** Final Schedule  
It shows the final schedule.
- 4** Favorite Partner List  
It shows the companies that you checked to favorite list.
- 5** Potential Partner List  
It shows the companies that who checked you on the 'favorite list'.
- 6** Search Tools  
Search by Company Name, Main sector, Company's interest, and Country.



# Partnering Center

## About Participating Company List



BIO KOREA   프로그램   등록   커뮤니티   파트너링   LOGOUT   MY PAGE

### Participating Company List

**All**   Pharma   Medical Device   Digital Health   E-Book (MS Word)   Download in Excel

Investor   Academic/Non-Profit   Professional Services and Consulting   Total : 11   Sort by Alphabetically   Sort by Newest

Home

**Participant List**

Message Status view

Final Schedule

★ Favorite Partner List

★ Potential Partner List

Interest

Country

Search

**BIO KOREA** ★

Technology

Product and Technology Name

Description

Send a Message   Read More

**BIO KOREA** ★

Technology

Product and Technology Name

Description

Send a Message   Read More

**BIO KOREA** ★

Technology

Product and Technology Name

Description

Send a Message   Read More

**BIO KOREA** ★

Technology

Product and Technology Name

Description

Send a Message   Read More

# Partnering Center

## About Partnering Center (Participants' List)

The screenshot displays the 'Partnering Center' interface. At the top, a navigation bar includes 'BIO KOREA', 'PROGRAM', 'REGISTRATION', 'COMMUNITY', 'PARTNERING', 'LOGOUT', and 'MY PAGE'. A left sidebar contains navigation options: 'Participant List', 'Message Status (1)', 'Final Schedule', 'Favorite Partner List', and 'Potential Partner List', along with search and filter fields for 'Main Sector', 'Interest', and 'Country'. The main content area, titled 'Participating Companies', shows a list of entries. Each entry includes a company logo, name, technology/product name, and description. Annotations in red boxes highlight specific features: 'Company logo', 'Company name', 'Technology/Product name/Technology/Product information', 'Sending out the message' (pointing to a 'Send a Message' button), 'Check to Favorite Company' (pointing to a star icon), and 'Review Detailed Information' (pointing to a 'Read More' button).

# Partnering Center

## Search Company for Business Partnering

Check the company information

- Check information of company, product and technology by [Read More](#)

## 2 Check Company Information

**Participating Company List**

Message Status (1)  
Final Schedule

★ Favorite Partner List  
★ Potential Partner List

Search

Main Sector  
Interest  
Country

Search

**BIO KOREA**  
Technology Exhibition  
At BIO KOREA 2023, where numerous companies and institutions in the biohealth industry participate, ...

[Send a Message](#)

**1** [Read More](#)

**Tips for Partnering (Did You Know?)**  
The information is important material, and it shows 15% of higher meeting rate rather than which didn't write down.

**Company Information**

Logo: **BIO KOREA** International Convention 2023. 05. 10(Wed) - 12(Fri) | COEX, SEOUL

Attendee Name	uwon Choi
Company Name	BIO KOREA
Country	Republic of Korea
Type of Company	Public / Non-Profit Organization / Institutes Institute
Company Interest	Consulting Specialty Corps Others CMO/CRO Point of Care
Website	https://www.biokorea.org/index.asp
Description	The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul!
Brief Description	At BIO KOREA 2023, where numerous companies and institutions in the biohealth industry participate, you and institutions successfully set the stage for business.

[Close](#) [Send Message](#)

# Partnering Center

## Request of the meeting

Click **Send a Message** for send out meeting Request

※You may check the messages sent and received in Message Status

The screenshot shows the Partnering Center interface. On the left is a navigation sidebar with options like 'Message Status (1)', 'Final Schedule', 'Favorite Partner List', and 'Potential Partner List'. The main area displays a list of participating companies. A modal window is open, showing the 'Company Information' for 'BIO KOREA'. The information includes: Logo, Attendee Name (uwon Choi), Company Name (BIO KOREA), Country (Republic of Korea), Type of Company (Public / Non-Profit Organization / Institutes), Company Interest (Consulting, Specialty Corps, Others, CMO/CRO, Point of Care), Website (https://www.biokorea.org/index.asp), Description (The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul), and Brief Description (At BIO KOREA 2023, where numerous companies and institutions in the biohealth industry participate, you and institutions successfully set the stage for business.).

## Send a Message

The 'Send a Message' dialog box is shown for 'BIO KOREA'. It includes the event logo and text: 'The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul!'. A 'Company Profile' link is in the top right. The message content area contains: 'Sending Message', a warning that meetings will be cancelled if no response is received within 5 days, the user's message: '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.', and a 'Send' button.

## Tips for Partnering (Did You Know?)

The more detailed you are about your company and the direction of your meeting, the more likely you are to get a meeting.

Attachment any documents is not available

# Partnering Center

## About Partnering Center (Message Status)

**※ NEW** : There are messages that you have not responded.

**My Partnering Status**

- My Profile
- 1** In box
- 0** Out box
- 2** Confirmed

**My Profile**  
View and edit your Company information

**Your Meeting Status** Shows the messages sent or received.

- In box**: The numbers of in-coming meeting request
- Out box**: The numbers of out-going meeting request
- Confirmed**: The numbers of Confirmed Meeting

**Status Filter** You may search Message by each status.

- Accepted
- Confirmed
- Declined
- Working
- Rescheduling
- Auto-declined

**Status Filter Dropdown:**

- Status
- Confirmed (Well-Matched)
- In box
- Out box
- Accepted
- Rescheduling
- Declined
- Auto Declined
- Working

# Partnering Center

## Message Status

**BIO KOREA 2025**  
International Convention

BIO KOREA PROGRAM REGISTRATION COMMUNITY PARTNERING LOGOUT MY PAGE

Home Participant List **Message Status** Final Schedule  
 Favorite Partner List Potential Partner List

Search

**BIO KOREA 2025**  
International Convention

May 7(Wed) ~ 9(Fri), 2025 CC

**Message Status** message status.

- Accepted:** Accepted the meeting
- Working:** Still considering the send out/receiving message
- Rescheduling:** Still rescheduling the send out/receiving message
- Confirmed:** The meeting has been confirmed
- Declined:** The meeting has been declined
- Auto-declined:** The meeting is automatically declined

My Partnering Status

Main Sector Interest Status Search

My Profile 1 In box

Message Status

Sort by Date Status

★

**BIO KOREA**

**Confirmed**

IN 2025-02-10

# Partnering Center

## How to reply to the message (Message Status)

Reply to the message on the meeting request

- Change to Message Status, Click the  In box's working message

The screenshot illustrates the process of replying to a message in the Partnering Center. It is divided into several key areas:


- Navigation Menu (Left):** Contains options like Home, Participant List, **Message Status** (highlighted with a red box and '1'), Final Schedule, Favorite Partner List, and Potential Partner List.
- My Partnering Status (Center):** Shows 'My Profile' and a message icon with '1 In box' (highlighted with a purple box and '2').
- Message Status (Bottom Center):** A section with an information icon and a red dashed line connecting to the 'In box' icon.
- Message Detail View (Right):** A zoomed-in view of a message. It shows a 'Received Message' from BIO KOREA and a 'Sent Message' area with 'Accept' and 'Decline' options (highlighted with a purple box and '4'). A 'Next' button is also visible.
- Message Card (Bottom):** A card for the message with a star icon, BIO KOREA logo, and the message text. A 'Working' button (highlighted with a red box and '3') is located at the bottom right of the card.

# Partnering Center

## How to reply to the message (Message Status)

While you receive a meeting request, you may choose to Accept or Decline. If you click **Accept** the available meeting date and time will be appeared. Send out the message after click the Next button.

Company Profile



**BIO KOREA**  
 The 18th BIO KOREA will be held on May 10-12, 2023 at COEX, Seoul!

Received Message

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.

2023-02-27 오후 6:40:05

Sent Message

Accept  Decline

**Next**

Sent Message

Accept  Decline

**Meeting Suggestion Details**

- Meeting Time \* Please select Available Meeting time under timeslot.

Date	Time	Choice
May 11 (Thu), 2023	11:00~11:30	Available
	11:30~12:00	Available
	13:30~14:00	Available
	14:30~15:00	Available
May 12 (Fri), 2023	11:00~11:30	Available
	11:30~12:00	<b>Chosen</b>
	13:30~14:00	Available
	14:00~14:30	Available
	14:30~15:00	Available

**Next**

**Accept**

Sent Message

**Accept**

- Meeting Time : May 12 (Fri), 2023, 11:30~12:00

Additional Message

Back
Send

**Decline**

Sent Message

**Decline**

Additional Message

Back
Send



# Partnering Center

## How to reply to the message (Message Status)

Check the date and time, proceed the final confirmation.

After select the meeting, click the Next button and then send out the message.

### Received Message

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.

2025-02-17 오후 2:27:14

### Sent Message

**Confirmed**

Thank you

2025-02-24 오후 2:48:29

### Confirm

#### Sent Message

**Confirm**

Additional Message

Back

Send

### Rescheduling

#### Sent Message

Confirm  Rescheduling

#### Meeting Suggestion Details

- Meeting Time \* Please select Available Meeting time under timeslot.

Date	Time	Choice
May 11 (Thu), 2023	11:00~11:30	Available
	11:30~12:00	Available
	14:30~15:00	Available
May 12 (Fri), 2023	11:00~11:30	Available
	13:30~14:00	Available
	14:00~14:30	<b>Chosen</b>
	14:30~15:00	Available

Next

#### Sent Message

**Rescheduling**

- Meeting Time : May 12 (Fri), 2023, 14:00~14:30

Additional Message

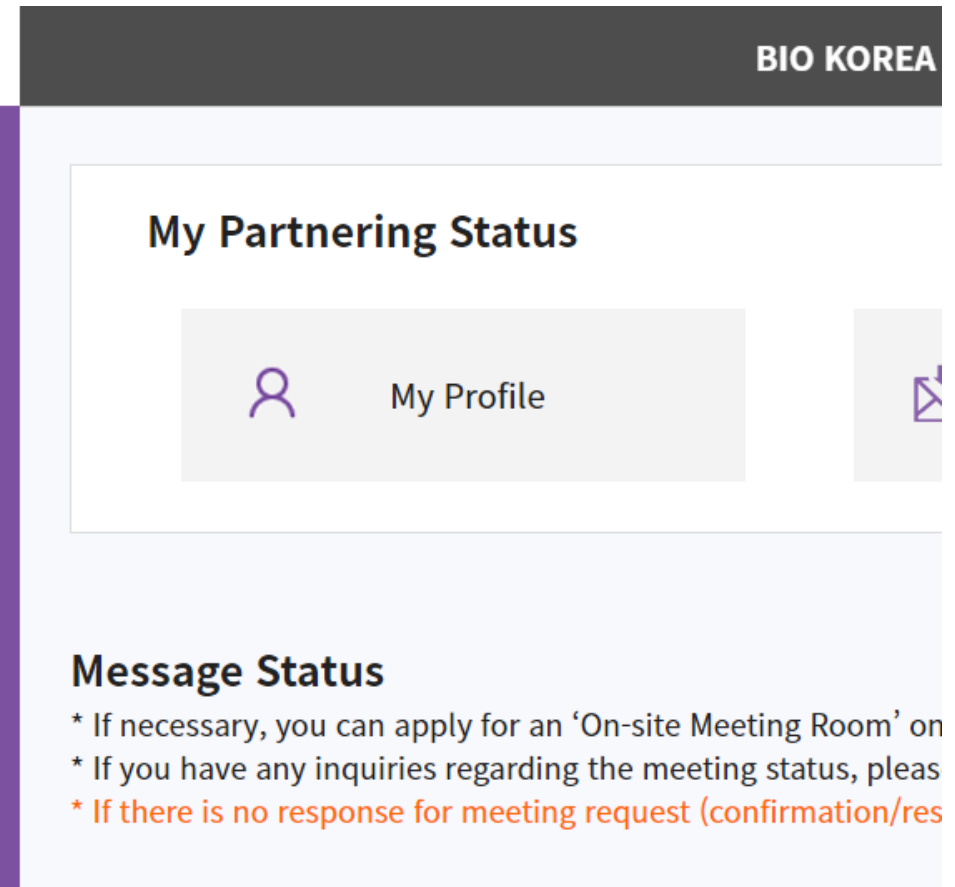
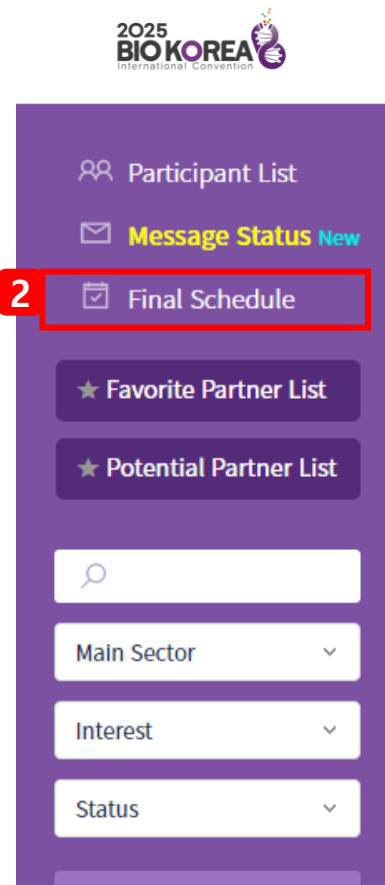
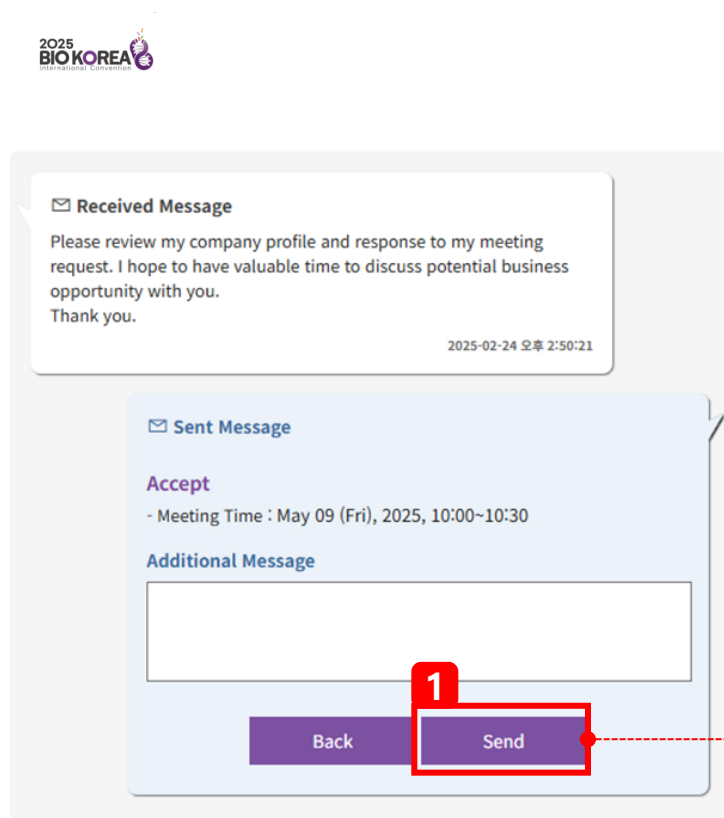
Back

Send

# Partnering Center

## Confirmed Meeting

Check the final confirmation at Final Schedule.



# Partnering Center

## Final Schedule

BIO KOREA   프로그램   등록   커뮤니티   파트너링   LOGOUT   MY PAGE

**Check Your Final Meeting Schedule**

- Home
- Participant List
- Message Status New
- Final Schedule

**Essential Guideline**

▶ Open On-site Meeting Guideline

Check the guideline for the meeting

**[Total Meeting]**

- Korean Standard Time : **Feb 20 (Thr) 12:23:47**

Check the Korean time and important notice

	May 7(Wed)	May 8(Thu)
<p><b>10:00</b> 10:30</p>	<p><b>BIO KOREA</b></p> <p>👤 Jay Chung</p> <p>📍 S_002</p>	
<p><b>10:30</b> 11:00</p>		
<p><b>11:00</b> 11:30</p>		
<p><b>11:30</b> 12:00</p>		
<p><b>12:00</b> 12:30</p>		
<p><b>12:00</b> 12:30</p>		

Check Final Schedule

Request Re-scheduling : Send a rescheduling message  
To Follo-up Meeting : Send a Message

To Follo-up Meeting : Send a Message

**BIO KOREA**

👤 Attendee Jay Chung

📅 Date & Time May 07 (Wed) 10:00-10:30

📍 Place S\_002

---

📧 Sent Message

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.

2025-02-10 오후 2:13:55

---

📧 Received Message

**Confirmed**

2025-02-10 오후 5:52:15

---

📧 Sent Message

Request Re-scheduling  
 To Follow-up Meeting