

Korea Character Licensing Fair 2025

Business Connecting

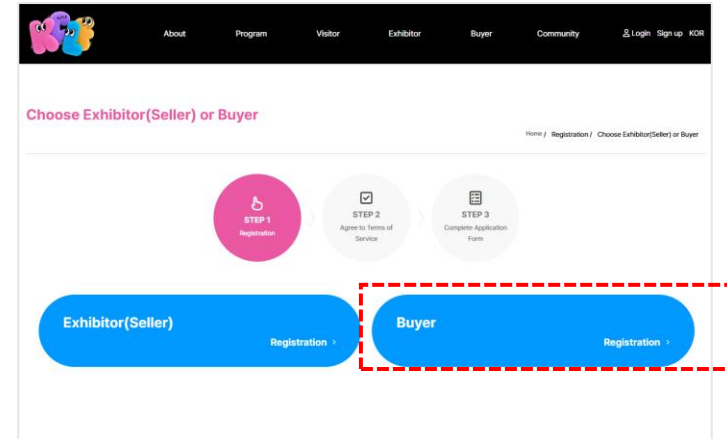
———— **Buyer** Manual ————



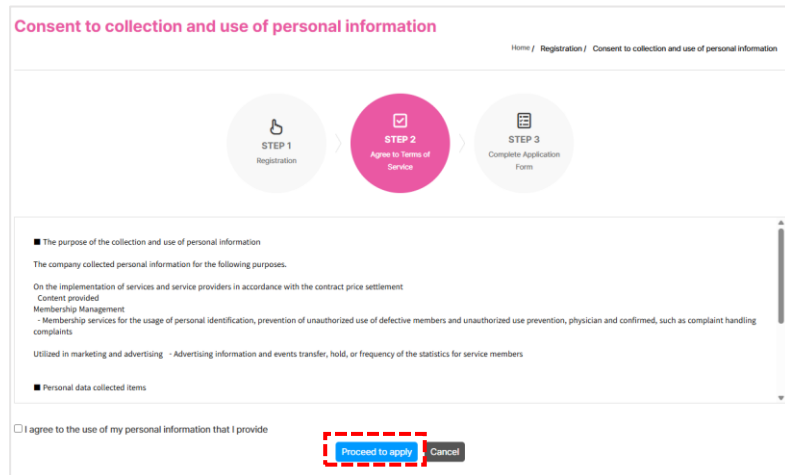
(1) Sign Up



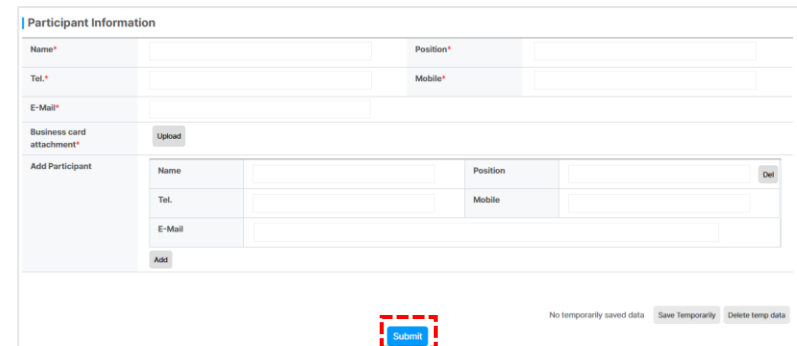
(2) Click Buyer



(3) Consent to Collection and Use of Personal Information

The image shows the 'Consent to collection and use of personal information' page. The header is the same as the previous pages. The main content area has a title 'Consent to collection and use of personal information' and a breadcrumb 'Home / Registration / Consent to collection and use of personal information'. Below the title, there are three steps: STEP 1 Registration, STEP 2 Agree to Terms of Service, and STEP 3 Complete Application Form. The 'STEP 2 Agree to Terms of Service' button is highlighted with a red dashed box. Below the steps, there is a section titled 'The purpose of the collection and use of personal information' with a scrollable text area. At the bottom, there is a checkbox 'I agree to the use of my personal information that I provide' and a 'Proceed to apply' button, which is highlighted with a red dashed box.

(4) Application Completion

The image shows the 'Participant Information' form. The header is the same as the previous pages. The main content area has a title 'Participant Information'. Below the title, there is a form with fields for Name*, Position*, Tel.*, Mobile*, and E-Mail*. There is also a section for 'Business card attachment*' with an 'Upload' button. At the bottom, there is a 'Submit' button, which is highlighted with a red dashed box. There are also links for 'No temporarily saved data', 'Save Temporarily', and 'Delete temp data'.

Enter the required information for the business meeting application.
(*Fields marked with an asterisk are mandatory.)

Go to the My Page main screen.

Member Info

You can update your password.

Edit My Info

You can edit your participation information (company details, contact person information, etc.).

Change Available Times

You can set your available times for meetings.

Request Biz-Match

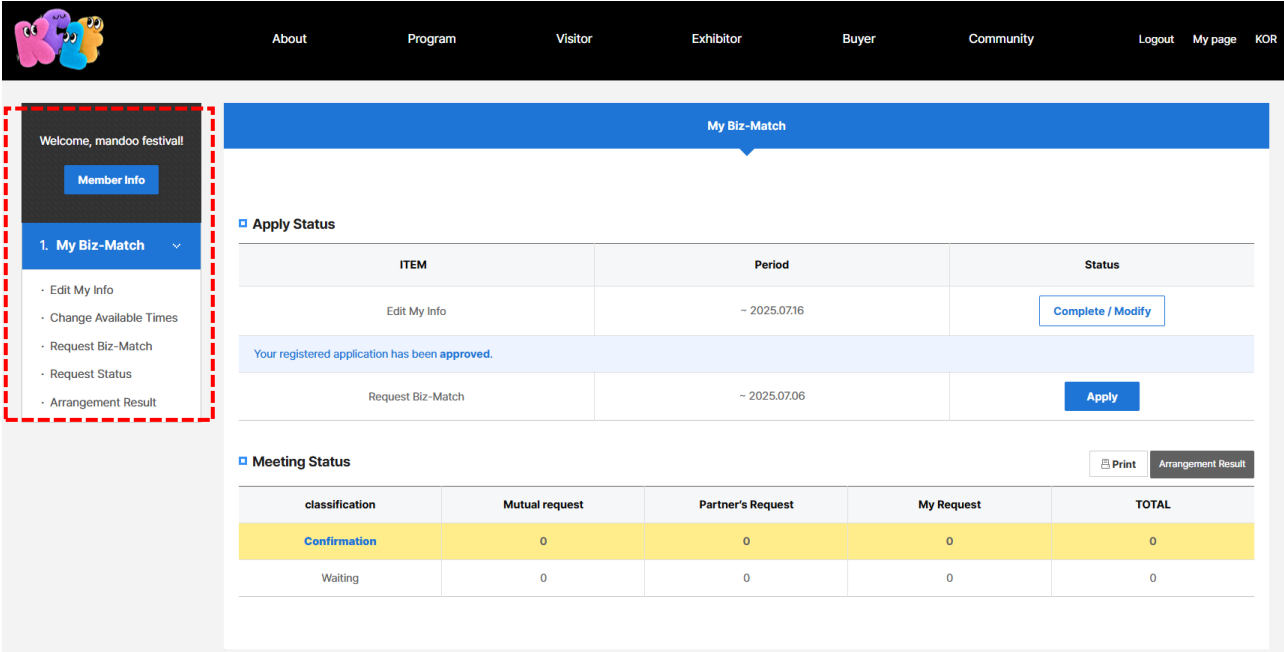
You can search for companies you wish to meet with and submit a meeting request.

Request Status

You can check the status of your meeting requests.

Arrangement Result

You can view the confirmed meetings.



The images shown are sample images and may differ from the actual screens.

My Page – Change Available Times



You can set your available time slots for meetings.
Meetings will be arranged only within the time slots you mark as “available.”
By default, all time slots are marked as available. If you uncheck a slot, it will be set as “unavailable.”
(Changes are saved automatically when you click a time slot.)

1. My Biz-Match ▾

• Edit My Info

• Change Available Times

• Request Biz-Match

• Request Status

• Arrangement Result

Change Available Times

Home / Mypage / Change Available Times

mandoo festival

Meeting Schedule

☒ Available Time

☐ Meeting Unavailable

☒ Arranged Time

When you click the meeting time, the changes will be saved in real time.

Date: 07-17

Unblock All

Block All

☒ 10:30 - 10:55

☒ 11:00 - 11:25

☒ 11:30 - 11:55

☒ 13:00 - 13:25

☒ 13:30 - 13:55

☒ 14:00 - 14:25

☒ 14:30 - 14:55

☒ 15:00 - 15:25

☒ 15:30 - 15:55

☒ 16:00 - 16:25

Date: 07-18

Unblock All

Block All

☒ 10:30 - 10:55

☒ 11:00 - 11:25

☒ 11:30 - 11:55

☒ 13:00 - 13:25

☒ 13:30 - 13:55

☒ 14:00 - 14:25

☒ 14:30 - 14:55

☒ 15:00 - 15:25

☒ 15:30 - 15:55

☒ 16:00 - 16:25

Date: 07-19

Unblock All

Block All

☒ 10:30 - 10:55

☒ 11:00 - 11:25

☒ 11:30 - 11:55

☒ 13:00 - 13:25

☒ 13:30 - 13:55

☒ 14:00 - 14:25

☒ 14:30 - 14:55

☒ 15:00 - 15:25

☒ 15:30 - 15:55

☒ 16:00 - 16:25

Date: 07-20

Unblock All

Block All

☒ 10:30 - 10:55

☒ 11:00 - 11:25

☒ 11:30 - 11:55

☒ 13:00 - 13:25

☒ 13:30 - 13:55

☒ 14:00 - 14:25

☒ 14:30 - 14:55

☒ 15:00 - 15:25

☒ 15:30 - 15:55

☒ 16:00 - 16:25

The images shown are sample images and may differ from the actual screens.
The Business Connecting will take place only on the 17th and 18th this year.

My Page – Request Biz-Match

- 1

Search for the companies you wish to meet with in the participant list.
- 2

Check the company’s [Details], and if you wish to request a meeting, click [Request Meeting].

1. My Biz-Match

Edit My Info

Change Available Times

Request Biz-Match

Request Status

Arrangement Result

My Biz-Match

My page

Edit My Info

Change Available Times

Request Biz-Match

Request Status

Arrangement Result

Exhibitor(Seller) List

HOME / Request / Exhibitor(Seller) List

Company Name

Search

#	Company Name	Website	Business Field	Details
1	COEX 주식회사 코엑스	www.cybercoex.co.kr	Licensing	Details

<

1

>

Details

HOME / Request / Details

Go back

Request

COEX

Company Information

Company Name	COEX	CEO	Dong gi Lee
Yel.	02-6000-1046	E-Mail	
Website	www.cybercoex.co.kr	Date of Establishment	
Number of Employees			
2024 Revenue			
Major Achievements in the Last 3 Years (Up to 5)			

The images shown are sample images and may differ from the actual screens.

My Page – Request Status

- 1 Request Status : Depending on who made the request, it will be labeled as either My Request or Mutual Request.
- **My Request** : When you have requested a meeting (the other party has not yet accepted or declined.)
 - **Mutual Request**: When the other party has accepted your request.

- 2 Action : Cancel (Withdrawal)

- 3 Priority : You can adjust the priority of your My Requests using the ▲▼ buttons.

1. My Biz-Match ▾

• Edit My Info

• Change Available Times

• Request Biz-Match

• Request Status

• Arrangement Result

Meeting Request Status

HOME / Meeting Request Status

Meeting Arrangement List

Exhibitor(Seller) List

#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
---	-----------	-----------	--------------	----------------	--------	----------

Meeting Arrangement Waiting List

Available 30 requests at most

123

#	Date/Time	Booth No.	Company Name	Request Status	Action	Priority
No arrangement waiting details						

The images shown are sample images and may differ from the actual screens.

My Page – Arrangement Result

- 1
- After the meeting request period closes, the administrator will finalize and announce the confirmed meeting schedule.
Initially, the schedule will appear empty. Once the event organizer confirms the actual arrangements, including time and booth assignment, the confirmed meetings will be displayed in the timetable.

1. My Biz-Match

Edit My Info

Change Available Times

Request Biz-Match

Request Status

Arrangement Result

Arrangement Schedule

HOME / 마이페이지 / 주선 결과 확인

micehubtest (micehubtest)										
Meeting Schedule										
Date	07-17									
Time	10:30	11:00	11:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Confirmed Meeting										
Date	07-18									
Time	10:30	11:00	11:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Confirmed Meeting										
Date	07-19									
Time	10:30	11:00	11:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Confirmed Meeting										
Date	07-20									
Time	10:30	11:00	11:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Confirmed Meeting										

참석불가 시간 : Arranged Time
(Please refer to the table below for scheduled company.)

Meeting Details				
#	상담일시	부스	회사명	신청
07-17 (1)	07-17 11:00 ~ 11:25		puppy kingdom	나의 신청

주선 대기중 목록보기

The images shown are sample images and may differ from the actual screens.

Q1 Can I check the timetable immediately after submitting my meeting request?

A No. Submitting a meeting request is part of the data collection process for arranging the meetings. The final timetable will be announced **after the system auto-matching and manual arrangement by the administrator are completed.**

Q2 Can I choose my preferred meeting time?

A No. You cannot select specific time slots. Meetings are arranged sequentially, starting from the earliest available slots, based on a first-come, first-served basis by the system.

Q3 Who sets the timetable and how?

A The timetable is created through **system auto-matching**, followed by **manual adjustment by the administrator** if needed. Priority is given in the following order:
Mutual Requests > Buyer Requests > Order of Submission.
If there are remaining unfilled slots after auto-matching, the administrator may manually arrange additional meetings by industry category for exhibitors with low booking numbers.

Q4 Will all my requested meetings appear on the timetable?

A Not necessarily. Popular companies may reach their maximum daily meeting limit, even if they receive a large number of requests. If a mutual request does not appear on the timetable but an individual request does, it means the other party's schedule is already full.

Q5 How can I increase my chances of securing meetings?

A Since the system arranges meetings automatically on a first-come, first-served basis, submitting your requests as early as possible is key.