



Member of the Global **IFSEC** Group

SECON 2019

International Security Exhibition & Conference



SECON / eGISEC 2019

Online Matchmaking System User Guide

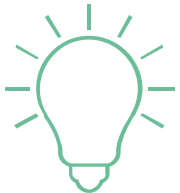
for EXHIBITORS

SECON / eGISEC 2019 Secretariat

What is Online Matchmaking System?

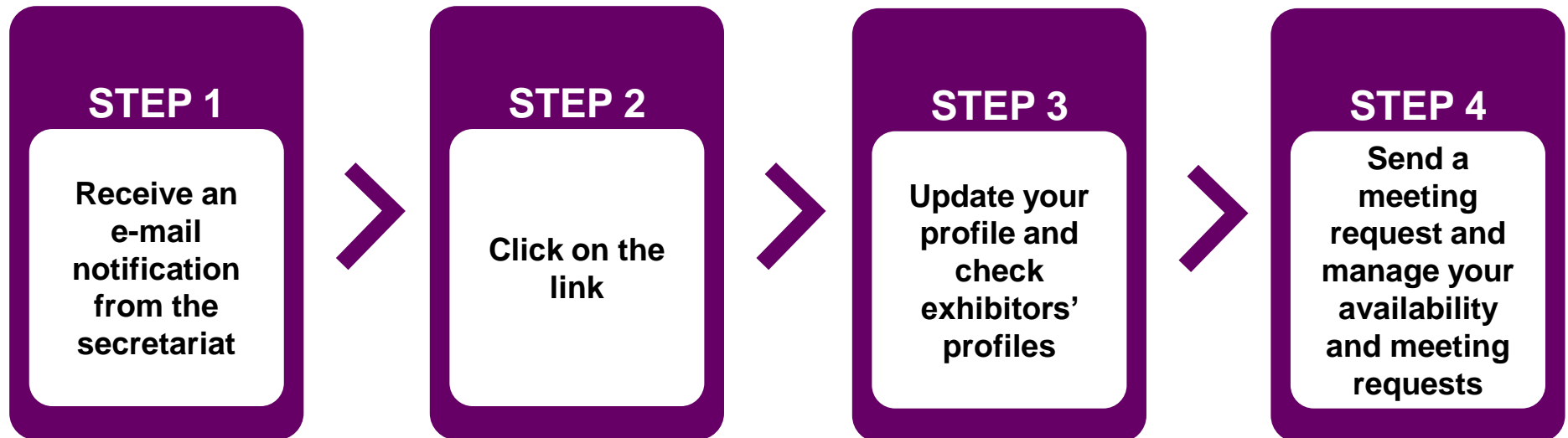
SECON / eGISEC 2019 provides **Online Match Making System** which enables exhibitors to arrange a meeting with visitors of SECON 2019 via online platform.

Take this opportunity to meet your potential business partners!



System inquiries:
SECON 2019 Secretariat
secon-matching@ubm.com

How to proceed **Online Matchmaking System**



1. Receive an email notification from the secretariat

SECON / eGISEC 2019 Secretariat has emailed a link of Online Matchmaking System to you. Please check the email address and subject below in your email inbox.

Email address: secon-matching@ubm.com

Email subject: **SECON/eGISEC 2019 – Matchmaking App Launched!**

- ✓ If you have not received an email notification yet, please contact SECON / eGISEC 2019 Secretariat (secon-matching@ubm.com).
- ✓ Please make sure that emails from the secretariat (secon-matching@ubm.com) should be delivered to your Inbox, never to scam email folder.

2. Click on 'Get to the list' in the email

Hi

You may have seen my previous email inviting you to access the meetings' app. You can book 30 minute 1-to-1 meetings with your target attendees via this app to expand your business prospects!

Let me give you a quick guide on how to access the app:

1. Login to your networking app at

<http://matching.seconexpo.com/?passcode>

2. Once logged in, you can use the dropdown menus or enter keywords into the search box to filter and narrow down relevant profiles based on your interests. This ranks the full list of attendees by placing profiles that match your interests at the top.

3. Click on the **Meet** button on a profile to initiate a meeting request. To increase the likelihood of acceptance, include your topic of discussion in the personal note.

4. Remember to cross out your unavailable time slots in your calendar and CONFIRM under **My schedule** page, so that others will know your availability.

Meetings scheduled with Hosted buyers will be held at Buyer Meeting Room Booth B120, while meetings with visitors will be held at your booth.

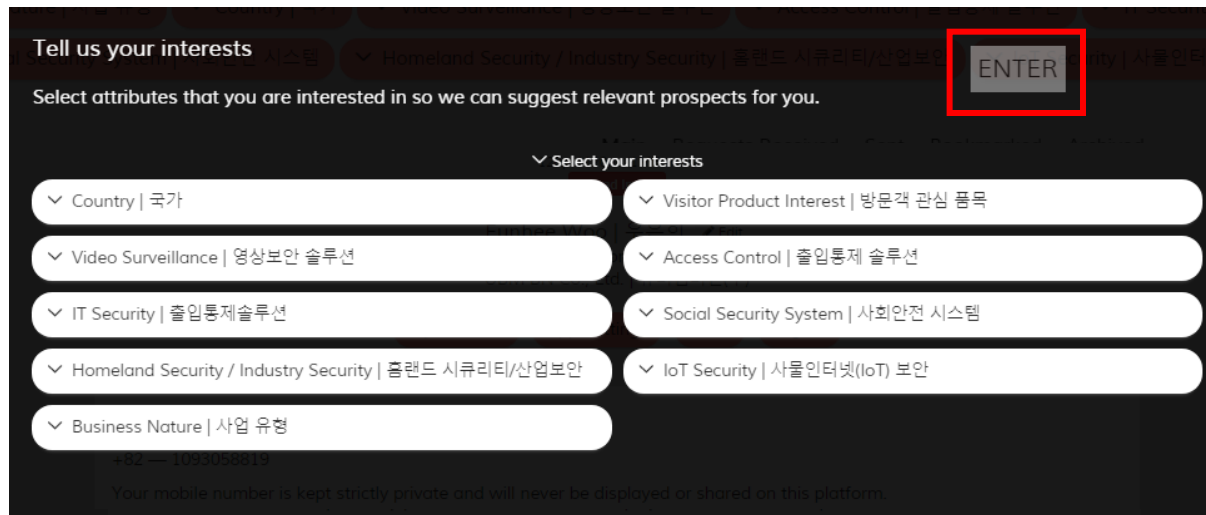
If you need help with the app, reply to this email or refer to the [FAQ](#) or drop me an email.

I look forward to your participation and have a good week ahead!

Best regards,
SECON Matching
SECON/eGISEC 2019

3. Choose attributes of attendees

- 1) Now you are accessing the platform!
- 2) According to the categories, choose attributes of visitors you want to meet.



Tell us your interests

Select attributes that you are interested in so we can suggest relevant prospects for you.

ENTER

▼ Select your interests

- ▼ Country | 국가
- ▼ Video Surveillance | 영상보안 솔루션
- ▼ IT Security | 출입통제 솔루션
- ▼ Homeland Security / Industry Security | 홈랜드 시큐리티/산업보안
- ▼ Business Nature | 사업 유형
- ▼ Visitor Product Interest | 방문객 관심 품목
- ▼ Access Control | 출입통제 솔루션
- ▼ Social Security System | 사회안전 시스템
- ▼ IoT Security | 사물인터넷(IoT) 보안

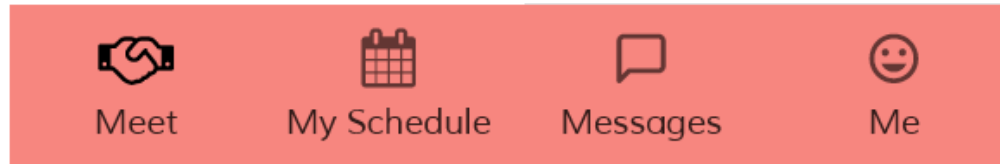
432 — 109-3058819

Your mobile number is kept strictly private and will never be displayed or shared on this platform.

- 3) After choosing the attributes, **Click on 'Load my list**

※ Visitors who are relevant to you will be at the top of the list.
Visitors who are not relevant will be at the bottom.

4. Menu



1) Meet

- See SECON/eGISEC 2019 visitors' profile who use Online Matchmaking System
- Search visitors by interests and Request a meeting

2) My Schedule

- Arrange a meeting time that you are available
- See your confirmed meeting date, time and place

3) Messages

- Send message to visitors who have confirmed the meeting

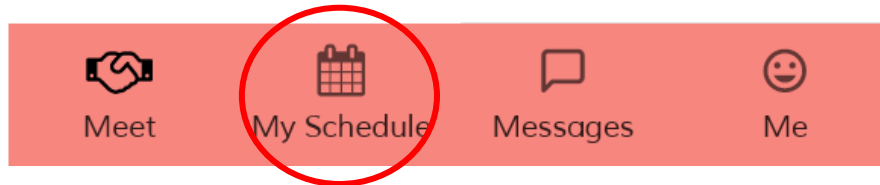
4) Me

- Update my profile, company information and meeting interests

5. Click on 'My schedule'

Please arrange a meeting time.

1) Please click 'My schedule' at the bottom right of webpage.



2) Please tick your available meeting date and time to make them being yellow. And then, click on 'Confirm' to save the changes.

✓ 11:00	Yellow: available
✗ 13:00	Grey: unavailable
✓ 14:00	Green: confirmed

06 Mar 19 Thu, 07 Mar 19 Fri, 08 Mar 19 Pending Time availability

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 30 minutes.

Green highlights below indicates meetings are scheduled at the timeslot.

CONFIRMED

Wednesday, 06 March 2019

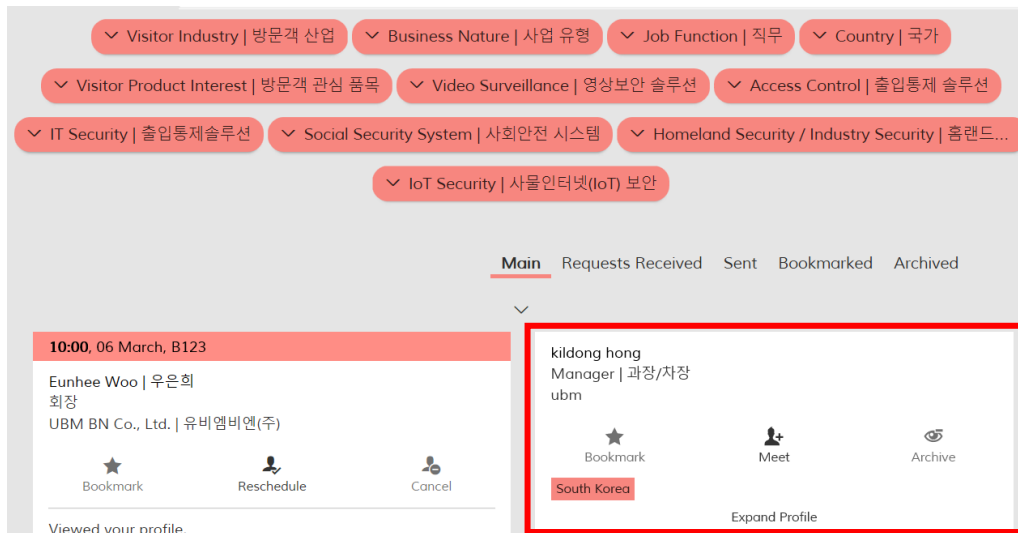
✓ 10:00	✓ 10:30	✓ 11:00	✓ 11:30
✓ 12:00	✗ 12:30	✓ 13:00	✓ 13:30
✓ 14:00	✗ 14:30	✓ 15:00	✗ 15:30
✓ 16:00	✓ 16:30		

Thursday, 07 March 2019

✓ 10:00	✓ 10:30	✓ 11:00	✓ 11:30
✓ 12:00	✗ 12:30	✗ 13:00	✓ 13:30
✓ 14:00	✓ 14:30	✓ 15:00	✓ 15:30
✓ 16:00	✓ 16:30		

6. See visitors' profile

- 1) Check the search result based on your interests.
- 2) If you want to see more information of your desired visitors, click on 'Expand profile'



Visitor Industry | 방문객 산업 | Business Nature | 사업 유형 | Job Function | 직무 | Country | 국가

Visitor Product Interest | 방문객 관심 품목 | Video Surveillance | 영상보안 솔루션 | Access Control | 출입통제 솔루션

IT Security | 출입통제솔루션 | Social Security System | 사회안전 시스템 | Homeland Security / Industry Security | 홈랜드...

IoT Security | 사물인터넷(IoT) 보안

Main | Requests Received | Sent | Bookmarked | Archived

10:00, 06 March, B123

Eunhee Woo | 우은희
회장
UBM BN Co., Ltd. | 유비엠비엔(주)

Bookmark | Reschedule | Cancel

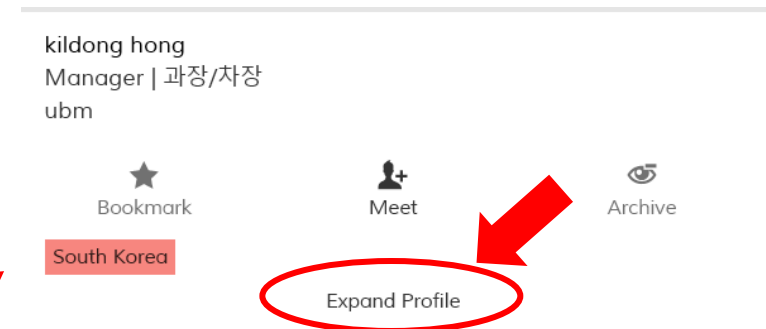
Viewed your profile.

kildong hong
Manager | 과장/차장
ubm

Bookmark | Meet | Archive

South Korea

Expand Profile



kildong hong
Manager | 과장/차장
ubm

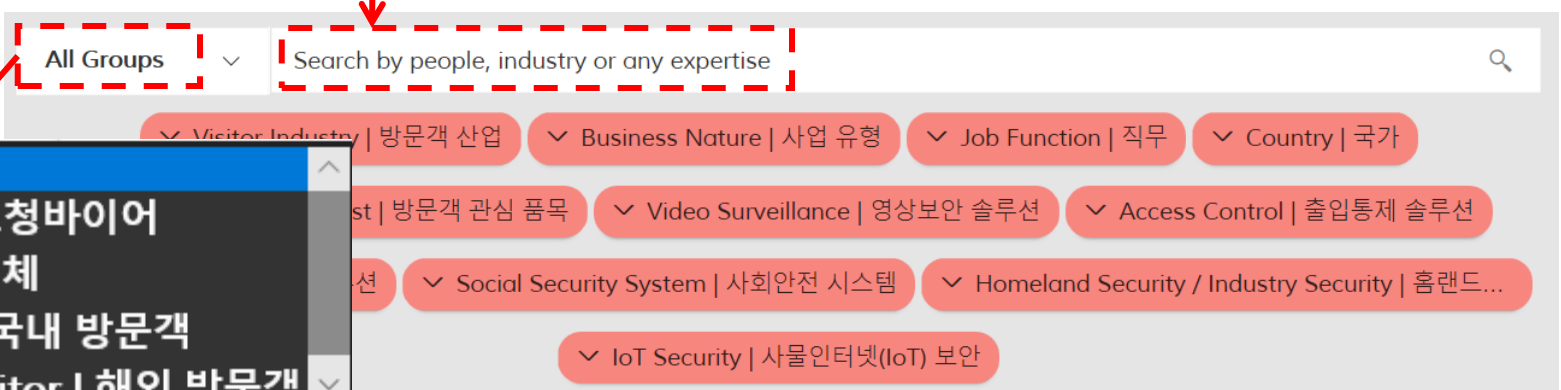
★ Bookmark | 👤 Meet | 👁 Archive

South Korea

Expand Profile

6. See visitors' profile

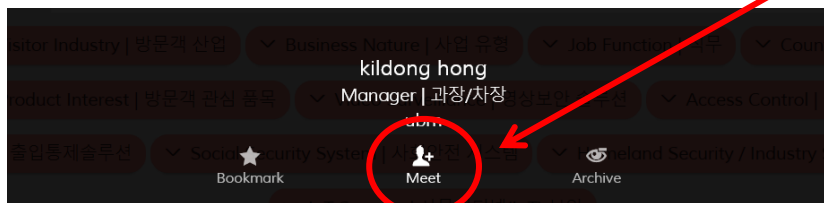
- 3) You can sort your area of interests into the 11 categories.
- 4) You can filter the profiles by Hosted Buyer / Korean Visitor / International Visitor.
- 5) You can also use search box.



The screenshot shows a search and filter interface. A red dashed box highlights the search bar containing the text "Search by people, industry or any expertise" and a search icon. A red arrow points from the search bar to a dropdown menu. The dropdown menu is titled "All Groups" and lists the following options: "Hosted Buyer | 초청바이어", "Exhibitor | 참가업체", "Korean Visitor | 국내 방문객", and "International Visitor | 해외 방문객". Another red arrow points from the "All Groups" dropdown to the "All Groups" text in the search bar. Below the search bar, there are several filter buttons with dropdown arrows, including "Visitor Industry | 방문객 산업", "Business Nature | 사업 유형", "Job Function | 직무", "Country | 국가", "Video Surveillance | 영상보안 솔루션", "Access Control | 출입통제 솔루션", "Social Security System | 사회안전 시스템", "Homeland Security / Industry Security | 홈랜드...", and "IoT Security | 사물인터넷(IoT) 보안".

7. Arrange a meeting

- 1) To send a meeting request, click on 'Meet'.
- 2) Enter personal note and finally click on 'Send meeting request'.



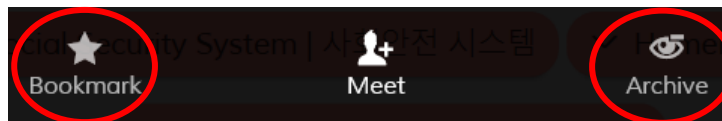
Description & Website

-

Web Search

Visitor Industry | 방문객 산업

Agriculture | 농업



✓ You can save an attendee's profile by **'Bookmark'** or **'Archive'**

To: kildong hong

✓ Please include a personal note on why do you want to meet him/her
Enter personal note here

✓ Select your interests in meeting him/her

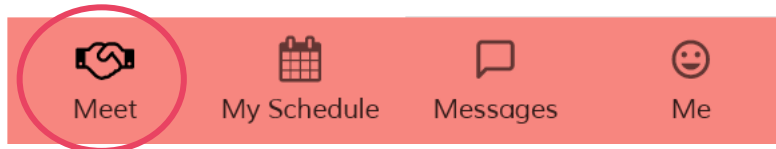
Business Nature | 사업 유형
Government/Municipalities/Public Institutions/Military/Police | 정부기관/지자체/공공기관

Visitor Industry | 방문객 산업
Agriculture | 농업
IT Security | 출입통제솔루션
Ransom Ware | 랜섬웨어

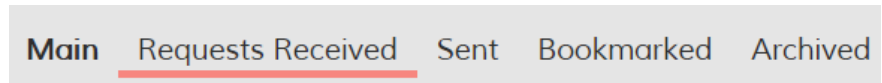
Send meeting request

8. Accept / Decline Meeting request

1) Click on 'Meet' at the bottom right of webpage.



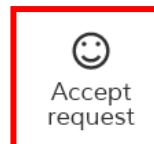
2) Go on to 'Requests Received'.



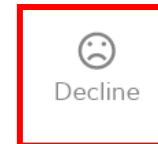
3) Accept or Decline the meeting request received

Jamie Kim
Sale executive
UBM Korea Corporation

★
Bookmark



or

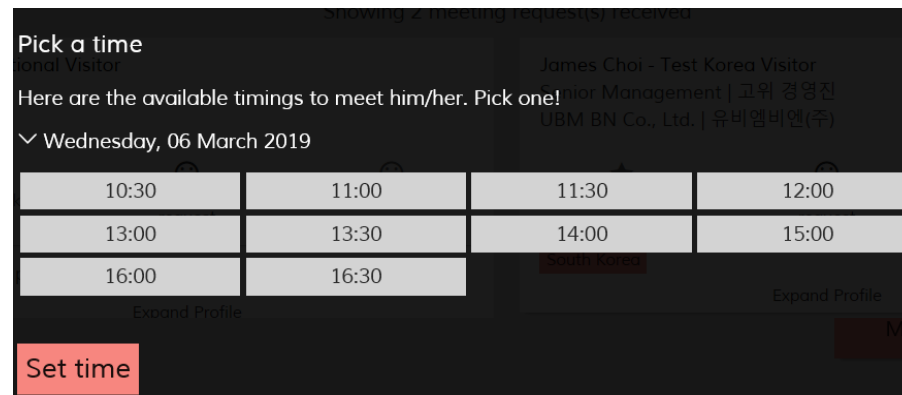


Viewed your profile.

Expand Profile

8. Accept / Decline Meeting request

4) Accept Meeting request → Select an available meeting time and click on **'Set time'**



Pick a time

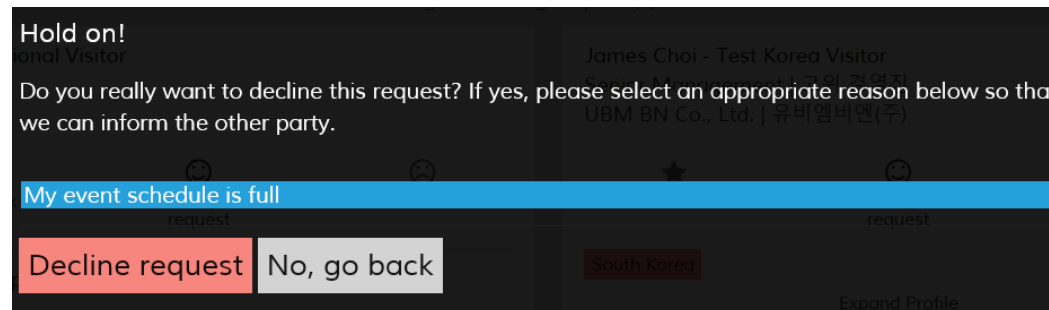
Here are the available timings to meet him/her. Pick one!

Wednesday, 06 March 2019

10:30	11:00	11:30	12:00
13:00	13:30	14:00	15:00
16:00	16:30		

Set time

5) Decline Meeting request → Select an reason and click on **'Decline request'**



Hold on!

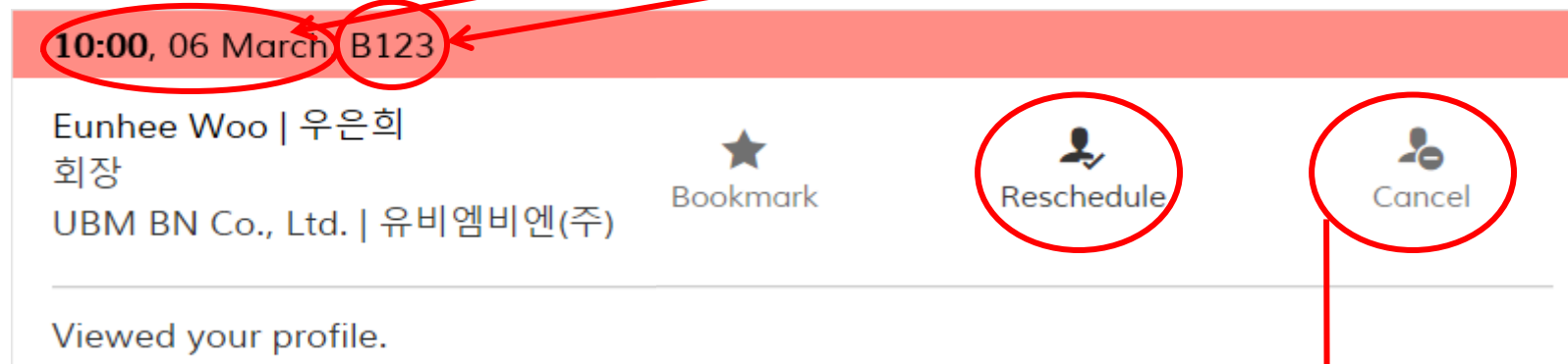
Do you really want to decline this request? If yes, please select an appropriate reason below so that we can inform the other party.

My event schedule is full

Decline request No, go back

9. Arranged Meeting

1) Check the arranged meeting schedule and place



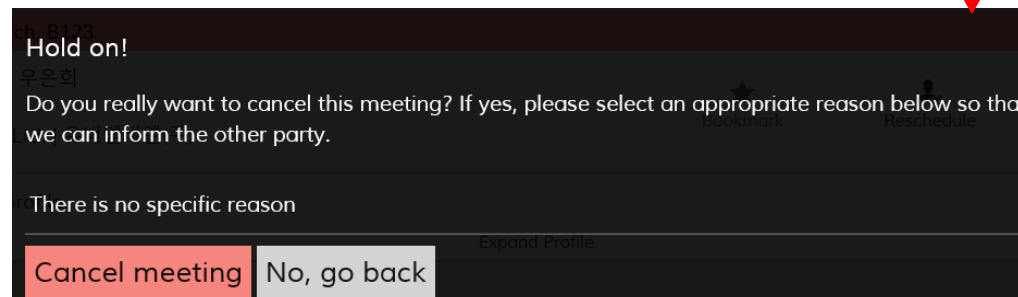
10:00, 06 March B123

Eunhee Woo | 우은희
회장
UBM BN Co., Ltd. | 유비엠비엔(주)

Bookmark Reschedule Cancel

Viewed your profile.

2) Choose the reason why you want to cancel the meeting in the dropdown and click **"Cancel meeting"**



Hold on!

우은희

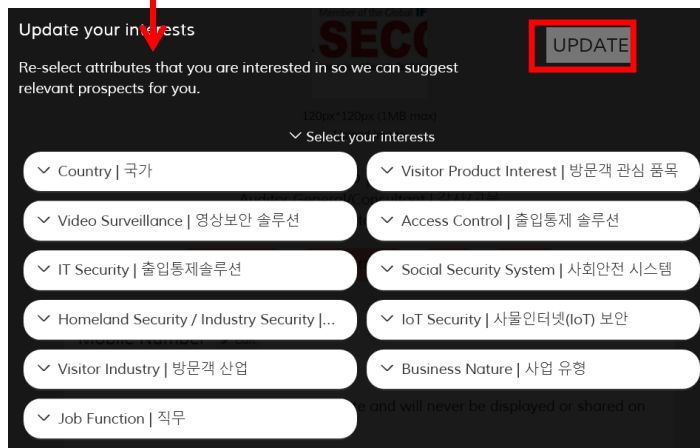
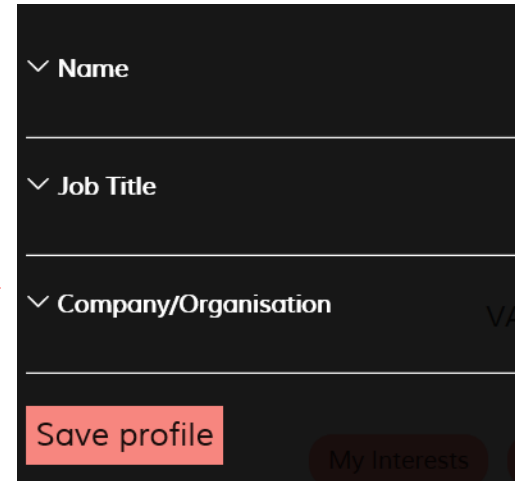
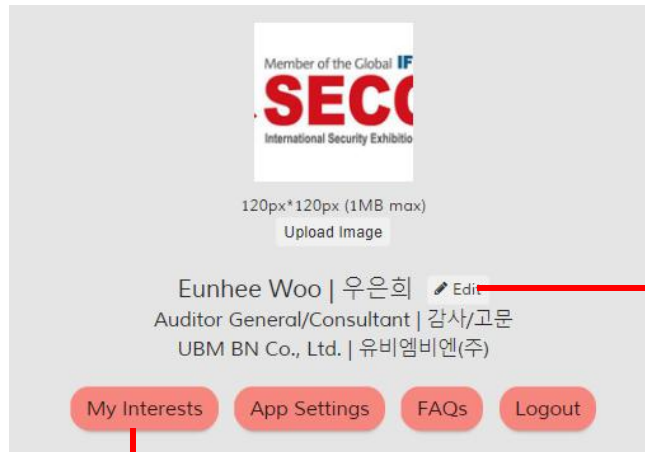
Do you really want to cancel this meeting? If yes, please select an appropriate reason below so that we can inform the other party.

There is no specific reason

Cancel meeting No, go back

Expand Profile

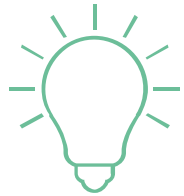
9. Update my profile



- ✓ Update 'personal details' and 'company details'
- ✓ Mobile number is required to receive SMS reminder for confirmed meetings
- ✓ Click on 'Save'

Please note:

- ✓ **Meeting Place:**
 - With **Visitors**: at **your booth**
 - With **Hosted Buyers**: at the **Buyer Meeting Room(Booth No. B120)**
- ✓ Please be prompt for the meeting at the meeting place.
- ✓ Please always check emails from the secretariat (secon-matching@ubm.com) as the secretariat will email to inform you meeting request you have received or confirmed meeting.
 - ✳ **You may not be able to get the information if you block an email from the secretariat.**
- ✓ In order to increase your business opportunities, please do not hesitate to send a meeting request if there is an visitor you are interested in.
- ✓ Please **accept or decline a meeting request you received within a week** to manage other meeting schedules effectively.



System inquiries

SECON / eGISEC 2019 Secretariat

Email: secon-matching@ubm.com