



Member of the Global **IFSEC** Group

SECON 2019

International Security Exhibition & Conference



SECON / eGISEC 2019

Online Matchmaking System User Guide

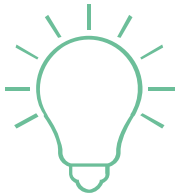
for VISITORS

SECON / eGISEC 2019 Secretariat

What is Online Matchmaking System?

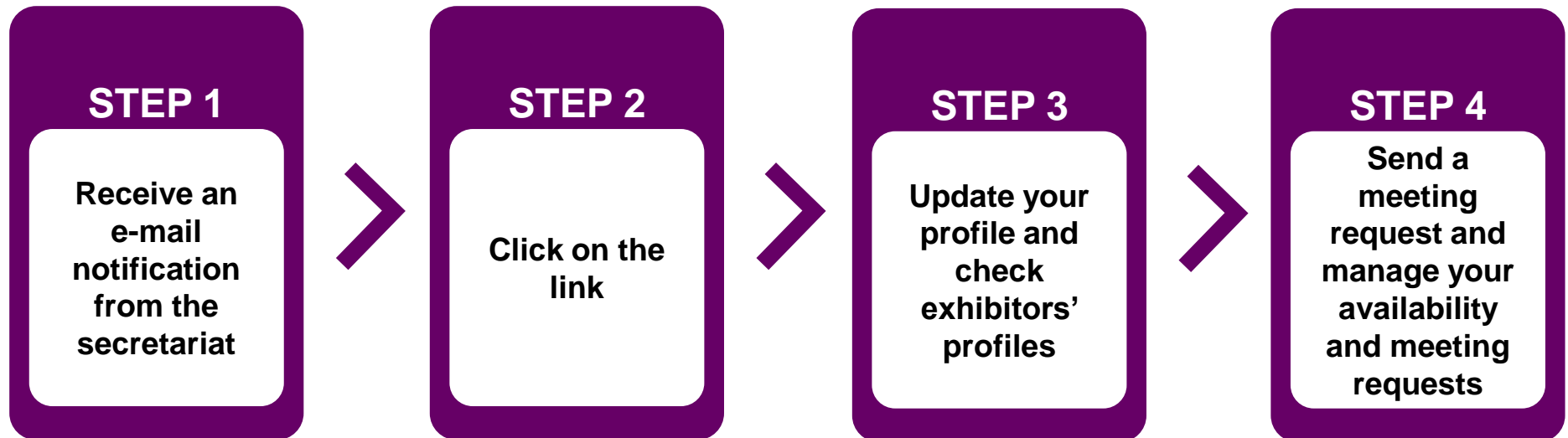
SECON / eGISEC 2019 provides **Online Match Making System** which enables visitors to arrange a meeting with exhibitors of SECON 2019 via online platform.

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: Introduction to 1-1 meetings app for SECON/eGISEC 2019!

- ✓ 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 the link in the email

Dear

You may have seen my previous email inviting you to access the meetings' app. 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 exhibitors 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 exhibitors 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.

****Meeting will be held at the exhibitor's booth.***

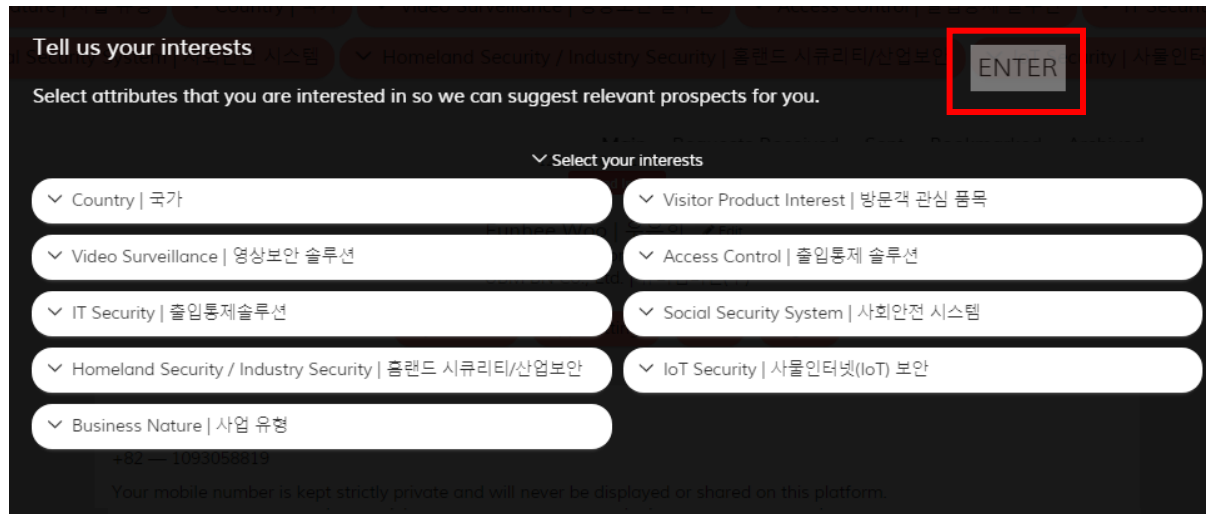
If you need help with the app, reply to this email or refer to the [FAQ](#) or drop me an email.

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

Best regards,
SECON Matching
SECON/eGISEC 2019

3. Choose attributes of Exhibitors

- 1) Now you are accessing the platform!
- 2) According to the categories, choose attributes of exhibitors 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 | 출입통제솔루션
- ▼ 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

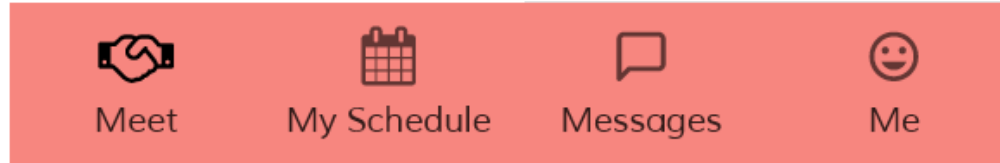
432 — 109-3058819

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**

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

4. Menu



1) Meet

- See SECON/eGISEC 2019 exhibitors' profile
- Search exhibitors 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 exhibitors who have confirmed the meeting

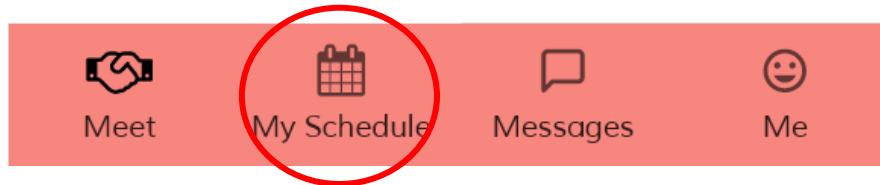
4) Me

- 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

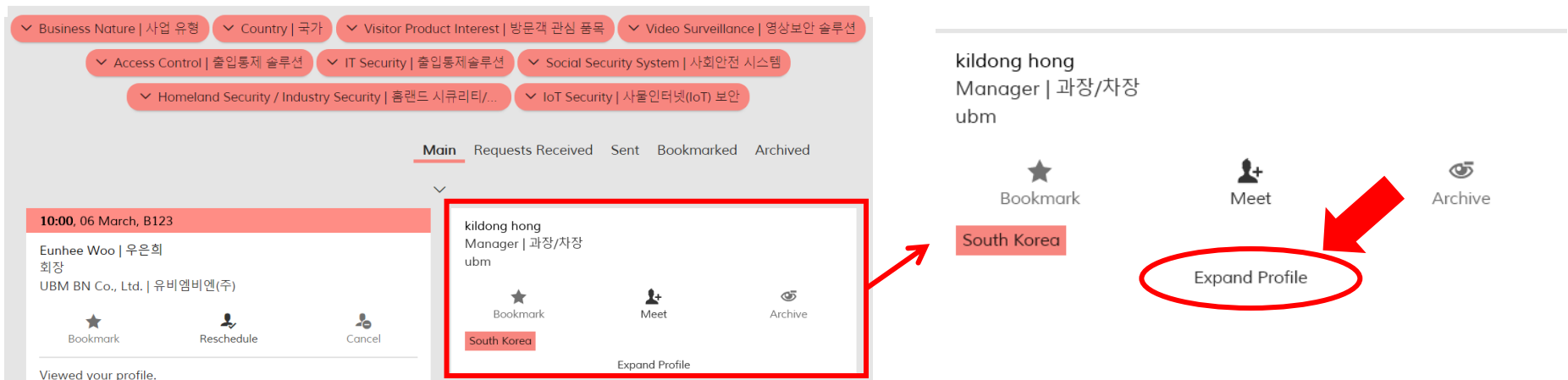
✓ 10:00	✓ 10:30	✓ 11:00	✓ 11:30
✓ 12:00	✗ 12:30	✓ 13:00	✓ 13:30
✓ 14:00	✗ 14:30	✓ 15:00	✗ 15:30
✓ 16:00	✓ 16:30		

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 Exhibitors' profile

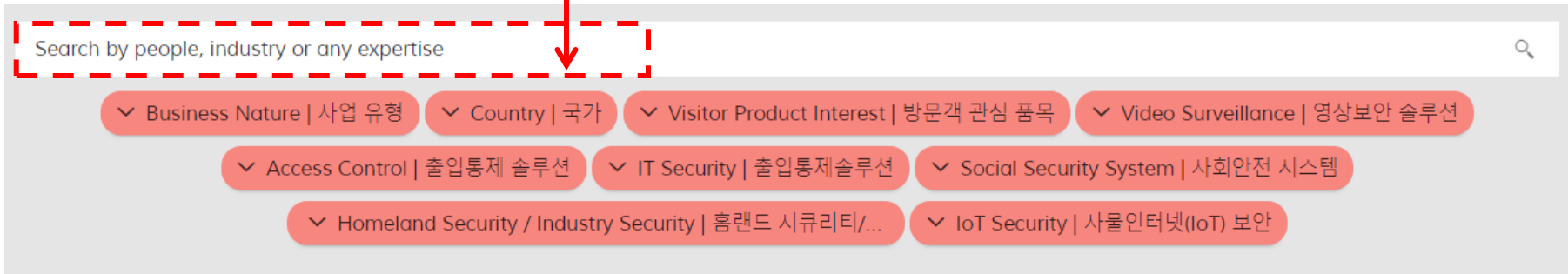
- 1) Check the search result based on your interests.
- 2) If you want to see more information of your desired exhibitors, click on 'Expand profile'



The screenshot shows a search results page for exhibitors. At the top, there are several filter buttons: Business Nature | 사업 유형, Country | 국가, Visitor Product Interest | 방문객 관심 품목, Video Surveillance | 영상보안 솔루션, Access Control | 출입통제 솔루션, IT Security | 출입통제 솔루션, Social Security System | 사회안전 시스템, Homeland Security / Industry Security | 홈랜드 시큐리티/..., and IoT Security | 사물인터넷(IoT) 보안. Below the filters, there are tabs for Main, Requests Received, Sent, Bookmarked, and Archived. A search result for 'kildong hong' is highlighted with a red box. The result shows the name 'kildong hong', title 'Manager | 과장/차장', and company 'ubm'. Below this, there are icons for Bookmark, Meet, and Archive, and a 'South Korea' tag. A red arrow points from the 'Expand Profile' link below the result to a larger view of the profile on the right. In this larger view, the 'Expand Profile' button is circled in red, and a red arrow points to it from the right. The larger view also shows the 'South Korea' tag and the 'Meet' icon.

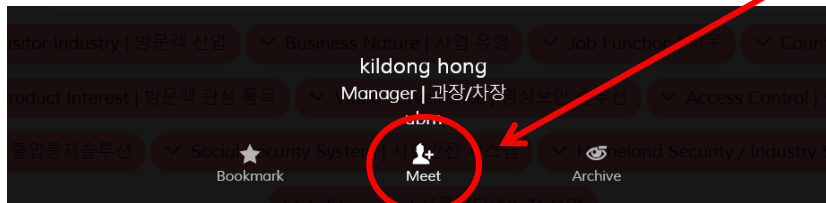
6. See Exhibitors' profile

- 3) You can sort your area of interests into the 9 categories.
- 4) You can also use search box.



7. Arrange a meeting

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



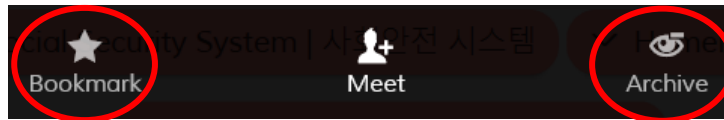
Description & Website

-

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

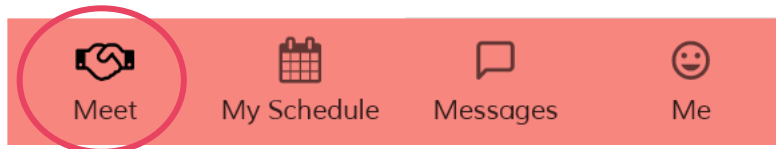
Send meeting request

Cancel

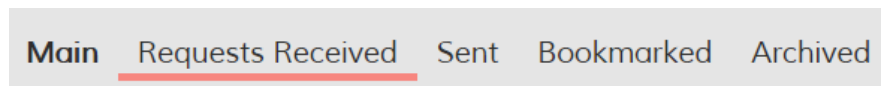
South Korea

8. Accept / Decline Meeting request

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



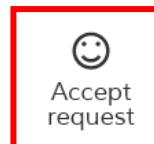
2) Go on to 'Requests Received'.



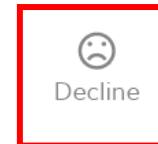
3) Accept or Decline the meeting request received

Jamie Kim
Sale executive
UBM Korea Corporation

★
Bookmark



or

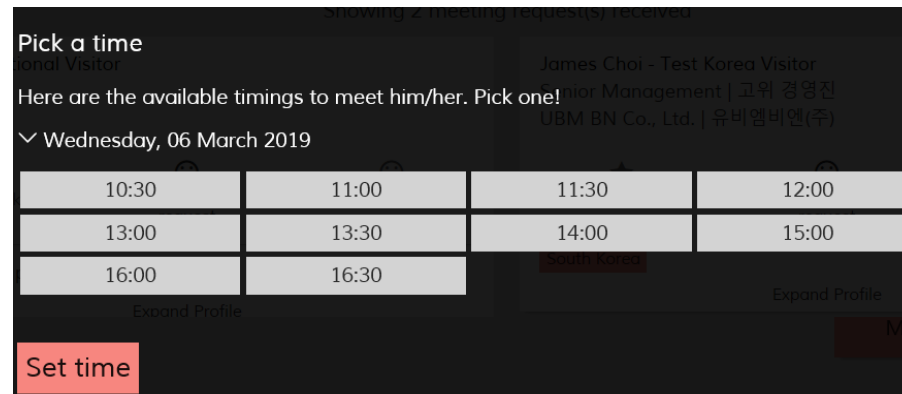


Viewed your profile.

Expand Profile

8. Accept / Decline Meeting request

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



Pick a time

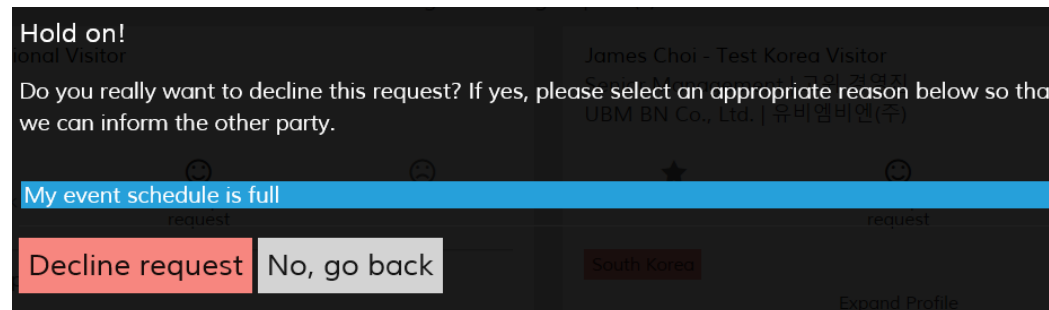
Here are the available timings to meet him/her. Pick one!

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

2) Decline Meeting request → Select a 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

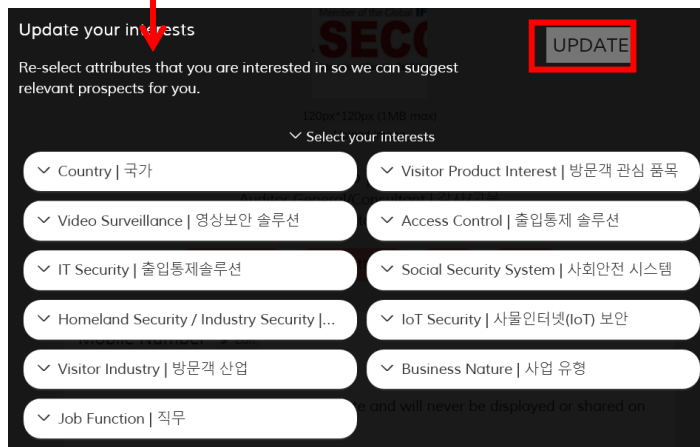
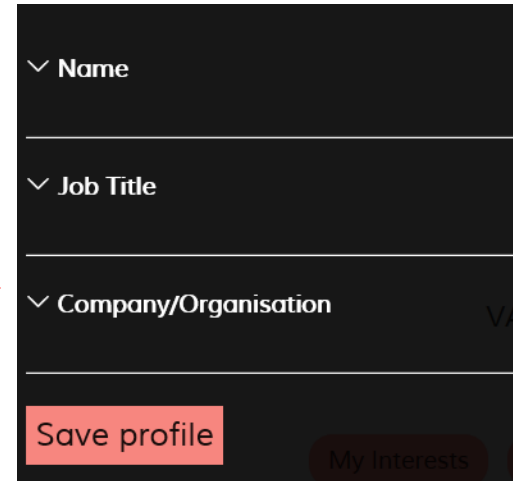
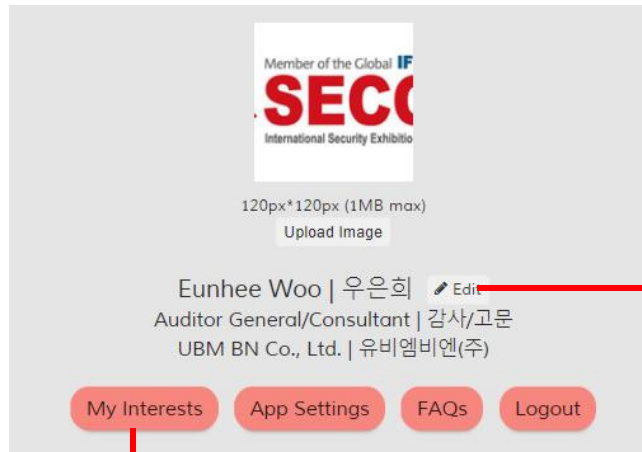
1) Check the arranged meeting schedule and place

The screenshot shows a meeting card with a red header bar containing the text "10:00, 06 March B123". Below the header, the meeting details are listed: "Eunhee Woo | 우은희", "회장", and "UBM BN Co., Ltd. | 유비엠비엔(주)". To the right of the details are three icons: a star for "Bookmark", a person with a checkmark for "Reschedule", and a person with a minus sign for "Cancel". The "Reschedule" and "Cancel" icons are circled in red. A red arrow points from the "Cancel" icon to a dropdown menu shown in the next block. Below the meeting details, the text "Viewed your profile." is visible.

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

The dialog box has a dark background and contains the following text: "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.", and "There is no specific reason". At the bottom, there are two buttons: "Cancel meeting" (highlighted in red) and "No, go back". A red arrow from the "Cancel" icon in the previous block points to the top of this dialog.

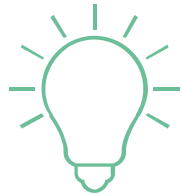
9. Update my profile



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

Please note:

- ✓ **All meetings** arranged by Online Matchmaking System **will take place at exhibitors booths.**
- ✓ 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 exhibitor 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