

How to request a meeting through 'Participants Hub'

- 1) How to request a meeting
- 2) How to **accept/reject/cancel** a meeting
- 3) How to view the confirmed meetings

Before accessing the 'Participants Hub,' ensure below:

- 1) You have completed the 'Biz Talk Zone Registration' by checking (V) on your 'My Page'.
- 2) You have completed the registration process, including payment of the registration fee.

The screenshot shows the APIC 2024 registration form. At the top, there is a navigation menu with links: About APIC, Program, Registration, Accommodation, Sponsorship, Notice/News, and Visit. On the right side, there are links for Log Out, My Page, and Contact Us. The 'My Page' link is highlighted with a yellow dashed box. Below the navigation, there is a dropdown menu for 'Member/Non-member(Others) *'. A red arrow points from this dropdown to a 'Biz Talk Zone Registration (Optional)' section, which is also highlighted with a yellow dashed box. This section contains a checkbox and the text: 'I agree to collect the information(Company Name, Interest Field, Company Brochure, and Website) for access to 'Participants Hub' to request personal meetings with others through the APIC 2024 website. *To access the 'Participants Hub' category, you must agree.' Below this section is a blue 'Next' button.

APIC 2024

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Member/Non-member(Others) *
※ For APIC Members, please sign up and register through your association.
Association & Contact info.

Company Name *

Designation/Position *

Mobile No. * + [] []

Dietary Preference *

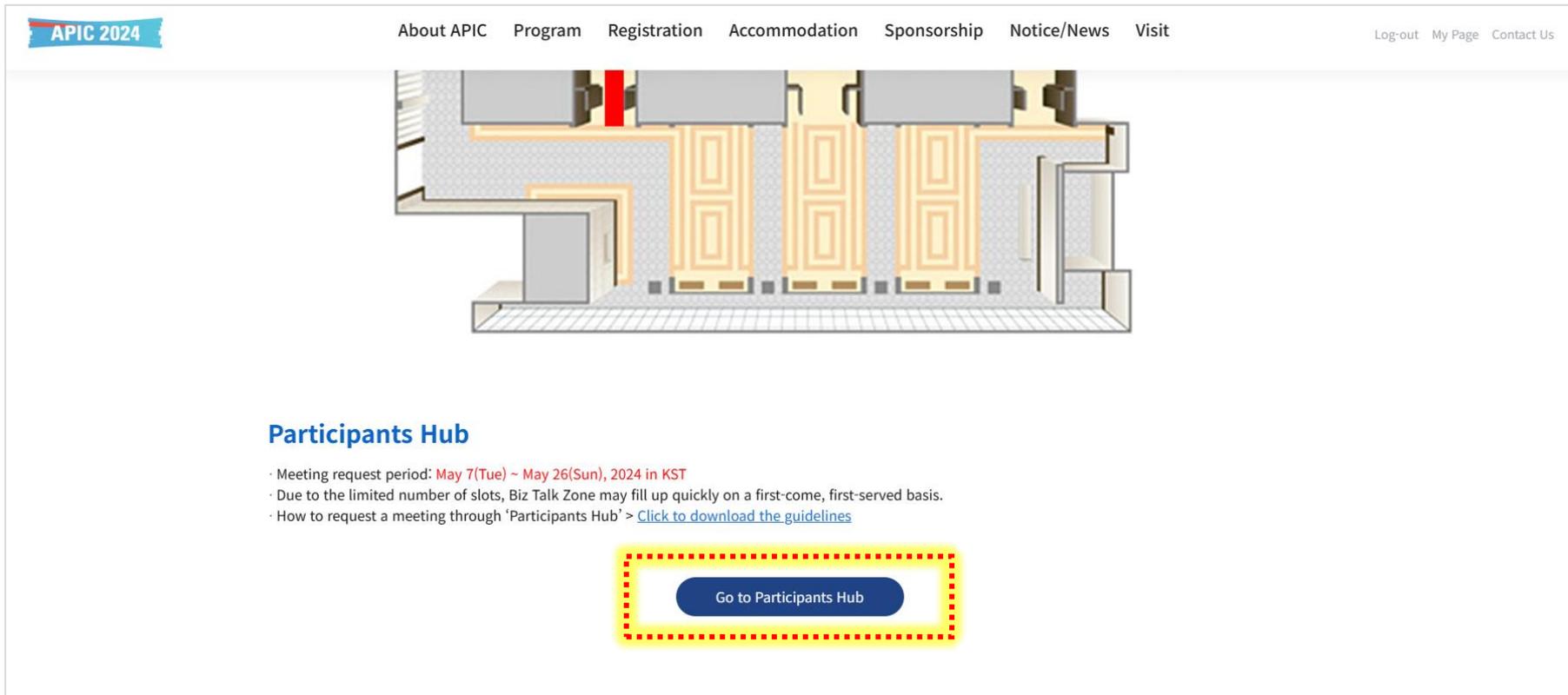
Biz Talk Zone Registration (Optional)

I agree to collect the information(Company Name, Interest Field, Company Brochure, and Website) for access to 'Participants Hub' to request personal meetings with others through the APIC 2024 website.
*To access the 'Participants Hub' category, you must agree.

Next

If you've completed previous steps, you can now access the 'Participants Hub' to request a meeting.

Simply click the 'Go to Participants Hub' button.



The screenshot shows the APIC 2024 website interface. At the top left is the 'APIC 2024' logo. The navigation menu includes 'About APIC', 'Program', 'Registration', 'Accommodation', 'Sponsorship', 'Notice/News', and 'Visit'. On the right side, there are links for 'Log-out', 'My Page', and 'Contact Us'. The main content area features a 3D architectural rendering of a building interior with a red vertical bar. Below the rendering is the 'Participants Hub' section, which includes a blue heading, a list of bullet points, and a prominent blue button labeled 'Go to Participants Hub' enclosed in a yellow dashed border.

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Participants Hub

- Meeting request period: **May 7(Tue) ~ May 26(Sun), 2024 in KST**
- Due to the limited number of slots, Biz Talk Zone may fill up quickly on a first-come, first-served basis.
- How to request a meeting through 'Participants Hub' > [Click to download the guidelines](#)

Go to Participants Hub

How to request a meeting through 'Participants Hub'

1) How to request a meeting

Step 1: View the company information and click the **Request** button to request a meeting.

Step 2: Select your available time slots and, if desired, write a message.

Step 3: Click the **Complete Request** button to complete the request.

*The recipient of the meeting request will receive a notification via email.

The image shows a 'Participants Hub' interface with a search bar and a table of participants. A red box highlights the 'Request' button in the 'Meeting Status' column of the first row. An arrow points from this button to a modal window titled 'Select the Available Meeting Slots'. The modal contains instructions, a calendar grid for May 30 and 31, a list of 'Selected Meeting Slots', a 'Message(Optional)' text area, and a 'Complete Request' button. Red dashed boxes highlight the 'Request' button, the selected slots, the message area, and the 'Complete Request' button.

Participants Hub

List Download

Company Name Search

No.	Company Name	Interest Field	Contact Person	E-mail	Brochure Website	Meeting Status
1	[blurred]	[blurred]	[blurred]	[blurred]		Request
2	[blurred]	[blurred]	[blurred]	[blurred]	Click	Request
3	[blurred]	[blurred]	[blurred]	[blurred]		Request
4	[blurred]	[blurred]	[blurred]	[blurred]		Request
5	[blurred]	[blurred]	[blurred]	[blurred]		Request
6	[blurred]	[blurred]	[blurred]	[blurred]		Request
7	[blurred]	[blurred]	[blurred]	[blurred]	Click	Request
8	[blurred]	[blurred]	[blurred]	[blurred]	Click	Request

Select the Available Meeting Slots

Please select a **maximum of 3 slots** you want to suggest to the participant.
Each meeting is set for 50 minutes with a mandatory 10 minutes break.

May 30 [Day 1]					May 31 [Day 2]	
09:00 - 09:50	10:00 - 10:50	14:00 - 14:50	15:00 - 15:50	16:00 - 16:50	09:00 - 09:50	10:00 - 10:50
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selected Meeting Slots

May 30 [Day 1] 14:00 - 14:50
May 30 [Day 1] 15:00 - 15:50
May 31 [Day 2] 09:00 - 09:50

Message(Optional)

Hello, I want to request a meeting.

Complete Request

FYI, when selecting your available time slots, if either party has a confirmed meeting scheduled during a particular time slot, it will be marked as “Closed”.

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Select the Available Meeting Slots

- Please select a **maximum of 3 slots** you want to suggest to the participant.
- Each meeting is set for 50 minutes with a mandatory 10 minutes break.

May 30 [Day 1]					May 31 [Day 2]	
09:00 - 09:50	10:00 - 10:50	14:00 - 14:50	15:00 - 15:50	16:00 - 16:50	09:00 - 09:50	10:00 - 10:50
<input type="checkbox"/>	Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed	<input type="checkbox"/>

Selected Meeting Slots

Message(Optional)

* Please write the message you want to send in the text box.

[Complete Request](#)

10 Alberta's Industrial Heartland Association Chemicals Shane Olson shane.o@lamontcounty.ca Request

How to request a meeting through 'Participants Hub'

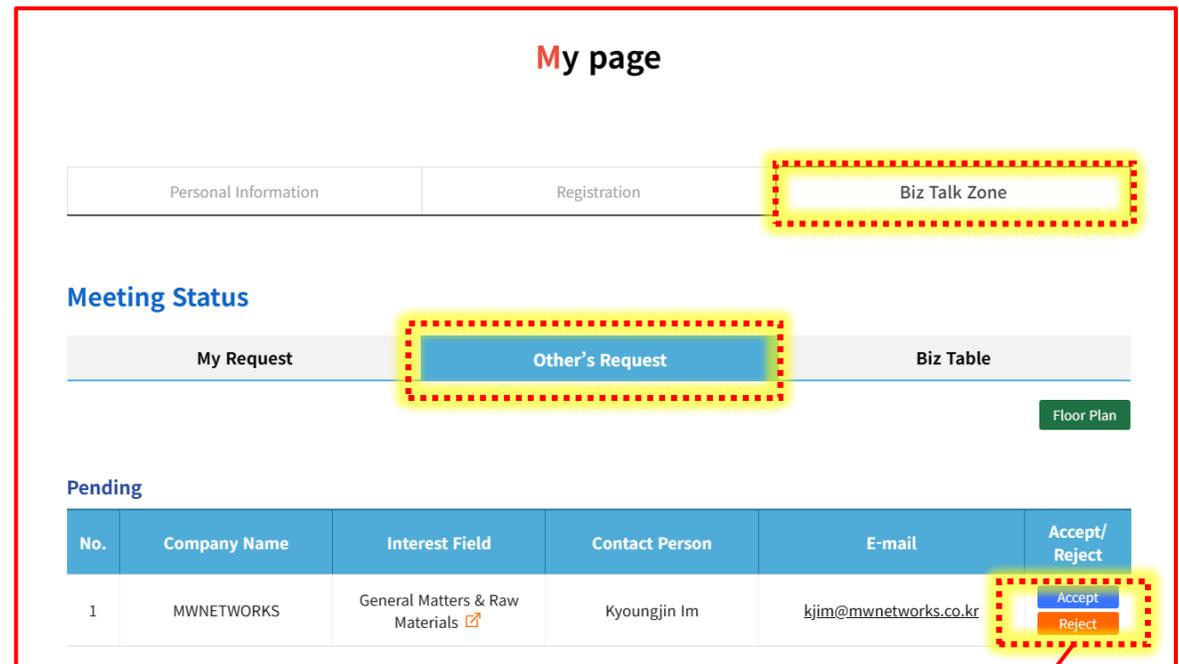
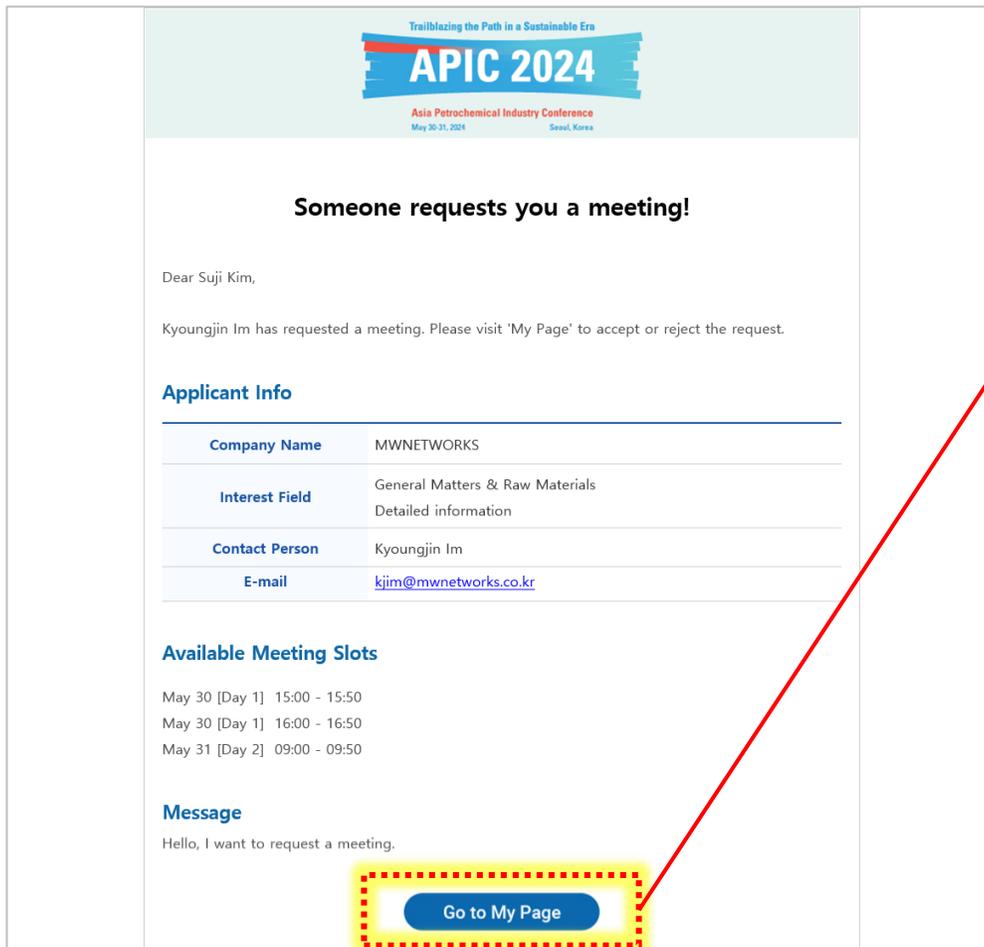
2) How to **accept/reject/cancel** a meeting

Step 1: If someone requests a meeting with you, you will receive an email titled *'APIC 2024 Someone requests you a meeting!'* as below image.

Step 2: Click the **'Go to My Page'** button in the email.

Step 3: Go to **'Biz Talk Zone'**, then click the **'Other's Request'** button to view pending meetings.

Step 4: Click the **'Accept'** or **'Reject'** button accordingly.



If you click the **'Accept'** button,

You can choose a one-time slot from the options suggested by the other party. Please select one and click the **"Complete Accept"** button.



Please select a meeting time from the suggested options below.

May 30 [Day 1]		May 31 [Day 2]
15:00 - 15:50	16:00 - 16:50	09:00 - 09:50
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Complete Accept

Pending

No.	Company Name	Interest Field	Contact Person	E-mail	Accept/Reject
1	MWNETWORKS	General Matters & Raw Materials	Kyoungjin Im	kjim@mwnetworks.co.kr	Accept Reject

If you click the **'Reject'** button,

You can write a message and click the **"Complete Reject"** button.



Are you sure you want to reject the meeting?

Message(Optional)

Please write any reasons you want to reject the meeting.

Complete Reject

Pending

No.	Company Name	Interest Field	Contact Person	E-mail	Accept/Reject
1	MWNETWORKS	General Matters & Raw Materials	Kyoungjin Im	kjim@mwnetworks.co.kr	Accept Reject

Depending on your decision ('Accept' or 'Reject'), the other party will receive the following email:

Trailblazing the Path in a Sustainable Era
APIC 2024
Asia Petrochemical Industry Conference
May 30-31, 2024 Seoul, Korea

Your meeting has been accepted

Dear Kyoungjin Im,

Suji Kim has accepted a meeting. Please visit 'My Page' to check the details.

Applicant Info

Meeting Date/Time	May 30 [Day 1] 16:00 - 16:50
Company Name	MW Networks
Interest Field	Styrenics
Contact Person	Suji Kim
E-mail	sujikim@mwnetworks.co.kr
Allocated Meeting Table	Grand Ballroom 1(5F) Table No. 1

[Go to My Page](#)

Trailblazing the Path in a Sustainable Era
APIC 2024
Asia Petrochemical Industry Conference
May 30-31, 2024 Seoul, Korea

Your meeting has been rejected

Dear Suji Kim,

Kyoungjin Im has rejected a meeting. Please visit 'My Page' to check the details.

Applicant Info

Company Name	MWNETWORKS
Interest Field	General Matters & Raw Materials Detailed information
Contact Person	Kyoungjin Im
E-mail	kjim@mwnetworks.co.kr
Meeting Status	Rejected

Message

[Go to My Page](#)

If you wish to cancel a confirmed meeting, please go to the "Accepted (Confirmed Meeting)" section and Click the 'Cancel' button.

Then, you can write a message and click the "Complete Cancel" button.

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My page

Personal Information Registration **Biz Talk Zone**

Meeting Status

My Request **Other's Request** Biz Table [Floor Plan](#)

Accepted (Confirmed Meeting)

No.	Meeting Date/Time	Company Name	Interest Field	Contact Person	E-mail	Allocated Meeting Table	Cancel
1	May 30 [Day 1] 16:00 - 16:50	MWNETWORKS	General Matters & Raw Materials 	Kyoungjin Im	kjim@mwnetworks.co.kr	Grand Ballroom 1(5F) Table No. 1	Cancel

Are you sure you want to cancel the meeting?

Message(Optional)

* Please write any reasons you want to cancel the meeting

Complete Cancel

Depending on your decision ('Cancel') the other party will receive the following email:

Trailblazing the Path in a Sustainable Era

APIC 2024

Asia Petrochemical Industry Conference
May 30-31, 2024 Seoul, Korea

Your meeting has been canceled

Dear Kyoungjin Im,

Suji Kim has canceled a meeting. Please visit 'My Page' to check the details.

Applicant Info

Meeting Date/Time	May 30 [Day 1] 16:00 - 16:50
Company Name	MW Networks
Interest Field	Styrenics
Contact Person	Suji Kim
E-mail	sujikim@mwnetworks.co.kr

Message

SORRY

[Go to My Page](#)

How to request a meeting through 'Participants Hub'

3) How to view the confirmed meetings

Step 1: Please go to the **Accepted (Confirmed Meeting)** section under both 'My Request' and 'Other's Request' categories.

Step 2: You can view the list of confirmed meetings and the **'Allocated Meeting Table'** numbers.
 *You can also check meetings that are either rejected or pending (awaiting acceptance) below.

The screenshot shows the APIC 2024 website interface. At the top, there are navigation links: About APIC, Program, Registration, Accommodation, Sponsorship, Notice/News, Visit, Log-out, My Page, and Contact Us. Below the navigation, there are three tabs: **My Request**, **Other's Request**, and **Biz Table**. A **Floor Plan** button is also visible. The **Accepted (Confirmed Meeting)** section is highlighted with a red dashed box. It contains a table with the following data:

No.	Meeting Date/Time	Company Name	Interest Field	Contact Person	E-mail	Allocated Meeting Table	Cancel
1	May 30 [Day 1] 16:00 - 16:50	MW Networks	Styrenics	Suji Kim	sujikim@mwnetworks.co.kr	Grand Ballroom 1(5F) Table No. 1	Cancel
2	May 31 [Day 2] 09:00 - 09:50	APIC 2024 Secretariat	General Matters & Raw Materials	Yeong Lee	yhlee@mwnetworks.com	Grand Ballroom 1(5F) Table No. 1	Cancel

Below this table, there are two more sections: **Rejected** and **Pending**, both highlighted with yellow dashed boxes. The **Rejected** section contains a table with the following data:

No.	Company Name	Interest Field	Contact Person	E-mail	Re-request
1	MWnetworks	Chemicals	Yeonghyeon Lee	yhlee@mwnetworks.co.kr	Request

The **Pending** section contains a table with the following data:

No.	Company Name	Interest Field	Contact Person	E-mail	Accept/Reject
1	APIC 2024 Secretariat	General Matters & Raw Materials	Apic 2024 Secretariat	mahan@mwnetworks.co.kr	Cancel

A red arrow points from the **Accepted (Confirmed Meeting)** header to the **Allocated Meeting Table** column in the first table. A blue chat icon is located in the bottom right corner of the page.

If you would like to view the schedule for all confirmed meetings, please click on the 'Biz Table' category. Here, you can see your confirmed meetings and assigned tables at a glance.

Please make sure to check the meeting time accurately and arrive at the correct meeting table on time.

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Meeting Status

My Request Other's Request **Biz Table**

Floor Plan

Room	Table No.	May 30 [Day 1]				May 31 [Day 2]		
		09:00 - 09:50	10:00 - 10:50	14:00 - 14:50	15:00 - 15:50	16:00 - 16:50	09:00 - 09:50	10:00 - 10:50
Grand Ballroom 1(5F)	1					Suji Kim	Yeong Lee	
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							

If you have any inquiries regarding this,
please feel free to contact us at apic2024korea@gmail.com

Thank you.