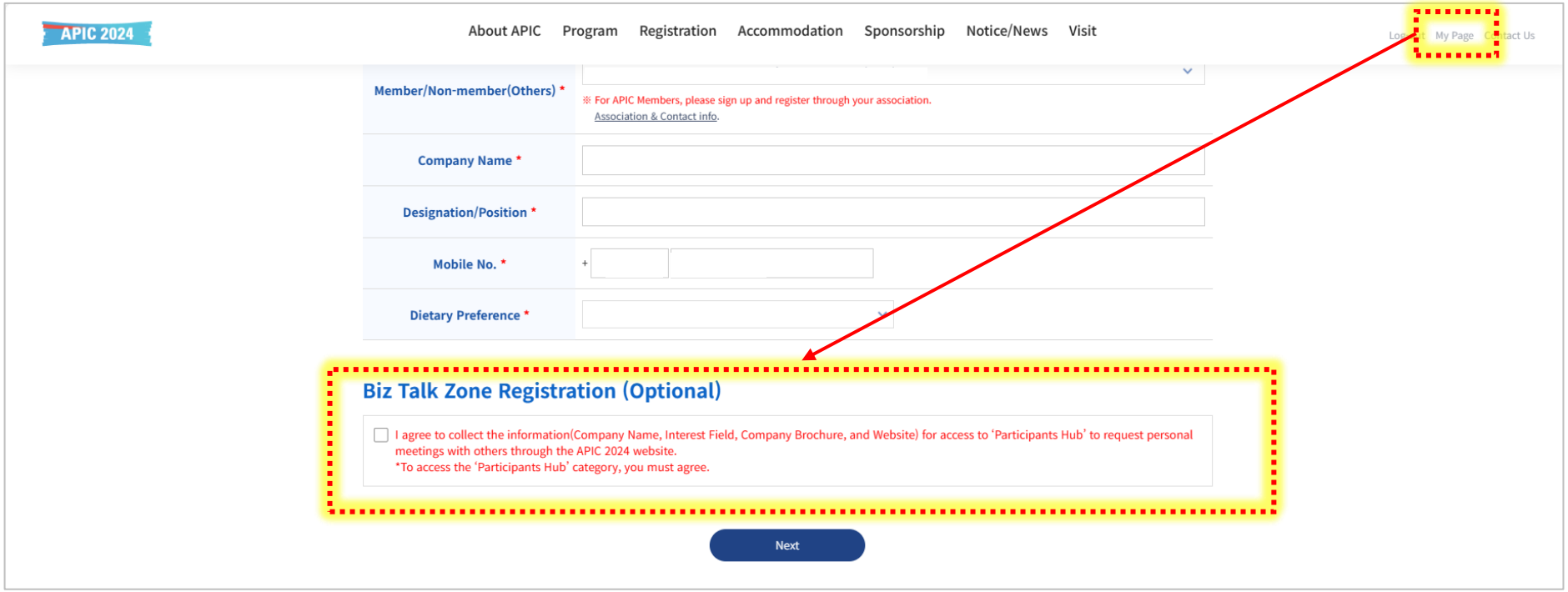
How to request a meeting through ‘Participants Hub’

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

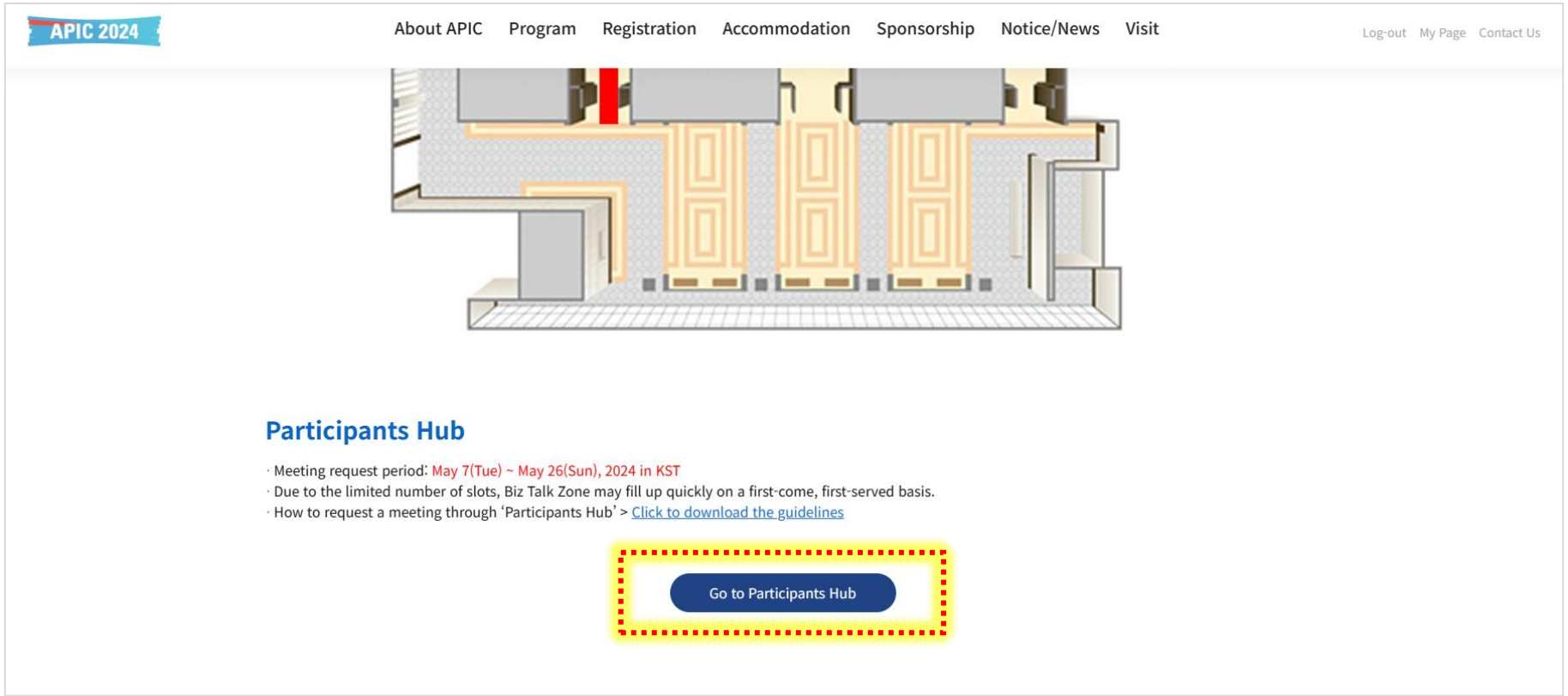
Before accessing the 'Participants Hub,' ensure below:

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.



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.



How to request a meeting through ‘Participants Hub’

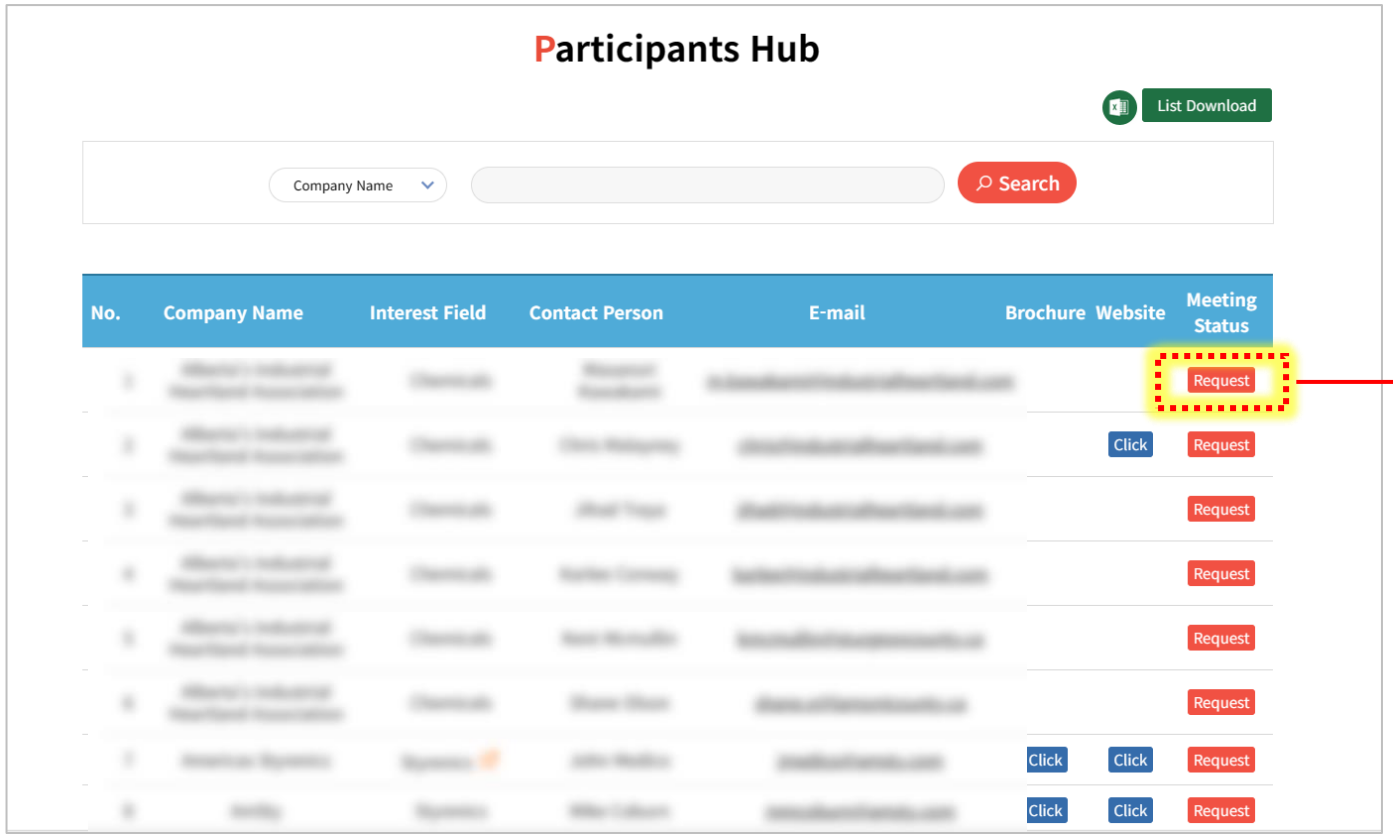
1) How to request a meeting

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

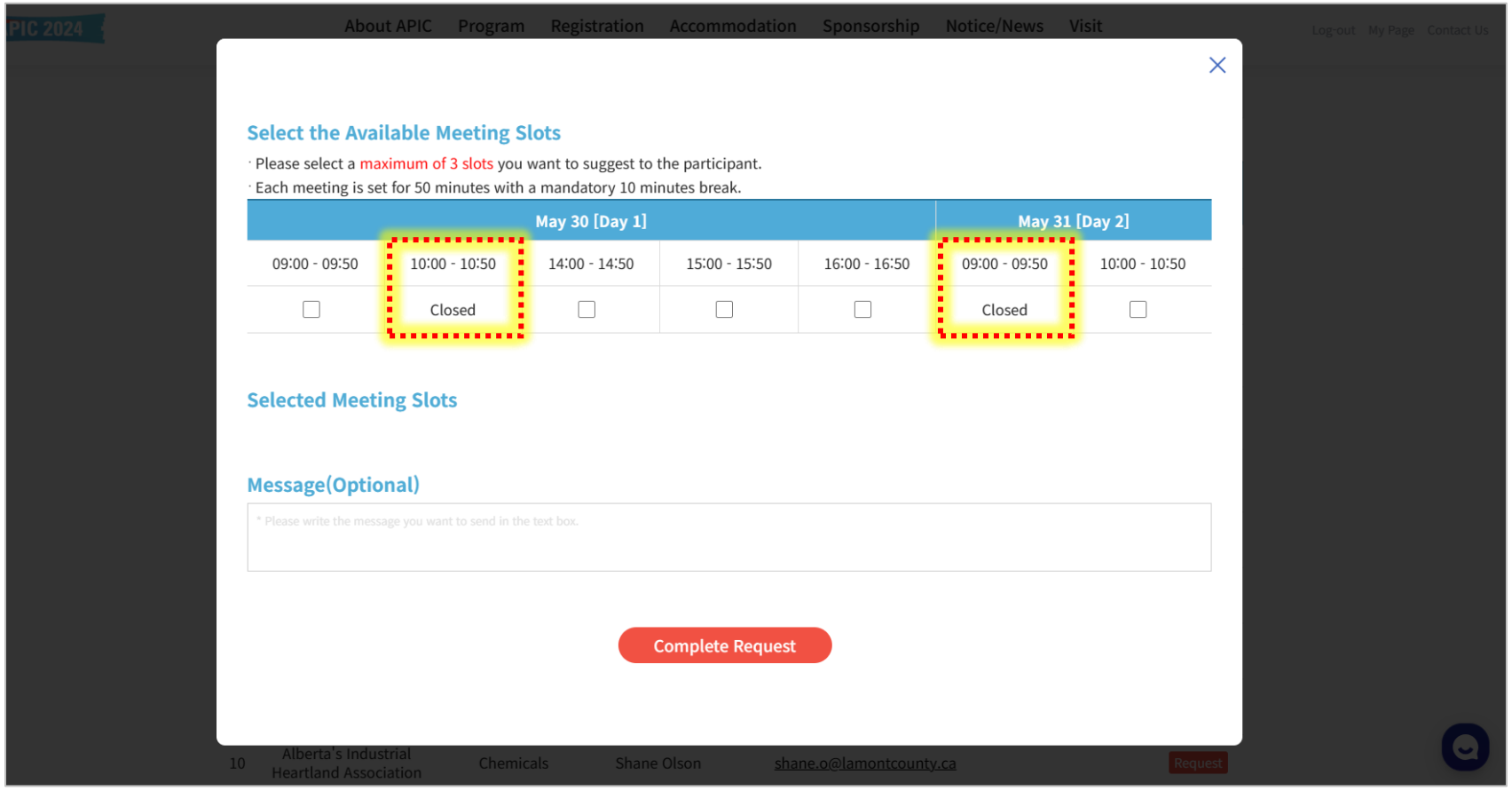
Step 2: Select your available time slots and, if desired, write a message.

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

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



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”.



How to request a meeting through ‘Participants Hub’

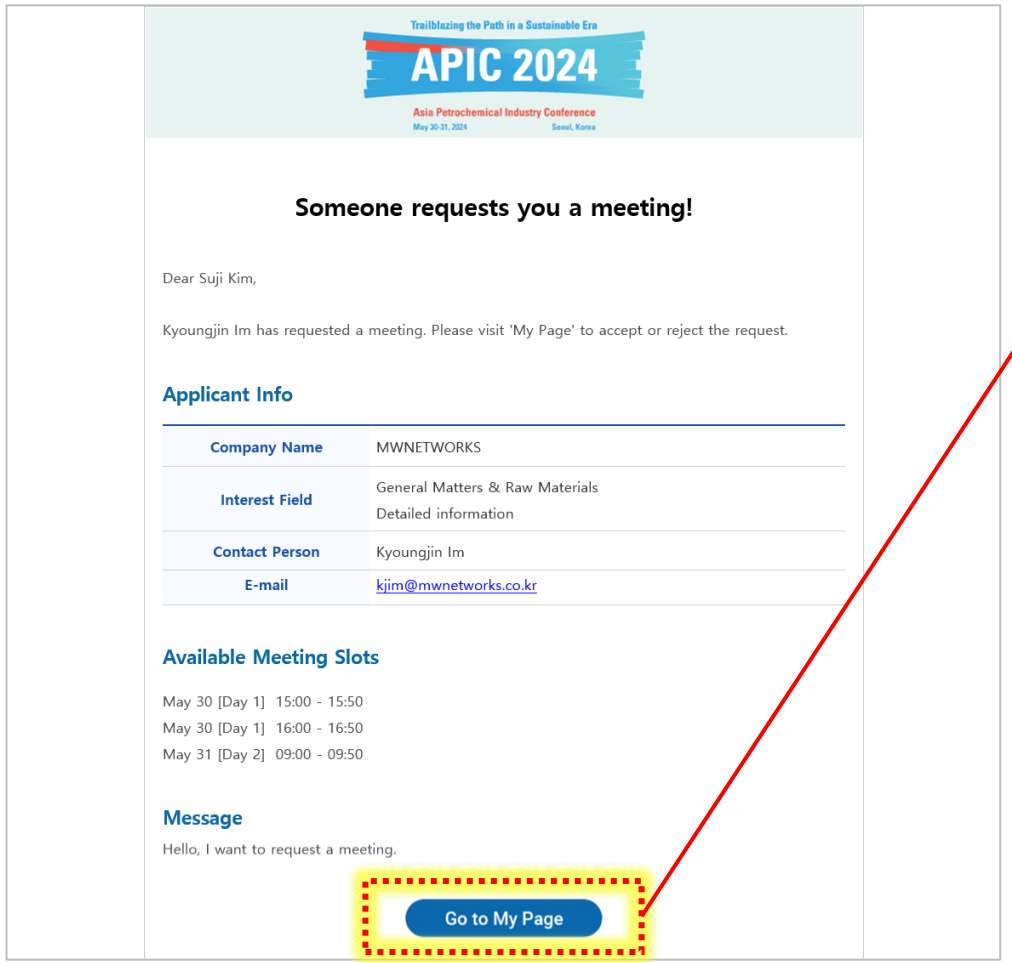
2) How to accept/reject/cancel a meeting

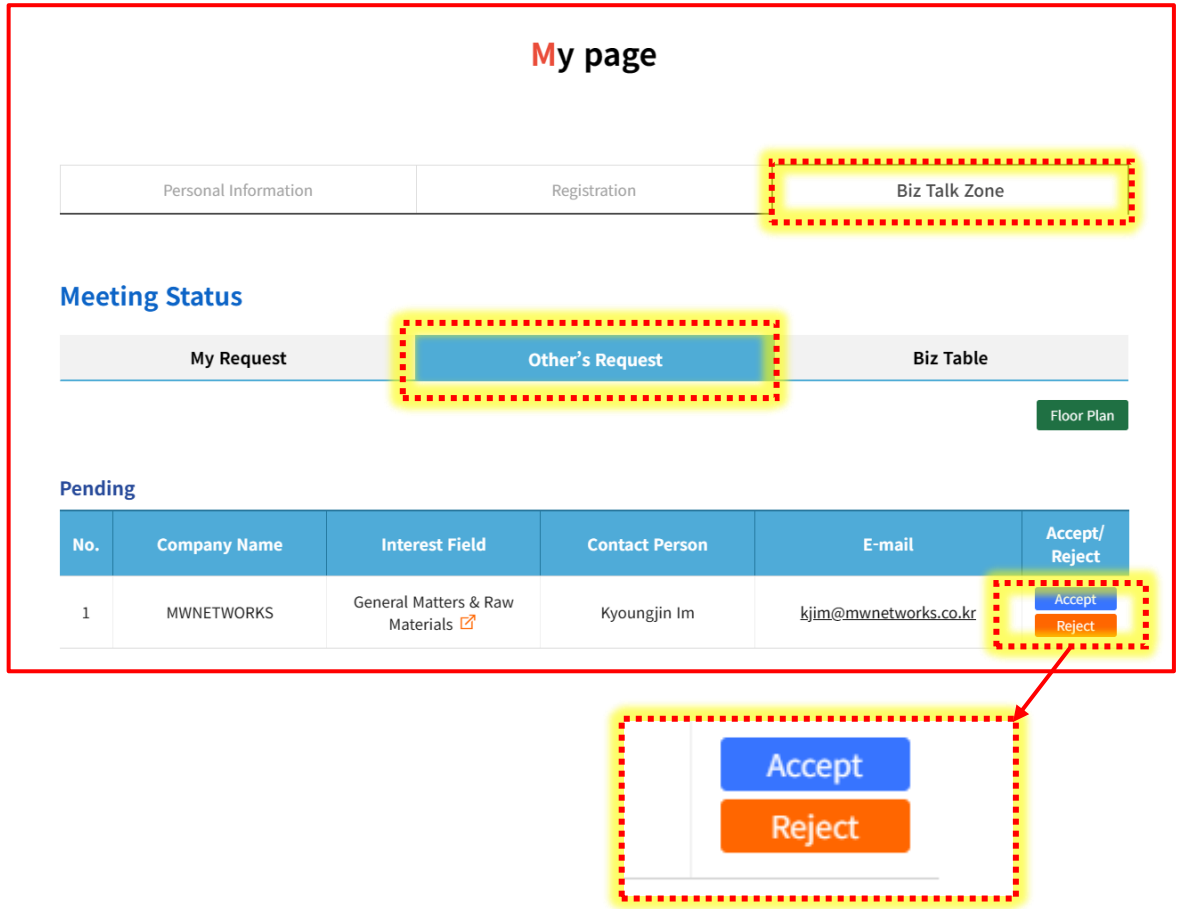
Step 1: If someone requests a meeting with you, you will receive an email titled *'APIC 2024 Someone requests you a meeting!'* as below image.

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.

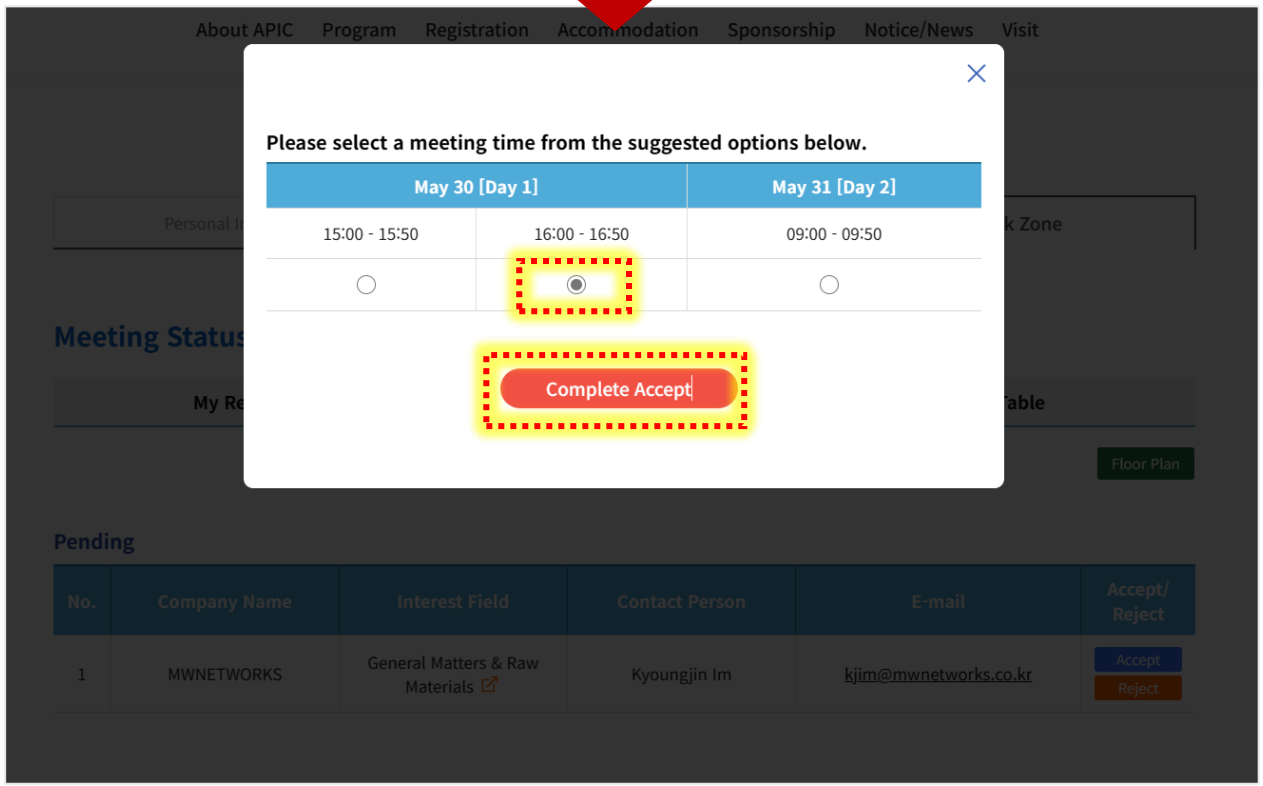
Step 4: Click the 'Accept' or 'Reject' button accordingly.





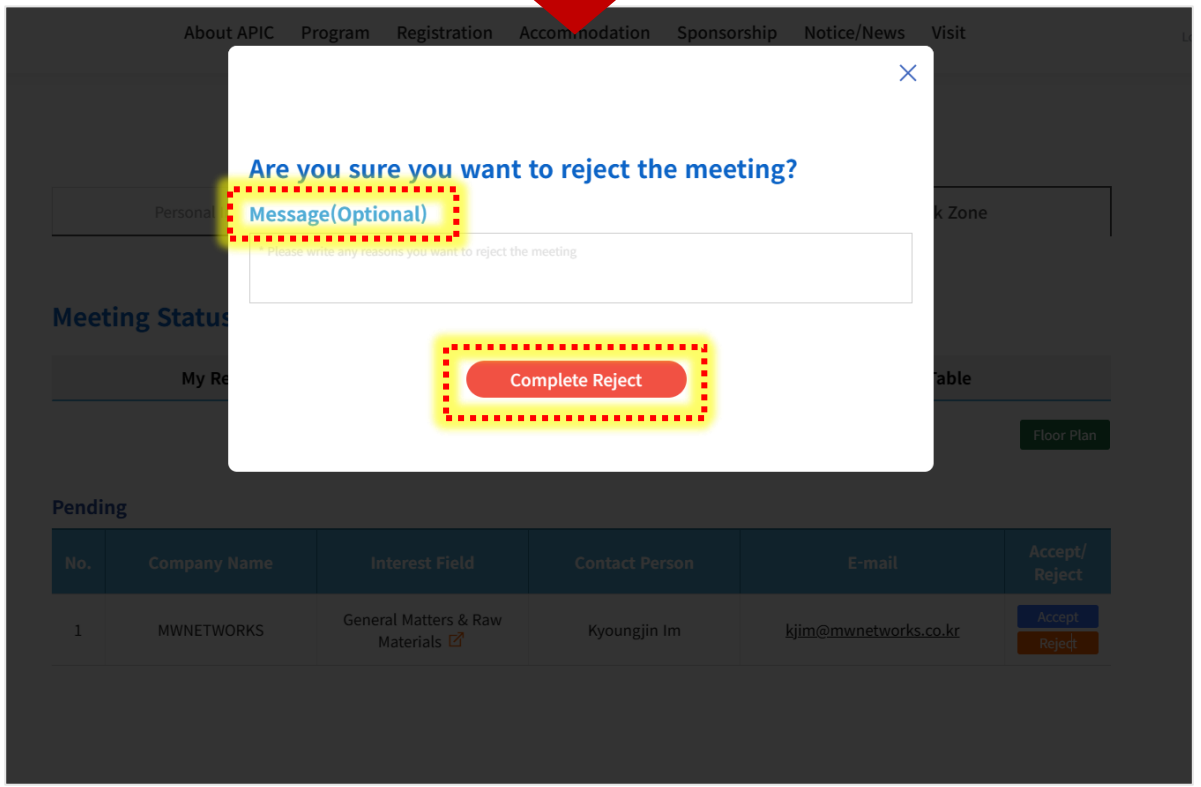
If you click the 'Accept' button,

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

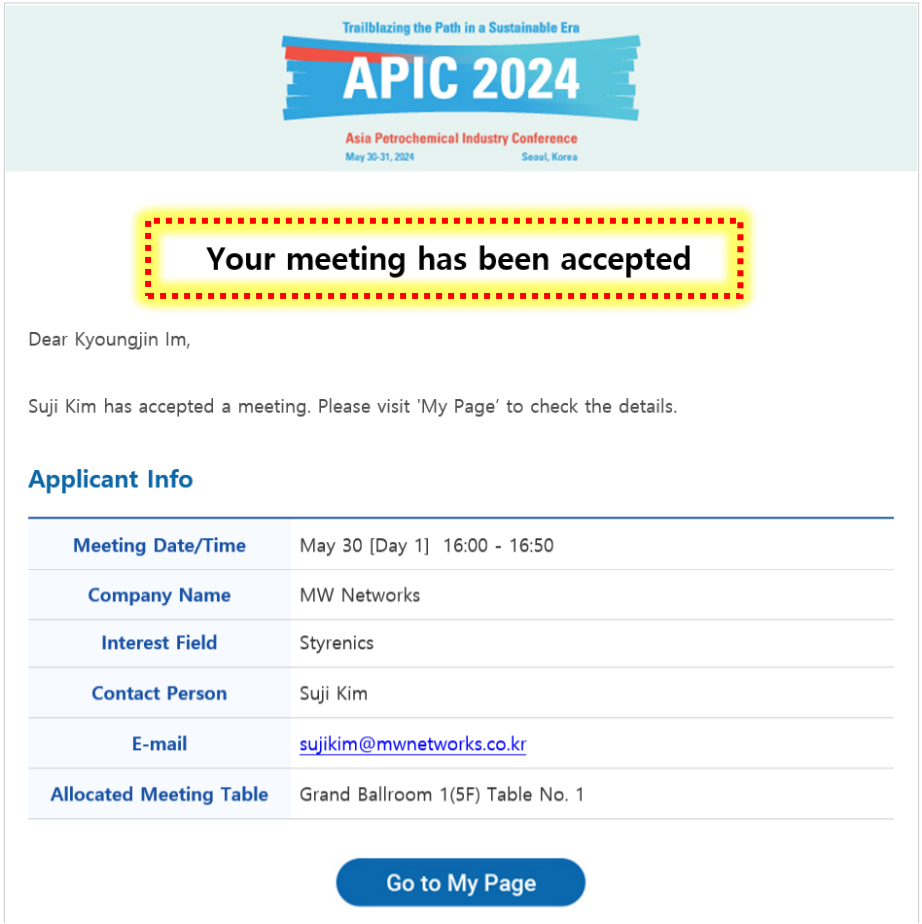


If you click the 'Reject' button,

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



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

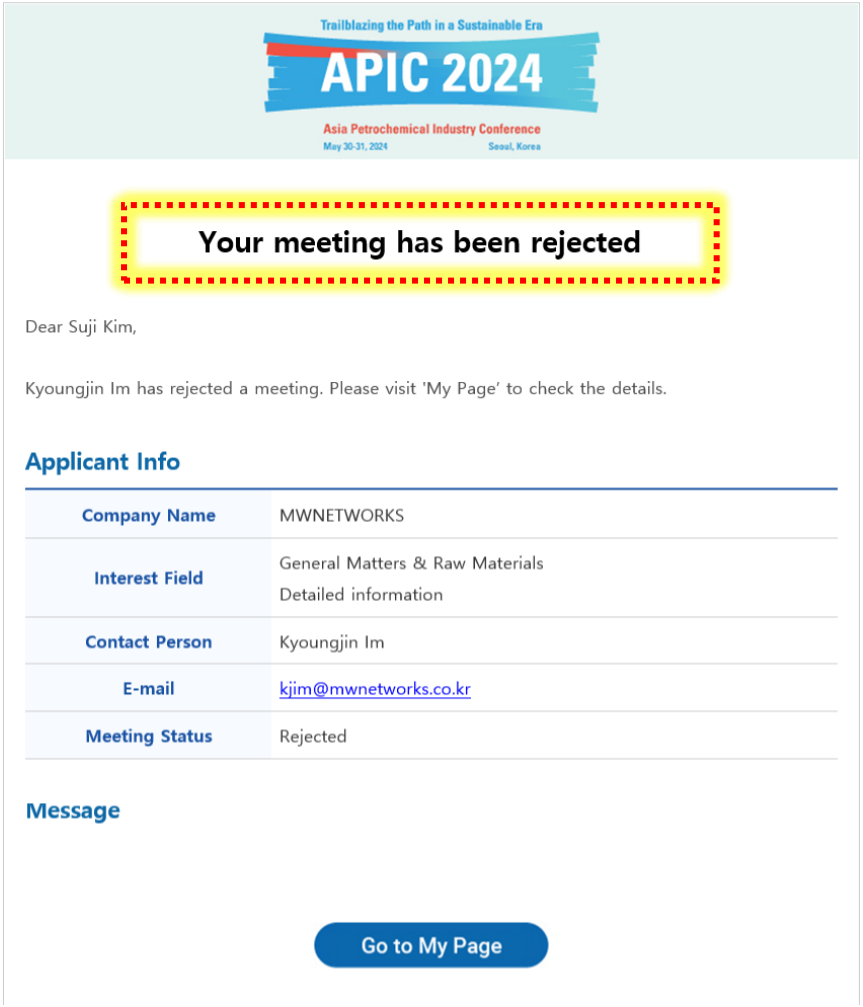
Dear Kyoungjin Im,

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

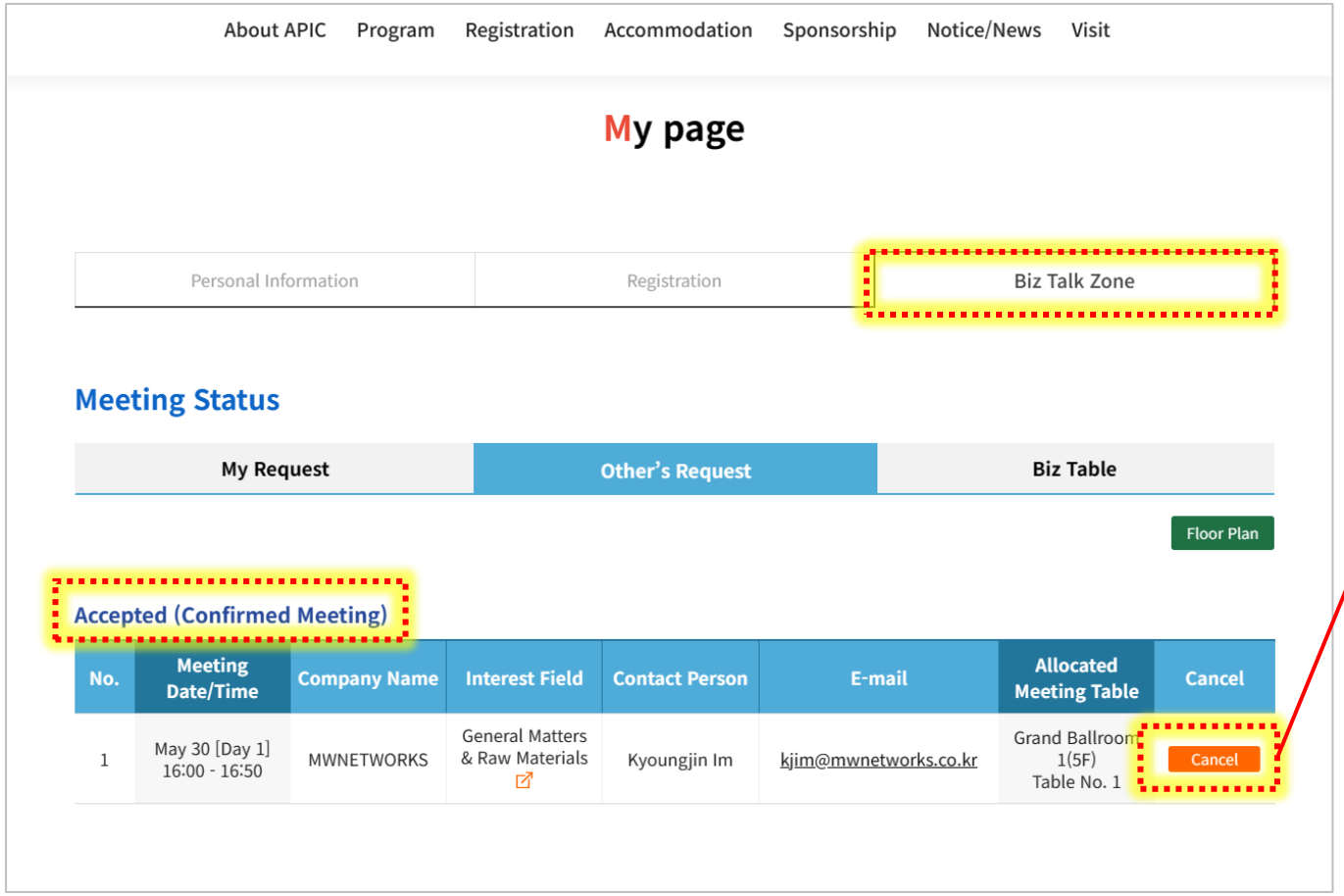
Company Name	MWNETWORKS
Interest Field	General Matters & Raw Materials Detailed information
Contact Person	Kyoungjin Im
E-mail	kjim@mwnetworks.co.kr
Meeting Status	Rejected

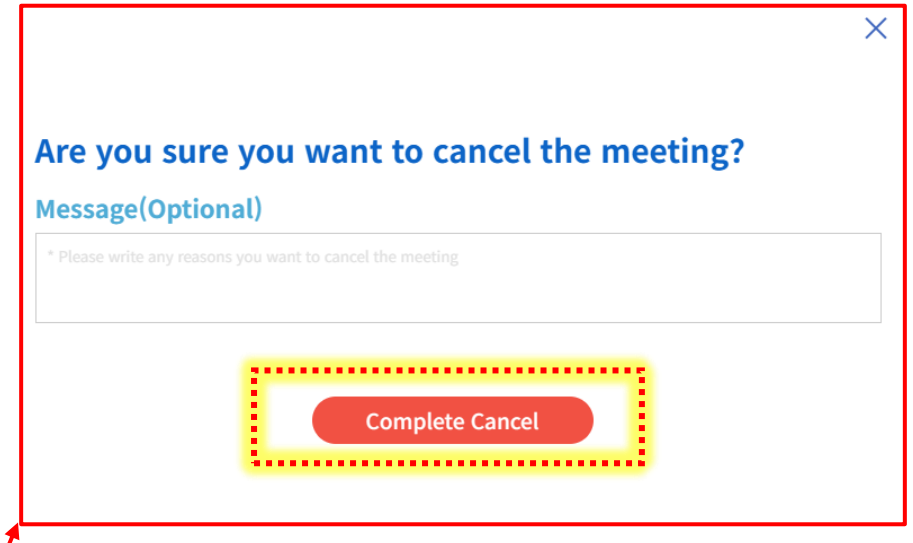
Message

Go to My Page

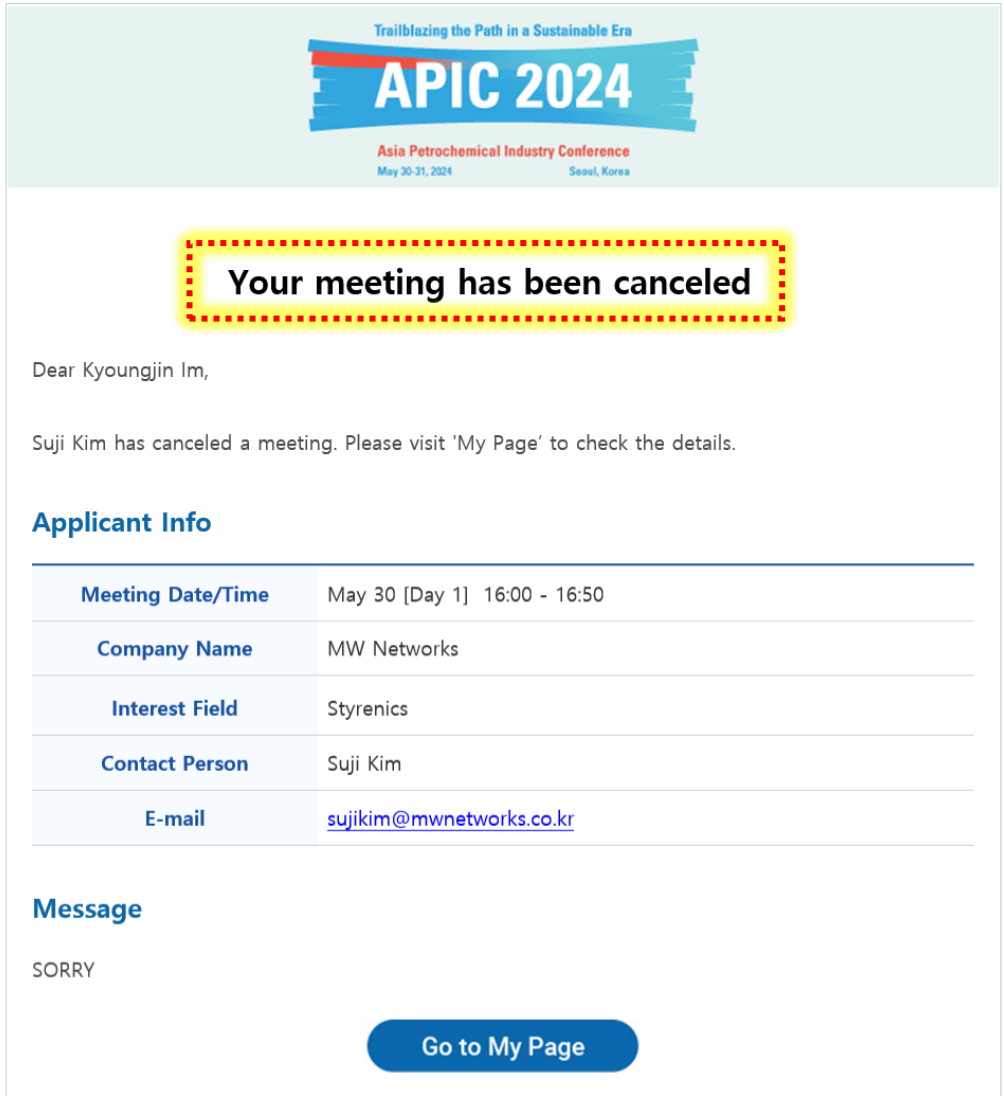
If you wish to cancel a confirmed meeting, please go to the "Accepted (Confirmed Meeting)" section and Click the 'Cancel' button.

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





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

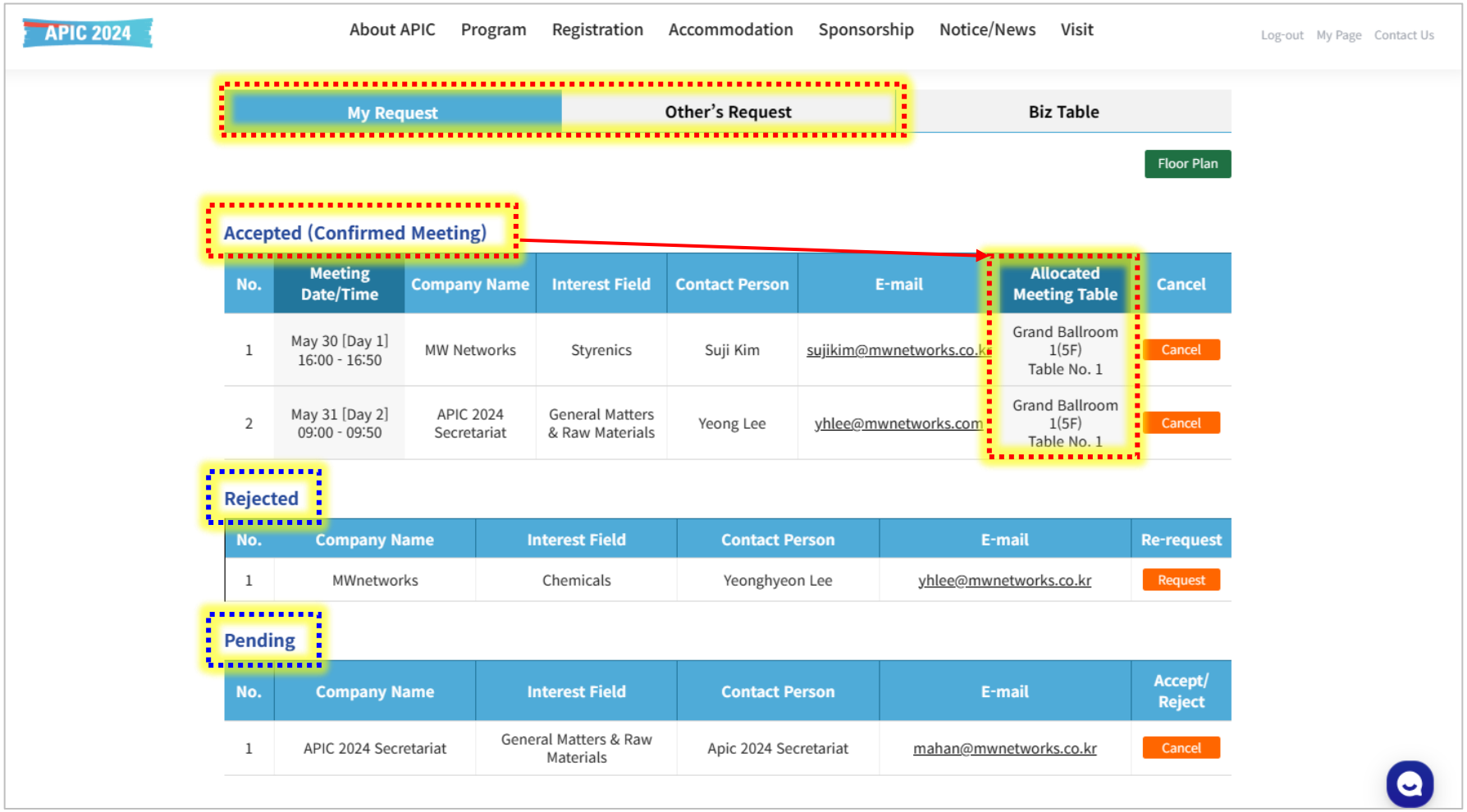
How to request a meeting through ‘Participants Hub’

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.

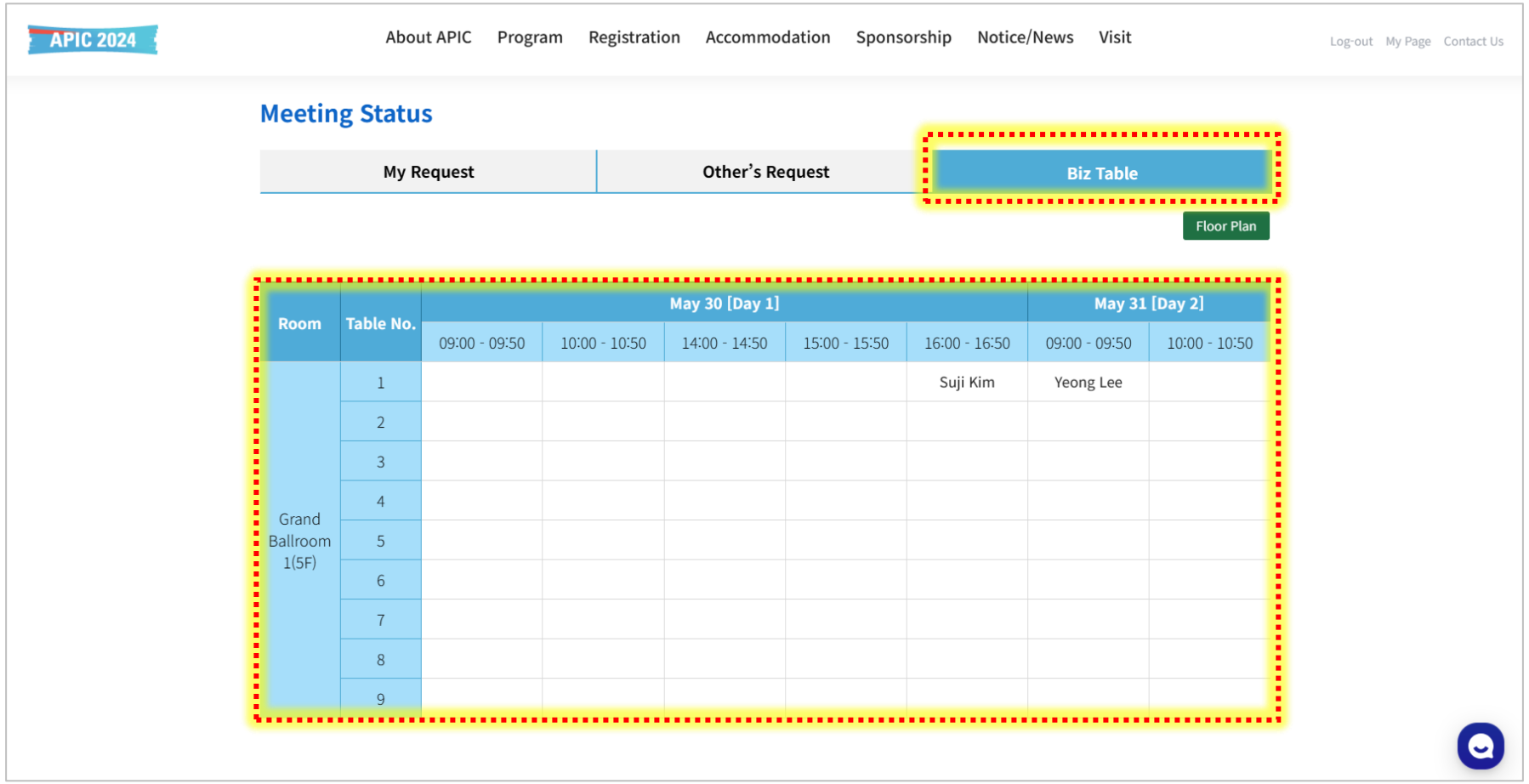
Step 2: You can view the list of confirmed meetings and the 'Allocated Meeting Table' numbers.

*You can also check meetings that are either rejected or pending (awaiting acceptance) below.



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.



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

Thank you.