

# CONTENT IP MARKET 2024

2024.11.19 - 11.21 COEX, SEOUL

## BUYER'S BIZ-MATCHING MANUAL



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CONTENT IP MARKET 2024

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# Business Meeting

01. Request meetings
02. Accept/decline meetings
03. Cancel meetings
04. Manage meetings

※ You can request business meetings with companies of your interest right away.  
Prior business matchmaking may close earlier, making the companies of your choice not available for meetings.  
Therefore, we ask you to apply for business matchmaking as early as possible.

01

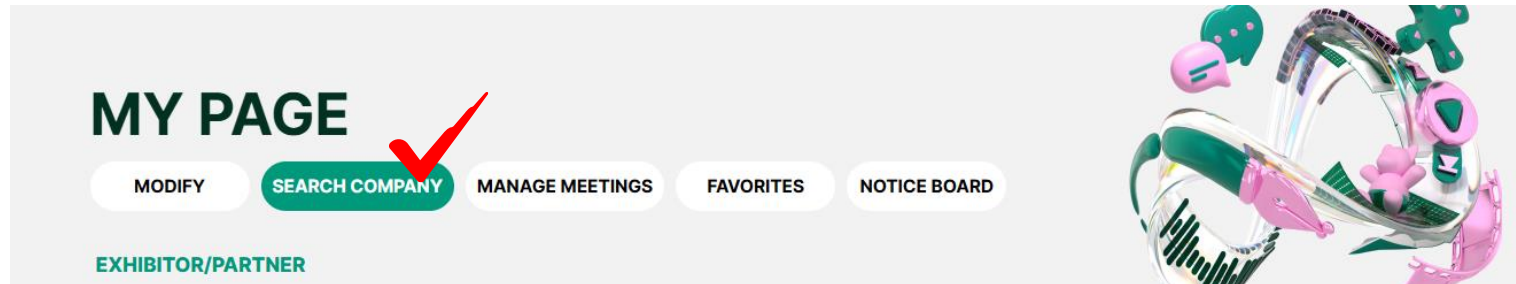
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# Request Meetings

\* You may request business meetings on site on the exhibition days in real time via homepage.

# 01 Request Meetings

## 1 My Page - Search Company



### SEARCH COMPANY

1

Company Category  All  Exhibitor  Partner

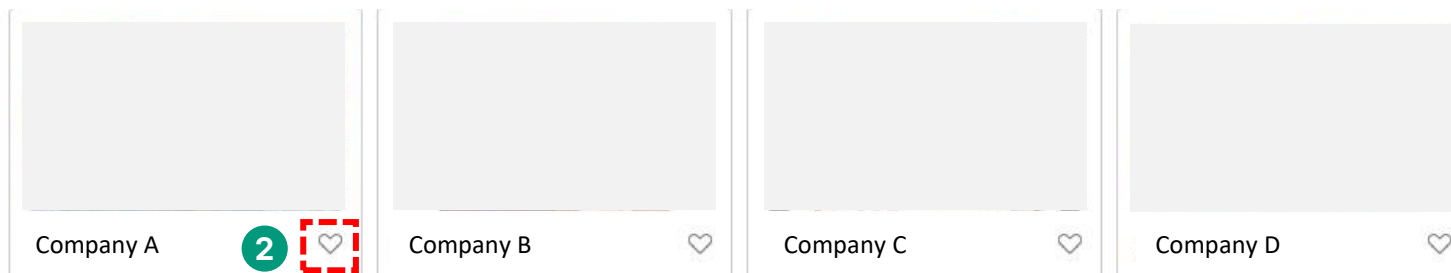
- Company Category
- |  |  |   |   |  |
|--|--|---|---|--|
| <input checked="" type="checkbox"/> Comics/webtoons  | <input checked="" type="checkbox"/> Stories  | <input checked="" type="checkbox"/> Publishing              | <input checked="" type="checkbox"/> Music     | <input checked="" type="checkbox"/> Broadcasting |
| <input checked="" type="checkbox"/> Games            | <input checked="" type="checkbox"/> Film   | <input checked="" type="checkbox"/> Platform (distribution) | <input checked="" type="checkbox"/> Animation | <input checked="" type="checkbox"/> Character    |
| <input checked="" type="checkbox"/> Show/performance | <input checked="" type="checkbox"/> New forms of content enhanced with emerging technologies | <input checked="" type="checkbox"/> Other                   |   |  |

Please enter the name of the company/IP

Search

73 results

Bookmark Unbookmark



### User Guide

#### ① Exhibitors / Partners

- Click on "Exhibitors" or "Partners" to check them out.
- Search by company name or category (webtoon/comic, story, publishing, etc.)

#### ② Bookmarking

- Click on the icon to bookmark the companies of your interest, which are shown on your 'favorites' page.

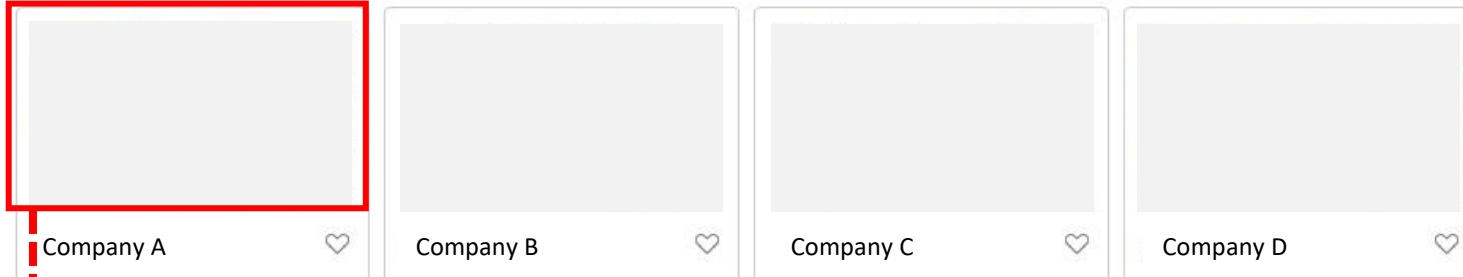
# 01 | Request Meetings

## 2 Search Company – Select and Request Meetings

73 results

Bookmark Unbookmark

1



### Company A

2 Request meeting

Company Introduction Company IP

Company Logo

Company Category  
-

Business Materials  
download download download

Preferred Biz-Matches  
-

Website  
-

SNS  
blog

### User Guide

- 1 Select exhibitors to meet with
  - Click on the companies/IP you'd like to meet with.
- 2 Request meetings
  - Click on 'Request Meetings' when you intend to request a meeting after checking out the profiles of an exhibitor and its IP.

# 01 | Request Meetings

## 3 Request Meetings (1)

### Request meeting

1. Please select the time slot for which you wish to book the meeting.

Unavailable  Available

	Nov. 19(Tue)	Nov. 20(Wed)	Nov. 21(Thu)
1	<input type="checkbox"/> 10:00 - 10:40	<input type="checkbox"/> 10:00 - 10:40	<input type="checkbox"/> 10:00 - 10:40
2	<input type="checkbox"/> 10:40 - 11:20	<input type="checkbox"/> 10:40 - 11:20	<input type="checkbox"/> 10:40 - 11:20
3	<input type="checkbox"/> 11:20 - 12:00	<input type="checkbox"/> 11:20 - 12:00	<input type="checkbox"/> 11:20 - 12:00
LUNCH	12:00 - 13:30 (90min)		
4	<input type="checkbox"/> 13:30 - 14:10	<input type="checkbox"/> 13:30 - 14:10	<input type="checkbox"/> 13:30 - 14:10
5	<input type="checkbox"/> 14:10 - 14:50	<input type="checkbox"/> 14:10 - 14:50	<input type="checkbox"/> 14:10 - 14:50
6	<input type="checkbox"/> 14:50 - 15:30	<input type="checkbox"/> 14:50 - 15:30	<input type="checkbox"/> 14:50 - 15:30
7	<input type="checkbox"/> 15:30 - 16:10	<input type="checkbox"/> 15:30 - 16:10	<input type="checkbox"/> 15:30 - 16:10
8	<input type="checkbox"/> 16:10 - 16:50	<input type="checkbox"/> 16:10 - 16:50	<input type="checkbox"/> 16:10 - 16:50
9	<input type="checkbox"/> 16:50 - 17:30	<input type="checkbox"/> 16:50 - 17:30	<input type="checkbox"/> 16:50 - 17:30

#### User Guide

- ① Select times and dates.
- Please choose time/date slots available for meetings on the timetable.
  - Unavailable time/date slots are highlighted in gray.

# 01 | Request Meetings

## 3 Request Meetings (2)

2. Select the IP you are interested in and wish to discuss.

1st IP       2nd IP

3. Please specify the purpose of your meeting request.

Max. 400 characters, required

0 / 400

Request meeting

### User Guide

- ② **Choose preferable IP**
  - Mark the IP you intend to meet with a check (IP to be discussed in the meeting)
- ③ **State the purpose for requesting the meeting**
  - State the purpose for requesting the meeting in less than 200 words and click on 'Request Meeting'.
    - \* The purpose must be stated to make sure the meeting proceeds smoothly.
    - \* A notice is sent by email to the other party after your meeting request is made.

02

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# Accept/Decline Meetings

\* Please accept or decline the received meeting as soon as possible.



## 1 My Page > Manage Meetings > Pending

### MY PAGE

- 1 [MODIFY](#) [SEARCH COMPANY](#) [MANAGE MEETINGS](#) [FAVORITES](#) [NOTICE BOARD](#)

Meeting Hours/Notifications [Requests Sent/Received](#) [My Meeting Schedule](#)



### MANAGE MEETINGS

- 2 [Pending](#) [Confirmed](#) [Declined/Canceled](#)

1 results [Order by sent/received date](#) | [Order by company name](#) | [Order by meeting date/hour](#)

No	Category	Date of request sent/received	Date of Acceptance	Company Name	Meeting date	Meeting hour	Status	Details
1	Received	2024.10.14(Mon)	-	Company A	11.20(Wed)	10:40 - 11:20	Pending	Show

### User Guide

- ① **My Page > Manage Meetings > Request Sent/Received**
  - You can check the No. of meetings categorized into 'Pending', 'Confirmed', 'Declined'/'Canceled'.
- ② **My Page > Manage Meetings > Pending**
  - You can check the meeting requests sent/received under Pending.
- ③ **Category**
  - Check the requests you intend to accept on the list of requests received.
  - Click on 'Show' to check details and change the meeting status.

## 2 Accept/Decline Meetings

### MANAGE MEETINGS

#### Meeting Request Sender/Recipient Information

Category	Received	Date of request sent/received	2024.10.14(Mon)
Date of acceptance	-		
Company name	Company A		
Contact person	Name of the person in charge	Job title	-

#### Requests sent/received - Details

Status	Pending
Proposed meeting date	2024.11.20(Wed)
Proposed meeting hour	10:40 - 11:20
Objective	Would like to discuss about the collaboration

4

#### User Guide

- ④ **Accept/Decline**
  - Choose 'Accept' or 'Decline' to change the meeting status.
  - \* If declined, a window pops up for you to state the reason for declining the request, which is seen by the other party.

# 03

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## Cancel Meetings

- A. Cancel meetings you request
- B. Cancel confirmed meetings

\* Meeting you have requested can be immediately canceled before the other party accept them, and confirmed meetings can also be canceled with the consent of the other party.

# 03 | Cancel Meetings

## A Cancel the Meetings You Have Requested(Sent)

**MY PAGE**

MODIFY SEARCH COMPANY **MANAGE MEETINGS** FAVORITES NOTICE BOARD

Meeting Hours/Notifications Requests Sent/Received My Meeting Schedule

## MANAGE MEETINGS

1 Pending Confirmed Declined/Canceled

Category Date of request : Meeting date Please enter the name of the company. Search

1 results Order by sent/received date | Order by company name | Order by meeting date/hour

No	Category	Date of request sent/received	Date of Acceptance	Company Name	Meeting date	Meeting hour	Status	Details
1	Sent	2024.10.14(Mon)	-	Company A	11.20(Wed)	10:40 - 11:20	Pending	Show

### User Guide

- 1 My Page > Manage Meetings > Pending
- 2 Category
  - Check the meetings you intend to cancel from the list of 'sent' meetings.
  - Click on 'show'.

# 03 | Cancel Meetings

## A Cancel the Meetings You Have Requested(Sent)

### MANAGE MEETINGS

#### Meeting Request Sender/Recipient Information

Category	Sent	Date of request sent/received	2024.10.14(Mon)
Date of acceptance	-		
Company name	Company A		
Contact person	Name of the person in charge	Job title	-

#### Requests sent/received - Details

Status	Pending
Proposed meeting date	2024.11.20(Wed)
Proposed meeting hour	10:40 - 11:20
Objective	Would like to discuss about the collaboration

3

Cancel

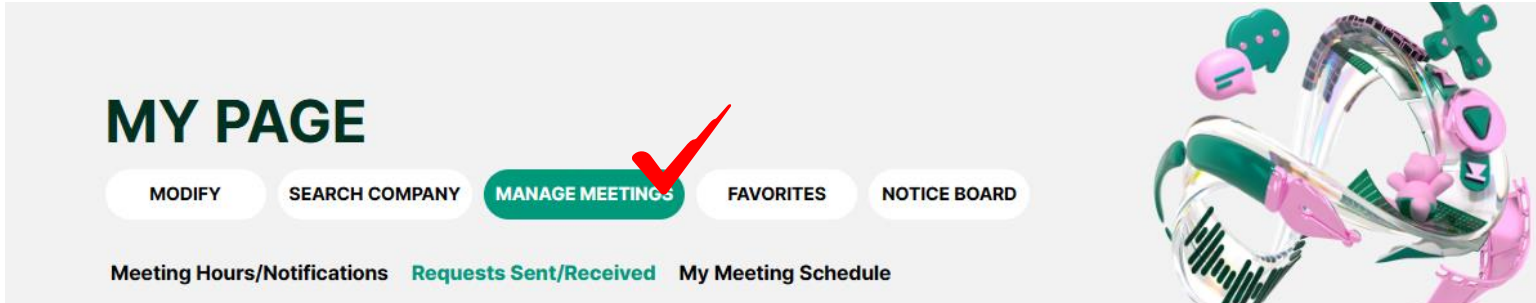
List

#### User Guide

- ③ **Cancel Meetings**
  - Click on 'Cancel' at the bottom of the page to cancel meetings.

# 03 | Cancel Meetings

## B Cancel Confirmed Meetings



### User Guide

- ① My Page > Manage Meetings > Confirmed
- ② Category
  - Check the meetings you intend to cancel.
  - Click on 'Show'.

## MANAGE MEETINGS

1

Pending **Confirmed** Declined/Canceled

Category  Date of request :  Meeting date  Please enter the name of the company.

2

1 results

Order by sent/received date | Order by company name | Order by meeting date/hour

No	Category	Date of request sent/received	Date of Acceptance	Company Name	Meeting date	Meeting hour	Status	Details
1	Received	2024.10.11(Fri)	2024.10.11(Fri)	Company A	11.20(Wed)	10:00 - 10:40	Cancellation Request Pending	Show

## B Cancel Confirmed Meetings

### Meeting Request Sender/Recipient Information

Category	Received	Date of request sent/received	2024.10.02(Wed)
Date of acceptance	2024.10.02(Wed)		
Company name	Company A		
Contact person	Name of the person in charge	Job title	-

### Requests sent/received - Details

Status	Confirmed
Proposed meeting date	2024.11.19(Tue)
Proposed meeting hour	10:40 - 11:20
IP of interest	1st IP
Objective	Would like to discuss about the collaboration

3

Cancellation Request

List

### User Guide

- ③ Meeting cancellation request
  - Click on 'Cancellation Request' at the bottom of the page to request a cancellation.
  - \* The other party is automatically notified of your cancellation request by email. **The counterpart's cancellation is required to cancel the meeting completely.**

# 03 | Cancel Meetings

## B Cancel Confirmed Meetings

### MANAGE MEETINGS

Pending **Confirmed** Declined/Canceled

Category  Date of request :  Meeting date  Please enter the name of the company.

2 results

Order by sent/received date | Ord - name | Order by meeting date/hour

No	Category	Date of request sent/received	Date of Acceptance	Company Name	Meeting date	Meeting hour	Status	Details
1	Sent	2024.10.02(Wed)	2024.10.02(Wed)	Company A	11.19(Tue)	10:40 - 11:20	Cancellation Request Pending	<input type="button" value="Show"/>

### User Guide

- ④ Cancellation request status
  - The other party needs to confirm the cancellation request to finally cancel the meeting.
  - \* Please note that unless confirmed by the counterpart, the meeting is not cancelled, requiring you to have the meeting on schedule.



# 04

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## Manage Meetings

- A. Set meeting times/notifications
- B. Check your meeting schedule

## A My Page > Manage Meetings > Set Meeting Times/Notifications

### Set a meeting time

Unavailable
  Available
  Meeting not available

1

	Nov. 19(Tue)	Nov. 20(Wed)	Nov. 21(Thu)
1	10:00 - 10:40	10:00 - 10:40	10:00 - 10:40
2	10:40 - 11:20	10:40 - 11:20	10:40 - 11:20
3	11:20 - 12:00	11:20 - 12:00	11:20 - 12:00
LUNCH	12:00 - 13:30 (90min)		
4	13:30 - 14:10	13:30 - 14:10	13:30 - 14:10
5	14:10 - 14:50	14:10 - 14:50	14:10 - 14:50
6	14:50 - 15:30	14:50 - 15:30	14:50 - 15:30
7	15:30 - 16:10	15:30 - 16:10	15:30 - 16:10
8	16:10 - 16:50	16:10 - 16:50	16:10 - 16:50
9	16:50 - 17:30	16:50 - 17:30	16:50 - 17:30

2

### Email Notifications Settings

ON
  OFF

1 If you turn the email notifications settings off, email notifications will not be sent to you when a new meeting request is received or any meeting requests are rejected/canceled.

1 Should you decide to turn the settings OFF, please make sure to check the MANAGE MEETINGS tab regularly.

3

SAVE

### User Guide

#### 1 Block time slots

- You can click on and block the time slots unavailable for meetings.

#### 2 Set email notifications

- You can turn email meeting notifications on/off, but you are advised to keep them on.

#### 3 Save

- Click on 'Save' at the bottom of the page to set time slots.

## B My Page > Manage Meetings > Check Your Meeting Schedules

1  
Download as Image

2  
Download as Excel

	Nov. 19(Tue)	Nov. 20(Wed)	Nov. 21(Thu)
1	10:00 - 10:40	10:00 - 10:40	10:00 - 10:40
2	<span style="background-color: #008080; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold; float: left; margin-right: 5px;">3</span> 10:40 - 11:20 Company A	10:40 - 11:20	10:40 - 11:20
3	11:20 - 12:00	11:20 - 12:00	11:20 - 12:00
LUNCH	12:00 - 13:30 (90min)		
4	13:30 - 14:10	13:30 - 14:10	13:30 - 14:10
5	14:10 - 14:50	14:10 - 14:50	14:10 - 14:50
6	14:50 - 15:30	14:50 - 15:30	14:50 - 15:30
7	15:30 - 16:10	15:30 - 16:10	15:30 - 16:10
8	16:10 - 16:50	16:10 - 16:50	16:10 - 16:50
9	16:50 - 17:30	16:50 - 17:30	16:50 - 17:30

### User Guide

- ① Download as image**

  - This page can be downloaded in image format.
  - \* We do not hand out timetables on the exhibition floor.
  
- ② Download as Excel file**

  - You can download an Excel file containing exhibitor names, contact person, position, meeting dates/times and purposes of meetings.
  
- ③ Meeting info**

  - Scheduled meeting slots are highlighted in black with the counterparts' (exhibitors') names on them.
  - \* Booth numbers will be added at a later date.

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CONTENT IP MARKET 2024

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# FAQ

# FAQ

## 01. When is the deadline to request business meetings?

- ▶ You may request business meetings on the exhibiton floor via hompage without a set deadline. However, you are advised to request business meetings as soon as possible since pre-applications may close early, making the exhibitors of your choice unavailable for meetings.

## 02. Should colleagues accompanying me register as a buyer too?

- ▶ Since visitors are not allowed to participate in business meetings, your colleagues are advised to register as a buyer.

# CONTENT IP MARKET 2024



**[Go to the Official Website]**  
[ipmarket.kr](http://ipmarket.kr)

## **Content IP Market 2024 Secretariat**

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