



**대한민국 국제물주간**  
KOREA INTERNATIONAL WATER WEEK

# **Korea International Water Week 2019**

## **Water Partner Square**

**WPS System Manual**

# Process of Water Partner Square



# [STEP 1] Choose the Type of Registration


- ① Water Partner Square > Registration guideline > Click the **[Registration]**
- ② After confirming the guideline, Apply according to your registration type

**Water Partner Square**  
Korea International Water  
Week 2019

**Registration Guideline**

Participant List

Check My Request

 **Registration Guideline**

HOME > Water Partner Square > Registration Guideline

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### Purpose of Water Partner Square

Water Partner Square is aimed at seeking for co-prosperity among the public and private sectors (large, mid, and small-sized corporates) by providing a customized assistance in advancing into foreign markets by region and nation and identifying new and cooperative businesses opportunities. To that end, Water Partner Square will arrange one-on-one business meetings for foreign governmental organizations, domestic and international organizations, and companies participating in KIWW 2019.

**Registration**



## Online Registration

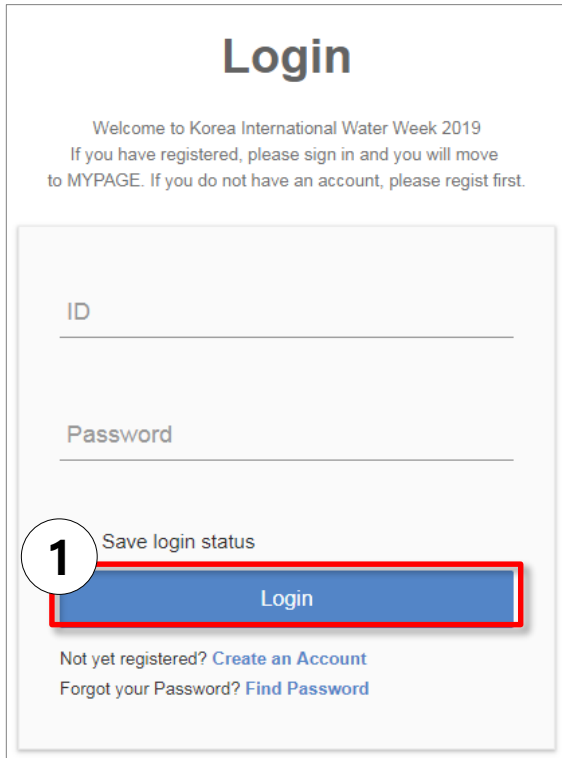
**KIWW Registered Overseas Participant  
Apply**

New Overseas Participant  
Apply

# [STEP 2-1] Registration

Pre-existing participants of KIWW

- ① KIWW Register logs in with existing joined ID/PW
- ② Mypage > Registration > Choose **[Overseas Buyer(Agent)]** > Consent to Collection and use of personal information
- ③ After filling in the information, Click [Submit]



**Login**

Welcome to Korea International Water Week 2019  
If you have registered, please sign in and you will move to MYPAGE. If you do not have an account, please regist first.

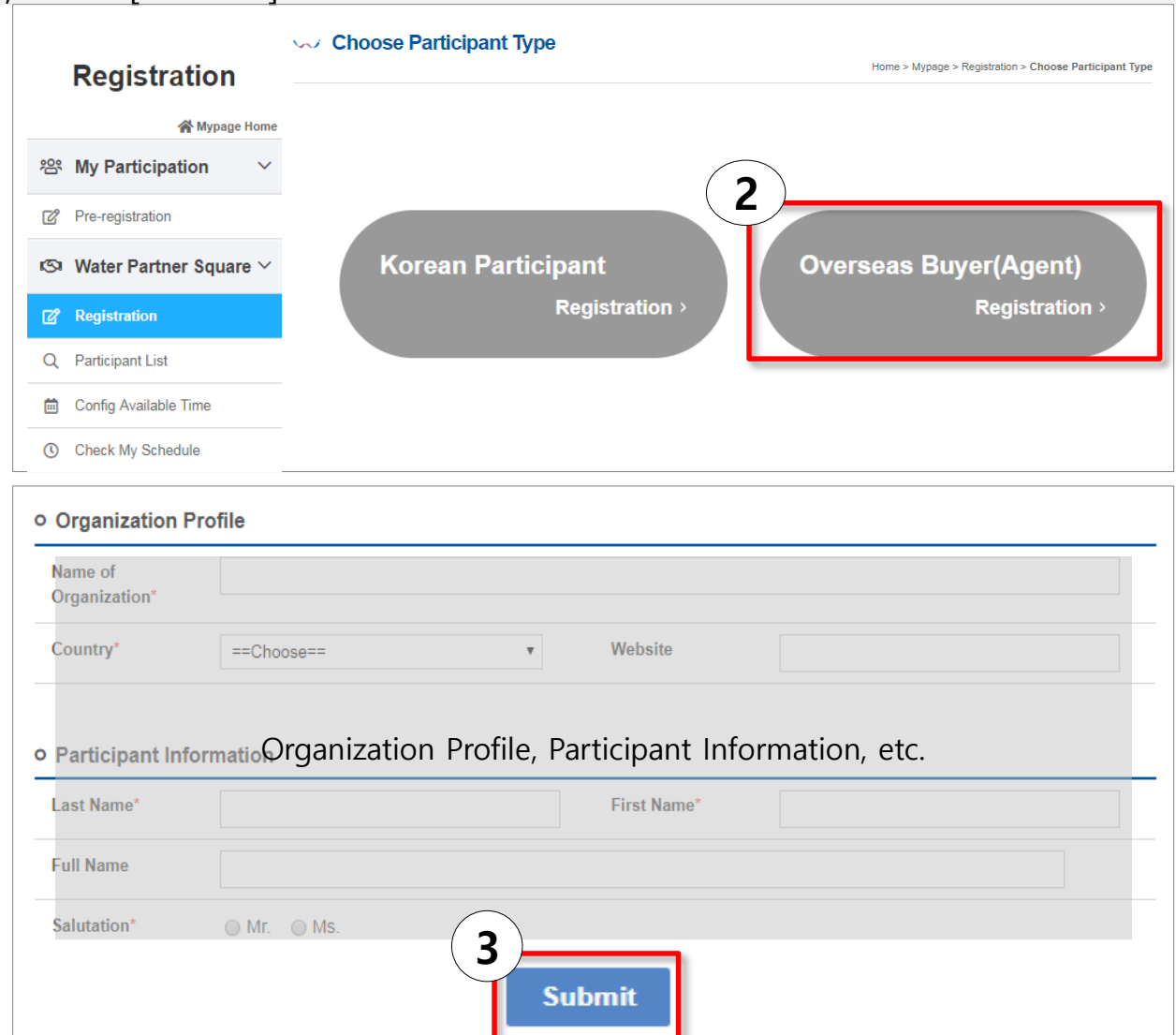
ID \_\_\_\_\_

Password \_\_\_\_\_

1 Save login status

**Login**

Not yet registered? [Create an Account](#)  
Forgot your Password? [Find Password](#)



**Registration** Choose Participant Type

Home > Mypage > Registration > Choose Participant Type

My Participation

- Pre-registration
- Water Partner Square
- Registration**
- Participant List
- Config Available Time
- Check My Schedule

2

**Korean Participant** Registration >

**Overseas Buyer(Agent)** Registration >

Organization Profile

Name of Organization\* \_\_\_\_\_

Country\* ==Choose== Website \_\_\_\_\_

Participant Information

Last Name\* \_\_\_\_\_ First Name\* \_\_\_\_\_

Full Name \_\_\_\_\_

Salutation\*  Mr.  Ms.

3 **Submit**

## [STEP 2-2] Registration

- ① Choose **[Overseas Buyer(Agent)]** > Consent to collection and use of personal information
- ② After Filling in the Information, Click [Submit]

**EXPO Participants /  
New WPS Participants**

**Choose Participant Type** Home > Registration > Choose Participant Type

**Korean Participant** Registration >

**Overseas Buyer(Agent)** Registration >

**Complete Application Form** Home > Registration > Complete Application Form

Organization Profile

Name of Organization\*

Country\*  Website

Participant Information

Last Name\*  First Name\*

Full Name

Salutation\*  Mr.  Ms.

**Submit**

Organization Profile, Participant Information, etc.

# [STEP 3] Mypage Guide

<h2>Mypage</h2>	
<a href="#">🏠 Mypage Home</a>	
<b>👤 My Participation</b>	▼
📝 Pre-registration	
<b>👥 Water Partner Square</b>	▼
📝 Edit My Info	
🔍 Participant List	
📅 Config Available Time	
🕒 Check My Schedule	

- Checking and editing my meeting registration information
- After checking participant list, request for meeting with the person who wants to consult
- Config the available/unavailable meeting time
- Registration for meeting or checking my meeting schedule

# [STEP 3-1] Edit My Info

① Mypage > Edit My Info > **[Registration Information]** Confirm and Edit

## Registration Information

[Mypage Home](#)

- My Participation
- Pre-registration
- Water Partner Square
- Edit My Info**
- Participant List
- Config Available Time
- Check My Schedule

### Registration Information

HOME > Mypage > Registration Information

**POD Communications (피오디커뮤니케이션즈)** 1 [Go back](#) [Edit](#)

ID (E-mail Address)	pdr@pod-pco.com	Password	****
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#### Company Profile

Name of Company (Korean)	피오디커뮤니케이션즈	Name of Company (English)	POD Communications
Representative Name(Korean)	이정우	Representative Name(English)	LEE JungWoo
Company Registration Number	1058686781	Business Field	MICE
Establishment of Company (year)	2004년 3월	Employee (number)	40
Physical Location			
Website	<a href="http://www.pod-pco.com">www.pod-pco.com</a>		

# [STEP 3-2] Participant List

① Mypage > Participant List > **[Participant List]** > Click **[Details]** to browse your target partner's profile

**Requesting a Meeting?** is.. Searching for your target partner's profile, and sending meeting requests

**Requesting a Meeting ≠ Accepted meeting**

(Matching completed only when your target partner(s) accept meeting requests)

## Participant List

Participant List

Home > Water Partner Square > Participant List

Mypage Home

My Participation

Pre-registration

Water Partner Square

Edit My Info

Participant List

Config Available Time

Check My Schedule

- Industry -      - Select Main Category -  
Organization                   Meeting requested

#	Participant Type	Organization	Company & Production Introduction	Meeting Request Status	Details
2	Korean Participant	Water Industry Seller 2	Local Water Industry	No Status	<input type="button" value="Details"/>
1	Korean Participant	Water Tech Seller 3	Wastewater treatment Technology	No Status	<input type="button" value="Details"/>

1



## [STEP 3-2] Participant List

- ② Click **[Request]** to send meeting request(s) after checking the participant's profile
- ③ Check **[My timetable]** information in pop-up, click **[Change available time]** to change the meeting schedule, and check(✓) **[Accompanying own interpreter]**
- ④ Click **[Send Request]** to apply when information is verified and modified

**Send a meeting request to Participant (참가자)**

Partner will select meeting time regarding to your available time table. If you want to change your available times, please click [Change available times] button and control them.

[My timetable](#) [Change available time ↗](#)

※ Should you need additional assistance to attend the Water Partner Square(e.g. special request for time and venue arrangement etc.), please contact the Korea Water Forum at [wps@koreawaterforum.org](mailto:wps@koreawaterforum.org) +82-2-736-0462.

**3 Interpreter**  
KIWW 2019 Secretariat will provide a facilitator for supporting each business meeting. We kindly inform you that the facilitator will assist you in translating English into Korean but they are not professional interpreter. If you are accompanied by your own interpreter, please let us know.

Accompanying own interpreter

※ Meeting request cannot be cancelled once the request recipient accepts your request.  
If you need to cancel the meeting due to unexpected circumstances, please contact the secretariat or the meeting partner.

**4 Send Request** **Close**

**2 Request**

Organization Profile

Name of Organization	KIWW Buyer		
Country	중국	Website	kiww.org

# [STEP 3-3] Configure Timetable

- ① Mypage > Config Available Time > **[Timetable Configuration]** check your meeting schedule
- ② If "Available Time" and "Unavailable Time" change is needed, check(✓) the time, and find out the real-time changes

## Config Available Time

🏠 Mypage Home

👤 My Participation ▾

📝 Pre-registration

👁️ Water Partner Square ▾

📝 Edit My Info

🔍 Participant List

**📅 Config Available Time**

🕒 Check My Schedule

## Timetable Configuration

Home > Mypage > Timetable Configuration

👤 **KIWW Buyer**

### Meeting Schedule

Available Time     Meeting Unavailable     Arranged Time

When you click the meeting time, the changes will be saved in real time.

Date: Sep. 4 ✓ Unblock All 🚫 Block All

<input checked="" type="checkbox"/> 10:00	<input checked="" type="checkbox"/> 10:30	<input checked="" type="checkbox"/> 11:00	<input checked="" type="checkbox"/> 11:30	<input checked="" type="checkbox"/> 12:00	<input checked="" type="checkbox"/> 12:30	<input checked="" type="checkbox"/> 13:00	<input checked="" type="checkbox"/> 13:30	<input checked="" type="checkbox"/> 14:00	<input checked="" type="checkbox"/> 14:30
<input checked="" type="checkbox"/> 15:00	<input checked="" type="checkbox"/> 15:30	<input type="checkbox"/> 16:00	<input type="checkbox"/> 16:30						

Date: Sep. 5 ✓ Unblock All 🚫 Block All

<input checked="" type="checkbox"/> 10:00	<input checked="" type="checkbox"/> 10:30	<input checked="" type="checkbox"/> 11:00	<input checked="" type="checkbox"/> 11:30	<input checked="" type="checkbox"/> 12:00	<input checked="" type="checkbox"/> 12:30	<input checked="" type="checkbox"/> 13:00	<input checked="" type="checkbox"/> 13:30	<input checked="" type="checkbox"/> 14:00	<input checked="" type="checkbox"/> 14:30
<input checked="" type="checkbox"/> 15:00	<input checked="" type="checkbox"/> 15:30	<input type="checkbox"/> 16:00	<input type="checkbox"/> 16:30						

Date: Sep. 6 ✓ Unblock All 🚫 Block All

<input checked="" type="checkbox"/> 10:00	<input checked="" type="checkbox"/> 10:30	<input type="checkbox"/> 11:00	<input type="checkbox"/> 11:30						
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# [STEP 3-4] Check My Schedule

- ① Mypage > Check My Schedule > **[Meeting Schedule]** check the matching progress and completion
  - **[Meeting Schedule]** : Check my meeting schedule
  - **[Meeting List]** : Check my confirmed meeting schedule
  - **[Meeting Arrangement Waiting list]** : Check my ongoing meeting schedule

## Meeting Request Status

### Check My Schedule

[Mypage Home](#)

**My Participation** ▾

[Pre-registration](#)

**Water Partner Square** ▾

[Edit My Info](#)

[Participant List](#)

[Config Available Time](#)

**Check My Schedule**

#### Meeting Schedule

[Print](#)

Date	Sep. 4													
Time	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
Arranged Meeting														

Date	Sep. 5													
Time	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
Arranged Meeting														

Date	Sep. 6													
Time	10:00			10:30			11:00			11:30				
Arranged Meeting														

Available Time    Meeting Unavailable    Arranged Time  
 (Please refer to the table below for the scheduled company.)

#### Meeting List

#	Time	Organization	Person in charge	E-mail	Meeting Place	Interpreter Service	Cancel Arrangement
1	09-04 10:30 ~ 11:30	Environment Buyer 1			( Not specified yet )	( Not specified )	Partner's Request <a href="#">Withdraw</a>
2	09-05 10:00 ~ 11:00	Water Forum Seller 2			( Not specified yet )	( Not specified )	My Request

After the meeting is matched, **it can only be cancelled by the person who has accepted the request.**

## [STEP 3-4] Check My Schedule

- ② [Meeting Arrangement Waiting List] Check my ongoing meeting schedule
- **Accept** : Click **[Accept]** after checking the participant's profile, check(√) the time & date in pop-up, check(√) **[Accompanying own interpreter]**, finally, click **[Accept Request]** to confirm the meeting

### Meeting Arrangement Waiting List

#	Organization	Person in charge	E-mail	Status	Action
1	Environ			Partner's Request	<b>Accept</b> Decline
2	Micel			My Request	Withdraw
3	Water F			Partner's Refusal	-

#### Accept meeting request from Participant (참가자)

Please select time to meet Participant (참가자). It shows only the times that both you and your partner are available. If there are no times showing, you cannot accept this request. Otherwise you can control your available times after click [Change available times] buttons.

※ You can choose at most 2 adjacent times

**Date: Sep. 4**

<input type="checkbox"/> 10:00	<input type="checkbox"/> 10:30	<input checked="" type="checkbox"/> 11:00	<input checked="" type="checkbox"/> 11:30	<input type="checkbox"/> 12:00	<input type="checkbox"/> 12:30	<input type="checkbox"/> 13:00
<input type="checkbox"/> 13:30	<input type="checkbox"/> 14:00	<input type="checkbox"/> 14:30	<input type="checkbox"/> 15:00	<input type="checkbox"/> 15:30	<input checked="" type="checkbox"/> 16:00	<input checked="" type="checkbox"/> 16:30

**Date: Sep. 5**

<input type="checkbox"/> 10:00	<input type="checkbox"/> 10:30	<input checked="" type="checkbox"/> 11:00	<input type="checkbox"/> 11:30	<input type="checkbox"/> 12:00	<input type="checkbox"/> 12:30	<input type="checkbox"/> 13:00
<input type="checkbox"/> 13:30	<input type="checkbox"/> 14:00	<input type="checkbox"/> 14:30	<input type="checkbox"/> 15:00	<input type="checkbox"/> 15:30	<input checked="" type="checkbox"/> 16:00	<input checked="" type="checkbox"/> 16:30

**Date: Sep. 6**

<input type="checkbox"/> 10:00	<input type="checkbox"/> 10:30	<input checked="" type="checkbox"/> 11:00	<input checked="" type="checkbox"/> 11:30			
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[My timetable](#) [Partner's timetable](#) [Change available time](#)

※ Should you need additional assistance to attend the Water Partner Square(e.g. special request for time and venue arrangement etc.), please contact the Korea Water Forum at [wps@koreawaterforum.org](mailto:wps@koreawaterforum.org) +82-2-736-0462.

#### Interpreter

KIWW 2019 Secretariat will provide a facilitator for supporting each business meeting. We kindly inform you that the facilitator will assist you in translating English into Korean but they are not professional interpreter. If you are accompanied by your own interpreter, please let us know.

Accompanying own interpreter

Accept Request

Close

- **Decline** : Decline for the partner's request
- **Withdraw**: Withdraw my own request

## [STEP 4] Automatic Reply Email

Depending on your registration, the following email will be sent to the participant

※ Please note you should double check the **[Check My Schedule]** before attending the meeting, to avoid any confusion that may occur. Thank you very much.

### Participants who have requested for a meeting

#### Request Acceptance

Congratulations!  
Your [meeting request has been accepted](#) by

Please check the final meeting hour, place, and provision of interpreter service at your meeting result page. More information regarding this request and accepted can be found on your Meeting Result page.

[My Business Meeting](#)

#### Request Decline

[\[Name\]](#) has [declined your meeting request](#) due to other schedules.

Do not be discouraged! You may find other good business opportunities. Please check the participants list on the website and request unique individual business meeting with other exhibitors and participants.

[My Business Meetings](#)

#### Meeting Cancellation

[\[Name\]](#) has [cancelled the meeting](#) due to unexpected change of schedule.

Do not be discouraged! You may find other good business opportunities. Please check the participants list on the website and request unique individual business meeting with other exhibitors and participants.

[Request Meetings](#)

### Participants who have BEEN requested for a meeting

#### Meeting Request

[\[Name\]](#) has [requested a business meeting](#) with you

More information regarding this meeting request can be found on your Meeting result page. Please either accept or decline the request, and confirm your intention of participation to the meeting

[My Business Meeting](#)

#### Request Withdrawal

[\[Name\]](#) has [withdrawal meeting request](#) due to unexpected change of schedule.

The meeting request has been removed from your Meeting Result page.