



# G-STAR 2020 Live Biz Matching User Manual

# G-STAR 2020 Live Biz Matching Summary

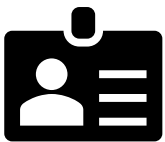
G-STAR Live Biz Matching is an online meeting system for business networking.

After Matchmaking, actual meeting will be done with total online.

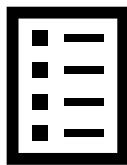
Video meetings during the BTB period are possible with devices such as laptops and mobile devices at any places under circumstances with internet connection.

Ticket Registration & Admission Rates			
Type	Ticket Registration	Price	Remark
Early Bird	Sep. 15 <sup>th</sup> (Tue) ~ Oct 8 <sup>th</sup> (Thu), 2020	USD100	Unlimited Meeting
General	Oct, 13 <sup>th</sup> (Tue) ~ Nov. 18 <sup>th</sup> (Wed), 2020	USD200	

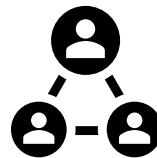
Overview	
Online Biz Matching	Sep. 15 <sup>th</sup> (Tue) ~ Nov 21 <sup>st</sup> (Sat), 2020
Video Meeting (BTB operation Period)	Nov. 17 <sup>th</sup> (Tue) ~ Nov 21 <sup>st</sup> (Sat), 2020 / 5 Days
User	Person Who purchased 'G-STAR Live Biz Matching' Ticket



1. Information  
Registration



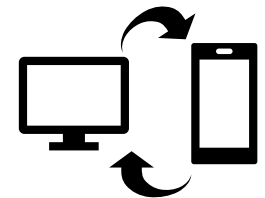
2. Check Participants list



3. Meeting request



4. Manage meeting  
schedule



5. Video meeting

Inquiries : G-STAR organizing Committee (+82-2-6203-1997 / [b2b@gstar.or.kr](mailto:b2b@gstar.or.kr))

< Monday – Friday > 10:00 ~ 18:00 (Closed on weekends/Holidays)

\*\* All of the dates above are in Korean Standard Time (KST)

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- 4. Manage meeting schedule**
  - 4-1. Reschedule a meeting
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  - 4-3. Send and receive messages
- 5. Video meeting**

# 1. Information Registration

## 1-1. Set Password and login after ticket purchase

1. Receive an E-mail regarding 'Reset Password' after purchasing ticket
2. Access to the link and Reset Password
- 3~5. Log in using your E-mail address and password (If you have and error logging in ,contact [b2b@gstar.or.kr](mailto:b2b@gstar.or.kr))

**1** Subject: **G-STAR 2020 Live Biz Matching, Your Username and Password Info (접속 계정정보 안내)** Back To

To: **gildong**

From: **livebizmatching@gstar.or.kr**

Received: **Mon Sep 07 2020 11:16:14 GMT+0900 (대한민국 표준시)**

Sending IP: **121.254.168.204**

Parts: [html](#) [Show Links](#)

Attachments: [Subscribe to receive Attachments]

### G-STAR 2020

Dear Gildong Hong,

Thank you for registering G-STAR 2020 Live Biz Matching. The meeting platform will be available to start pre-scheduling at Tuesday 8th September. Keep in mind that new participants will be added daily and you will be able to continue scheduling and receive meeting requests during the days of the biz matching period. The meeting platform will run for 24 hours every day to cater for the different time zones of the participants.

**2** Click on the link below to reset your password and log in.  
<https://btb.gstar.or.kr/reset-password/?key=lbN76Urhil6KBFcDUi9o&login=gildong%40mailinator.com>

### SET YOUR PASSWORD

**3**

Password

Repeat password

**ACCEPT**

### RESET PASSWORD DONE

Your password **4** has been reset successfully! Please [Login here](#)

### LOGIN

**5**

Username or Email Address **gildong@mailinator.com** ⓘ

Password

.....

[Lost your password?](#)

Remember me

**LOGIN**

# 1. Information Registration

## 1-2. Profile registration

CONGRATULATIONS!

Please fill in your profile. Having a complete profile increases your opportunity to connect with and meet the right people. We protect your privacy. By default nobody can see your contact information.

1

Your personal inform

2

Your tags

First name \*

Gildong

Surname \*

Hong

Email

gildong@mailinator.com

Phone number

1

+82 10 1111 1111

Company \*

2

Hong Company

Please save changes to create a new company

Job Position

PR Manager

Country\*

3

Korea

Personal Description

Timezone \*

4

(UTC+09:00) Asia/Seoul

Save Changes

Required fields to fill out

1. Phone number

- Country Code required / Ex) +82 10-0000-0000

2. Company name

-When using multiple accounts in the same company, create a company page with the first account (ID). After that, all accounts (IDs) must select the same company so that they will be classified to same company \*Case sensitive required

3. Country name

4. Standard time zone (Based on cities)

5-6. For the first register account (Refer to P.6)

Company \*

Hong Company

5

Create company page

Create new company page

Hong Company

6

Accept

# 1. Information Registration

## 1-2. Profile registration

5-1 For the first register account for one company

1. Enter company website address
2. Brief introduction of company information

6. Select the applicable item

- When searching the participant list, conditions can be searched according to the selected TAG value.

COMPANY PAGE

Please fill in your company profile. In the 'description field' please explain what your organization does.

1 Company information      2 Company tags

5-1

Company: Hong Company

Website \*: **1** www.hongcompany.or.kr

Description: **2**

Company Administrator

Opportunity: Select Opportunities

Save

6 Your personal information      2 Your tags

Organization Type (기업형태)

Company (기업)    Government (정부)    Public Agency (공공기관)    University/Research Institute (대학/연구소)

Association/Group (협회/단체)    Private Company (개인사업자)    Extra (기타)

Business Type(업종)

Development (개발)    Publishing (퍼블리싱)    Logistics (유통)    Import (수입)    Export (수출)    Wholesale (도매)    Retail (소매)

Manufacturing (제조)    **Marketing/PR (마케팅/홍보)**    Payment (결제)    Education (교육)

Media/Press/Influencer (미디어/기자/인플루언서)    Communication/Internet Service (통신/인터넷서비스)    Investment/Finance (투자/금융)

Consulting (컨설팅)    HR/Recruitment (인사/채용)    Data/Analytics (데이터/분석)    Extra (기타)

Product Type (제품군)

Online/PC Game (온라인/PC게임)    Mobile Game (모바일게임)    **Console Game (콘솔게임)**    Arcade Game (아케이드게임)

Game Hardware (게임하드웨어)    Middleware (미들웨어)    Software (소프트웨어)    AR/VR    Parts/Accessories (부품/악세서리)

Blockchain (블록체인)    Art/Music/Design (예술/음악/디자인)    E-sports (이스포츠)    Extra (기타)

Location (소재지)

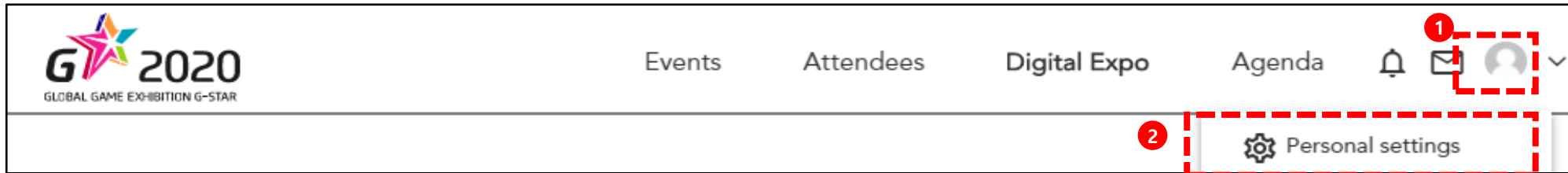
Africa (아프리카)    **APAC/South Korea (아시아태평양/대한민국)**    South America (남미)    Europe (유럽)    North America (북미)

Australia/ New Zealand (호주/뉴질랜드)    Middle East/ North Africa (중동/북아프리카)    Other (그외)

Save

# 1. Information Registration

## 1-2. Profile registration



Personal Information	
Name	Gildong Hong
Email	gildong@mailinator.com
Phone number	+82 10 1111 1111
Company	Hong Company
Job Position	PR Manager
Country	Korea
Timezone	(UTC+09:00) Asia/Seoul
Organization Type (기업형태)	Company (기업)
Business Type(업종)	Development (개발), Marketing/PR (마케팅/홍보)
Product Type (제품군)	Console Game (콘솔게임), Game Hardware (게임하드웨어)
Location (소재지)	APAC/South Korea (아시아태평양/대한민국)

### Modify basic information

1. Select your profile picture on the top right

2. Click Personal Settings

3. Modification and setting (P. 8 참고)

- View : View all

- Edit : Edit personal information

- Password : Change password

- Change Profile Photo: Profile photo registration(256X256 px)

- Cover Photo : Profile cover photo registration(1400 X 240 px)

- Download : Profile download

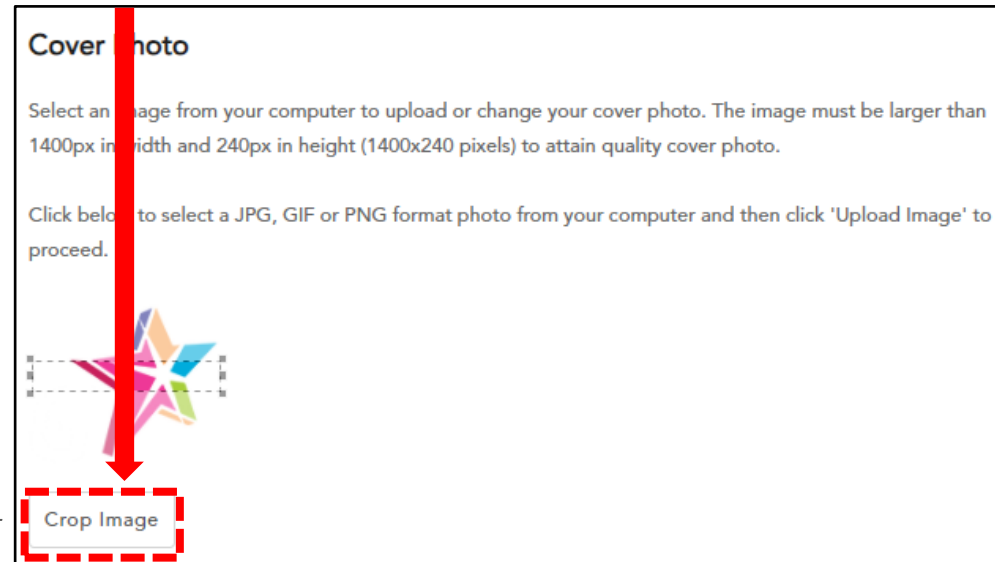
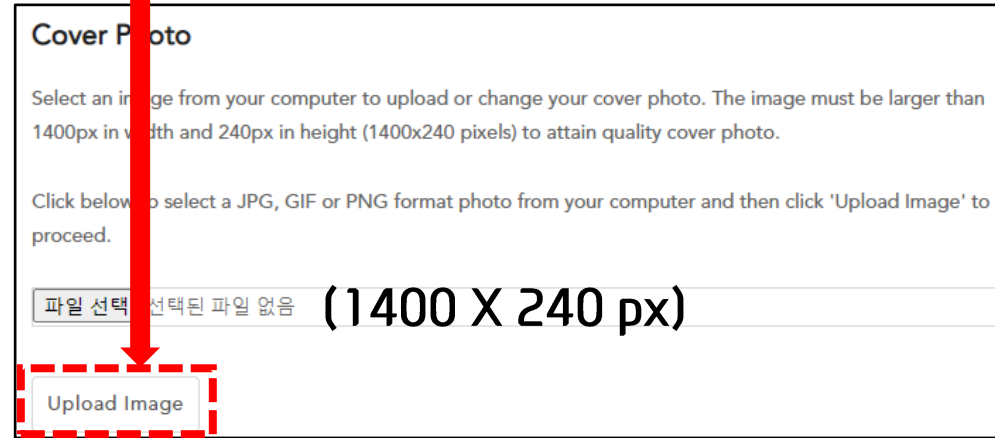
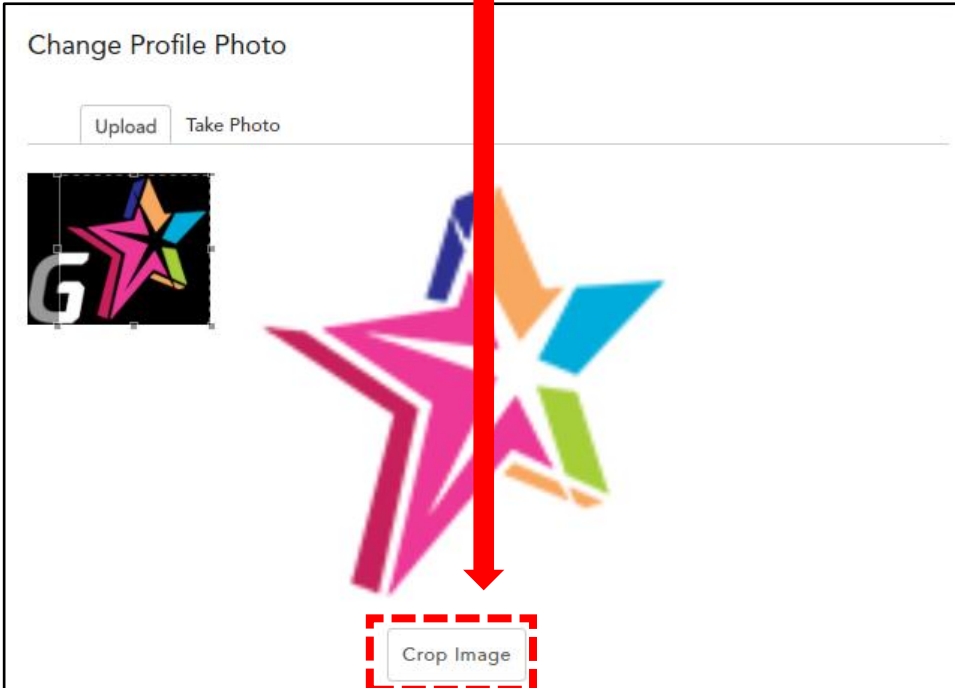
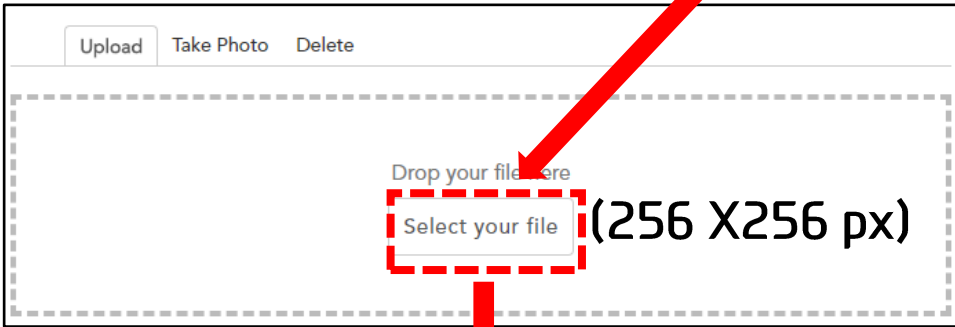
- Delete Account : Delete account

4. Information disclosed to other participants in G-Star Live Biz Matching System

# 1. Information Registration

## 1-2. Profile registration

It is the first information that other participants see when applying for a meeting, so it is recommended to upload a profile picture using the company logo/game, product image.

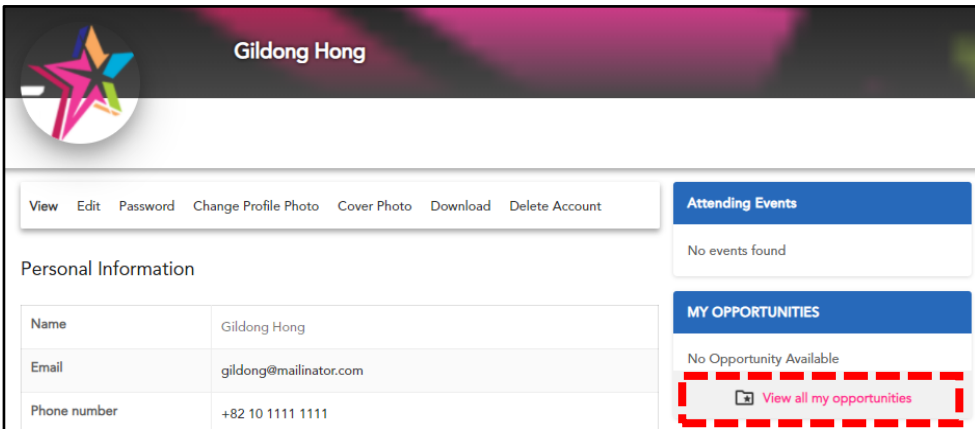




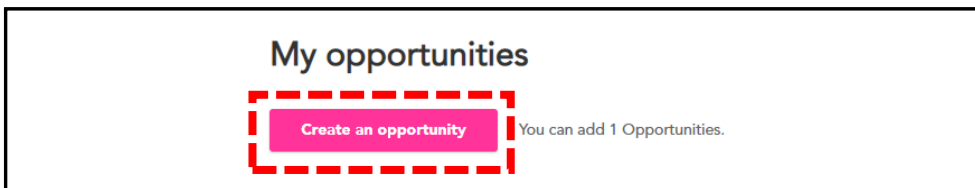
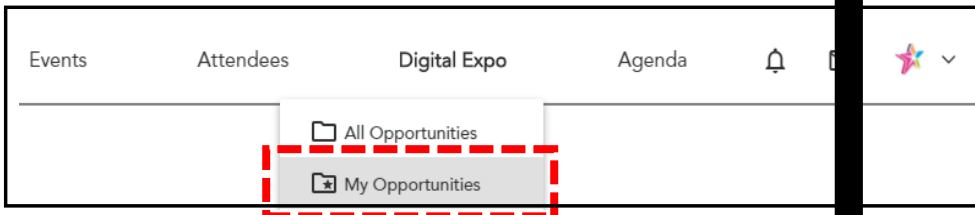
# 1. Information Registration

## 1-3. Company promotional materials registration (Digital Expo)

### 〈Method 1〉



### 〈Method 2〉



### How to register

#### 〈Method 1〉

Click Personal Settings

- Click 'View all my opportunities' on the right
- Click the 'Create an opportunity' button

#### 〈Method 2〉

Click the [Digital Expo] menu

- Click the [My Opportunities] menu
- Click the 'Create an opportunity' button

※ You can only register once per account, and you can edit the registered information.

# 1. Information Registration

## 1-3. Company promotional materials registration (Digital Expo)

### New opportunity information

Event **1** G-STAR 2020

Name **2** G-STAR 2020

Description **3** Global Game Exhibition G-STAR 2020

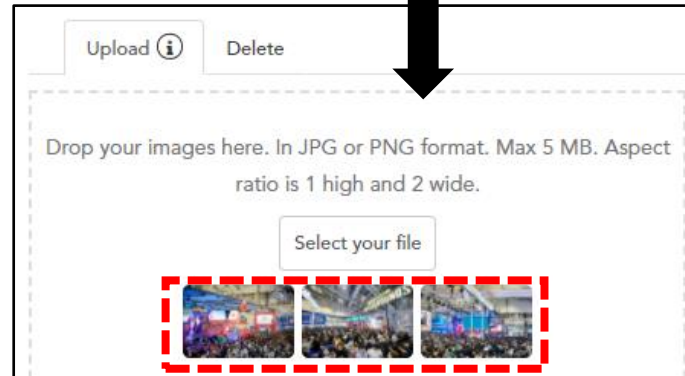
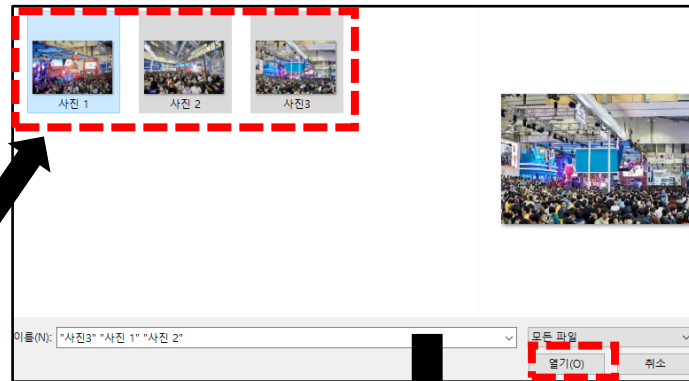
Video **4** <https://www.youtube.com/watch?v=0MUll-8N6WE>

Extra Content Label Url

Image Carousel Upload **5** Select your file

Drop your images here. In JPG or PNG format. Max 5 MB. Aspect ratio is 1 high and 2 wide.

1. Select 'G-STAR 2020'
2. Enter Company name (In English)
3. Enter description of the game/product you want to promote (In English)
4. Enter the video link
5. Enter promotional photos (maximum 3)  
-Save 3 photos in the same folder > Drag > Select Open



Picture Pixel  
↓  
450(W) X300(H) PX

Picture Size  
↓  
Under 500 KB

# 1. Information Registration

## 1-3. Company promotional materials registration (Digital Expo)

6. Select 'industry of interest'/'product of interest'/'country of interest'

7. Save

\*\*It may take some time to upload depending on the photo size\*\*


<b>Business type interested in (관심업종) *</b>	<input checked="" type="checkbox"/> Development (개발)	<input type="checkbox"/> Publishing (퍼블리싱)
	<input type="checkbox"/> Logistics (유통)	<input type="checkbox"/> Import (수입)
	<input type="checkbox"/> Export (수출)	<input type="checkbox"/> Wholesale (도매)
	<input type="checkbox"/> Retail (소매)	<input type="checkbox"/> Manufacturing (제조)
	<input type="checkbox"/> Marketing/PR (마케팅/홍보)	<input type="checkbox"/> Payment (결제)
	<input type="checkbox"/> Education (교육)	<input type="checkbox"/> Media/Press/Influencer (미디어/기자/인플루언서)
	<input type="checkbox"/> Communication/Internet Service (통신/인터넷서비스)	<input type="checkbox"/> Investment/Finance (투자/금융)
	<input type="checkbox"/> HR/Recruitment (인사/채용)	<input type="checkbox"/> Consulting (컨설팅)
	<input type="checkbox"/> Extra (기타)	<input type="checkbox"/> Data/Analytics (데이터/분석)
<b>Product Type interested in (관심 제품군) *</b>	<input type="checkbox"/> Online/PC Game (온라인/PC게임)	<input type="checkbox"/> Mobile Game (모바일게임)
	<input type="checkbox"/> Console Game (콘솔게임)	<input type="checkbox"/> Game Hardware (게임하드웨어)
	<input checked="" type="checkbox"/> Arcade Game (아케이드게임)	<input type="checkbox"/> Software (소프트웨어)
	<input type="checkbox"/> Middleware (미들웨어)	<input type="checkbox"/> Parts/Accessories (부품/악세서리)
	<input type="checkbox"/> AR/VR	<input type="checkbox"/> Art/Music/Design (예술/음악/디자인)
	<input type="checkbox"/> Blockchain (블록체인)	<input type="checkbox"/> Extra (기타)
	<input type="checkbox"/> E-sports (이스포츠)	
<b>Country of interest (관심국가) *</b>	<input type="checkbox"/> Africa (아프리카)	<input checked="" type="checkbox"/> APAC/South Korea (아시아태평양/대한민국)
	<input type="checkbox"/> South America (남미)	<input type="checkbox"/> Europe (유럽)
	<input type="checkbox"/> North America (북미)	<input type="checkbox"/> Australia/ New Zealand (호주/뉴질랜드)
	<input type="checkbox"/> Middle East/ North Africa (중동/북아프리카)	<input type="checkbox"/> Other (그외)

**6**

**7** **Cancel** **Save Changes**


### My opportunities

Create an opportunity You can add 0 Opportunities.



**G-STAR 2020**  
Global Game Exhibition G-STAR 2020

**8** **9**



8. If you need to modify the uploaded information  
9. If you want to delete 'My opportunities'

# 1. Information Registration

## 1-3. Company promotional materials registration (Digital Expo)


### Example of DIGITAL EXPO

« My opportunities

### G-STAR 2020

by Gildong Hong PR Manager at Hong Company

G-STAR 2020



Global Game Exhibition G-STAR 2020

**First Uploaded Picture : Exposed in Main Screen**


**Business type interested in (관심업종)**  
Development (개발)

**Product Type interested in (관심 제품군)**  
Arcade Game (아케이드게임)

**Country of interest (관심국가)**  
APAC/South Korea (아시아태평양/대한민국)

My opportunities

Create an opportunity You can add 0 Opportunities.



G-STAR 2020

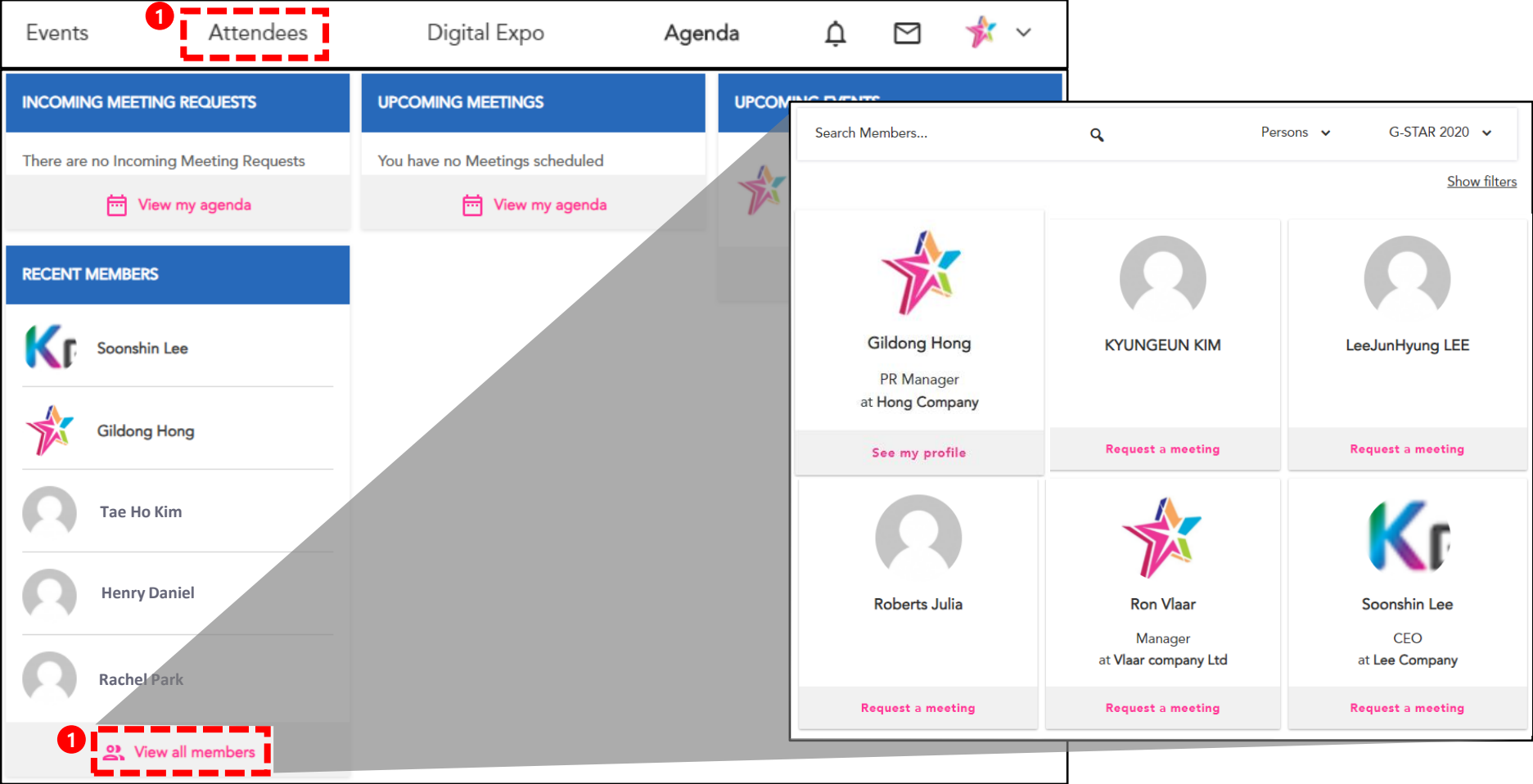
Global Game Exhibition G-STAR 2020

[참가사] Supercell Oy, 구글코리아, 넷마블, 아프리카TV, 크래프톤, 펠라비스

# 2. Participants list

## 2-1. Full list of participants

- 1. Click on the main screen 'View all members' (or click on the [Attendees] menu)  
- A complete list of participants registered in the G-Star Live Biz Matching System can be found.



# 2. Participants list

## 2-2. Search participants

- 1. Person : Participant List / Companies : Participating Company List
- 2. Select 'Show filters' from the full list and search by company type/industry/product group/ location

Search Members...  Persons

Persons  
Companies

 <b>Gildong Hong</b> PR Manager at Hong Company <a href="#">See my profile</a>	 <b>KYUNGEUN KIM</b> <a href="#">Request a meeting</a>	 <b>LeeJunHyung LEE</b> <a href="#">Request a meeting</a>
 <b>Roberts Julia</b> <a href="#">Request a meeting</a>	 <b>Ron Vlaar</b> Manager at Vlaar company Ltd <a href="#">Request a meeting</a>	 <b>Soonshin Lee</b> CEO at Lee Company <a href="#">Request a meeting</a>

Search Members...  Persons

Organization Type (기업 형태)

Business Type(업종)

Product Type (제품군)

Location (소재지)

# 3. Meeting request

## 3-1. Meeting request

※ You can apply for a meeting every 30 minutes.

1. Select the person you want to meet from the participant list and select 'Request a meeting'
2. After checking the details, click the 'Request a meeting' button at the top
3. Request a meeting after entering the date/time (note the standard time)/message (Both Korean/English OK)  
-EX) Hello, this is OO company. I would like to request a meeting regarding OOOO.

 Gildong Hong PR Manager at Hong Company <a href="#">See my profile</a>	 KYUNGEUN KIM <a href="#">Request a meeting</a>	 LeeJunHyung LEE <a href="#">Request a meeting</a>
 Roberts Julia <a href="#">Request a meeting</a>	 Ron Vlaar Manager at Vlaar company Ltd <a href="#">Request a meeting</a>	 Soonshin Lee CEO at Lee Company <a href="#">Request a meeting</a>

**Soonshin Lee**  
[Request a meeting](#)

**Personal Information**

Name	Soonshin Lee
Company	Lee Company

**REQUEST A NEW MEETING**

Event	G-STAR 2020
Date	17/11/2020
From	13:00 (UTC+09:00) Asia/Seoul
To	13:30 (UTC+09:00) Asia/Seoul
Location	Automatic reservation
Message	We would like to have a meeting regarding the new <u>Consol</u> game you have developed.

[Cancel](#) [Send Request](#)



# 3. Meeting request

## 3-2. View the status of meeting request

Events Attendees Digital Expo **Agenda**

OR

**INCOMING MEETING REQUESTS**  
There are no Incoming Meeting Requests  
 [View my agenda](#)

**UPCOMING MEETINGS**  
You have no Meetings scheduled  
 [View my agenda](#)

**UPCOMING EVENTS**  
 **G-STAR 2020**  
NOV 17, 00:00 - NOV 21, 23:30  
(UTC+09:00) ASIA/SEOUL  
 [View all events](#)

**RECENT MEMBERS**

**Confirmed meetings** **Incoming request 0** **Pending request 1** **Cancelled meetings 0**

All Events Upcoming Meetings

**Soonsin Lee** CEO , Lee Company  
**G-STAR 2020**  
NOVEMBER 17 , 13:00 - 13:30 (UTC+09:00) ASIA/SEOUL  
*We would like to have a meeting regarding the new Consol game you have developed.*  
[Cancel request](#) [Reschedule meeting](#)

1. Click on the main screen 'View my agenda'  
(or click on the [Agenda] menu)

2. List of confirmed meetings

3. List of meetings requested from other participant

4. List of meetings you have requested to other participant

5. List of rejected meetings  
- The meeting you declined cannot be checked on the list.



# 3. Meeting request

## 3-3. Accept/Reject/Re-apply Meeting

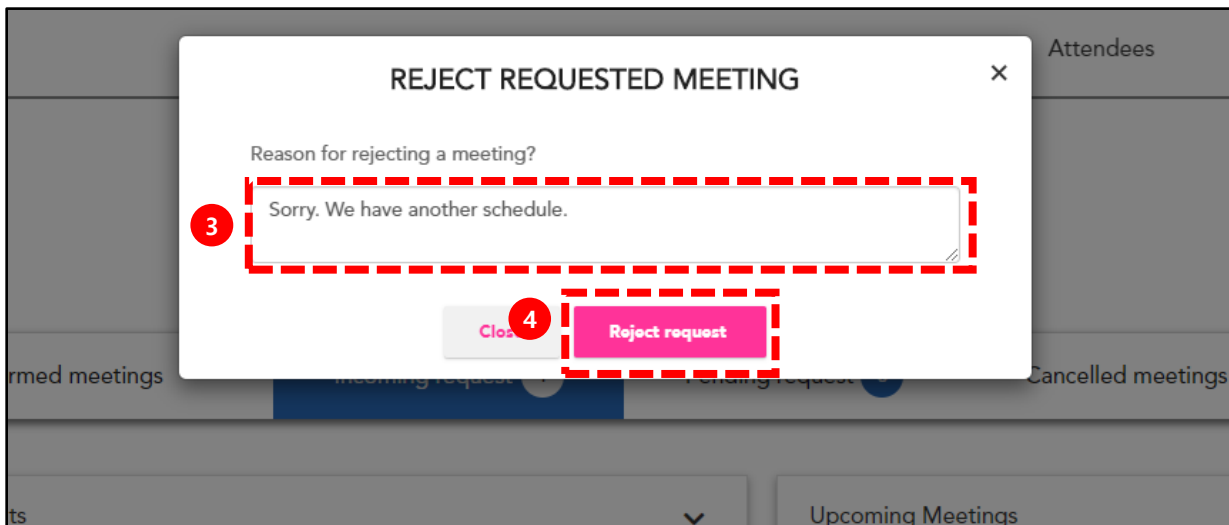
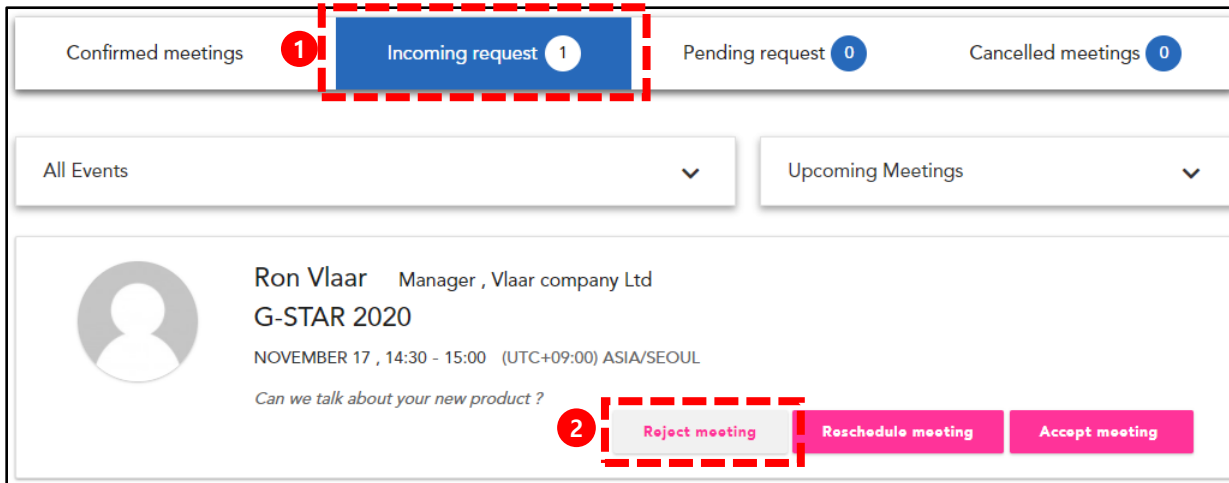
The screenshot shows a multi-step process for accepting a meeting request. The interface includes a top navigation bar with 'Events', 'Attendees', 'Digital Expo', and 'Agenda'. A notification bell icon in the top right corner has a red '3' badge. A notification card is displayed, stating: 'Gildong Hong of Hong Company has requested a meeting on 13:00 - 13:30, Tuesday 17/11/2020 (UTC+09:00) Asia/Seoul'. Below this, a summary bar shows 'Confirmed meetings 2', 'Incoming request 1', 'Pending request 0', and 'Cancelled meetings 0'. The 'Incoming request' tab is selected. The main content area shows details for a meeting with 'Gildong Hong, PR Manager, Hong Company' for 'G-STAR 2020' on 'NOVEMBER 17, 13:00 - 13:30 (UTC+09:00) ASIA/SEOUL'. The message reads: 'We would like to have meeting regarding the new Consol game you have developed.' Three buttons are visible: 'Reject meeting', 'Reschedule meeting', and 'Accept meeting'. The 'Accept meeting' button is highlighted. Below, the 'Confirmed meetings' tab is selected, showing the same meeting details but with a 'Cancel meeting' button added to the bottom.

### \*\*Accept Meeting\*\*

1. Select top right notification and view content
2. Check 'Incoming request'
3. After checking the content requested by the other participant (meeting date, time and message), click the 'Accept Meeting' button
4. 'Confirmed Meetings' can be checked at the list

# 3. Meeting request

## 3-3. Accept/Reject/Re-apply Meeting



### **\*\*Reject Meeting\*\***

1. Check the list of 'Incoming request'
2. After checking the content requested by the other participant (meeting date, time and message), click the 'Reject Meeting' button
3. Enter the reason for refusal  
Ex) Sorry, We have another schedule
4. Click the 'Reject request' button at the bottom

# 3. Meeting request

## 3-3. Accept/Reject/Re-apply Meeting

Confirmed meetings | Incoming request 1 | Pending request 0 | Cancelled meetings 0

All Events | Upcoming Meetings

Gildong Hong PR Manager , Hong Company  
G-STAR 2020  
NOVEMBER 17 , 13:00 - 13:30 (UTC+09:00) ASIA/SEOUL  
We would like to have meeting regarding the new Consol game you have developed.

Reject meeting | Reschedule meeting | Accept meeting

RESCHEDULE A MEETING

Event: G-STAR 2020

Date: 17/11/2020

From: 00:00 (UTC+09:00) Asia/Seoul

To: 00:30 (UTC+09:00) Asia/Seoul

Venue: Automatic reservation

Message: Could we re-arrange the schedule as above ?

Cancel | Send Request

**\*\*Re-apply for the meeting\*\***

- In case you want to do the meeting but you need to reschedule the meeting time/date

1. Check the list of 'Incoming request'
2. After checking the content requested by the other participant (meeting date, time and message), click the 'Reschedule meeting' button
3. Select the date and time of the meeting you want to reschedule and enter the reason why you need revision. After, click the 'Send Request' button
4. Confirm 'Pending request' tap whether it has been added on the list

# 4. Manage meeting schedule

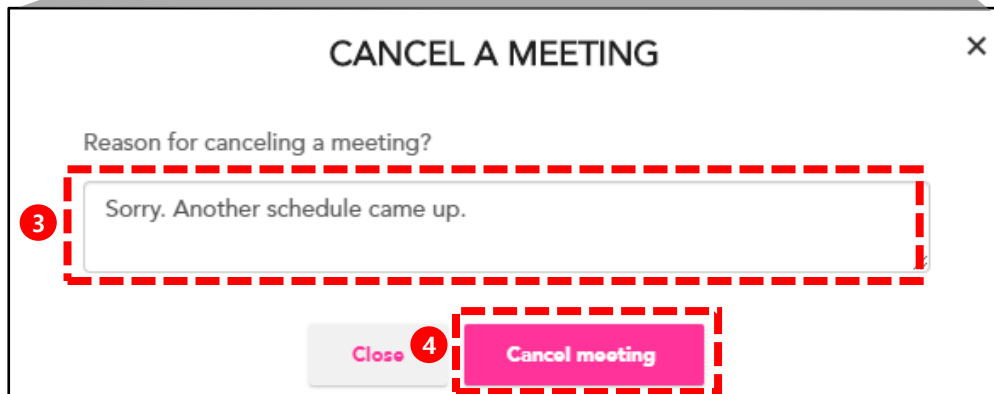
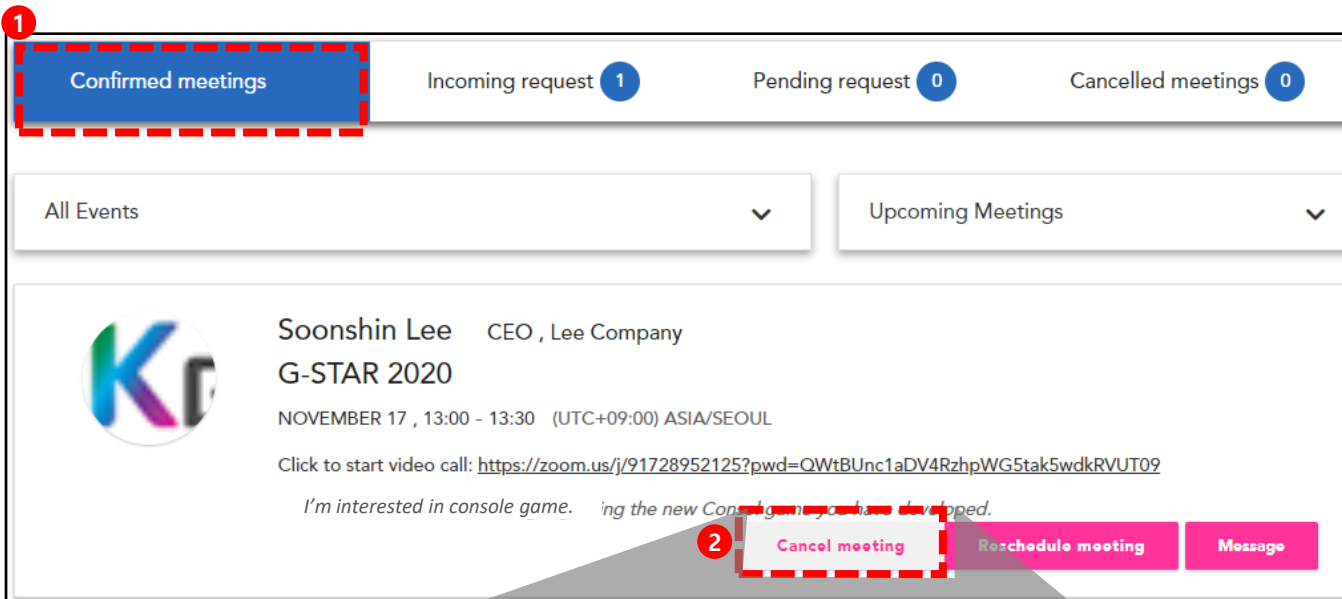
## 4-1. Reschedule a meeting

〈Reschedule a meeting〉  
- If you want to reschedule an already confirmed meeting

1. Check the schedule to change at 'Confirmed Meetings' list
2. Click 'Reschedule Meeting' button
3. Select the date and time of the meeting you want to reschedule and enter the reason why you need revision. After, click the 'Send Request' button
4. Confirm 'Pending request' tap whether it has been added on the list

# 4. Manage meeting schedule

## 4-2. Cancel meeting schedule



### 〈Cancel an accepted meeting〉

- When canceling a meeting that has already been accepted

1. Select the meeting you want to cancel at 'Confirmed Meetings' list
2. Click the 'Cancel meeting' button
3. Enter the reason for cancellation
4. Click the 'Cancel meeting' button at the bottom

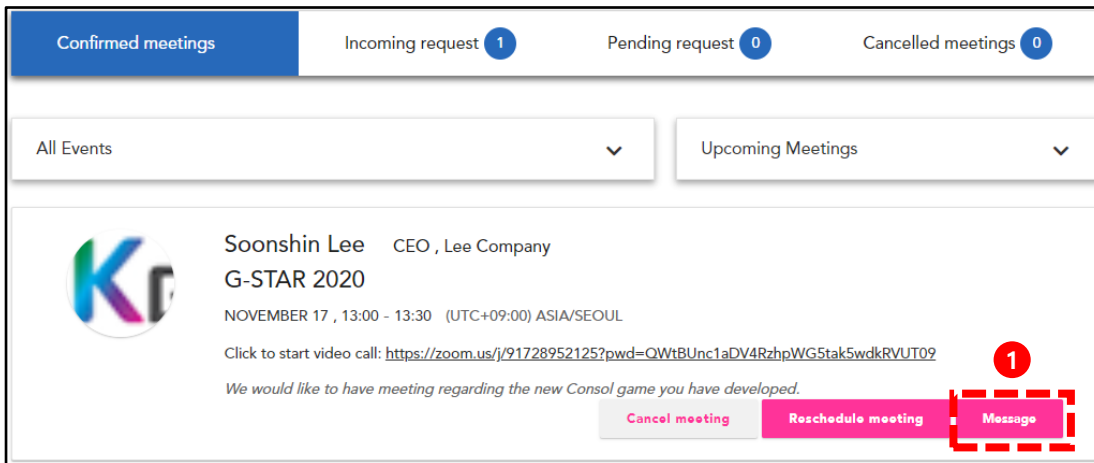
# 4. Manage meeting schedule

## 4-3. Send and receive messages

※ Participants with confirmed meetings can exchange messages with each other before the meeting.


<Send>

1. Click the 'Message' button in the 'Confirmed Meetings' list
2. Fill in the content you want to send and click the 'Send' button at the bottom left
3. Check message sent history in Inbox> Sent tab

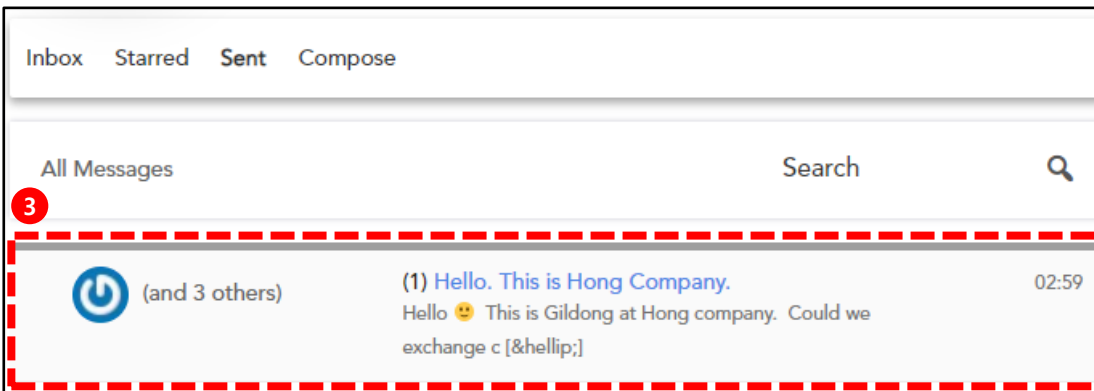


Confirmed meetings Incoming request **1** Pending request **0** Cancelled meetings **0**


All Events ▼ Upcoming Meetings ▼

 Soonsin Lee CEO , Lee Company  
G-STAR 2020  
NOVEMBER 17 , 13:00 - 13:30 (UTC+09:00) ASIA/SEOUL  
Click to start video call: <https://zoom.us/j/91728952125?pwd=QWtBUnc1aDV4RzhpWG5tak5wdkRVUT09>  
We would like to have meeting regarding the new Consol game you have developed.


Cancel meeting Reschedule meeting Message **1**

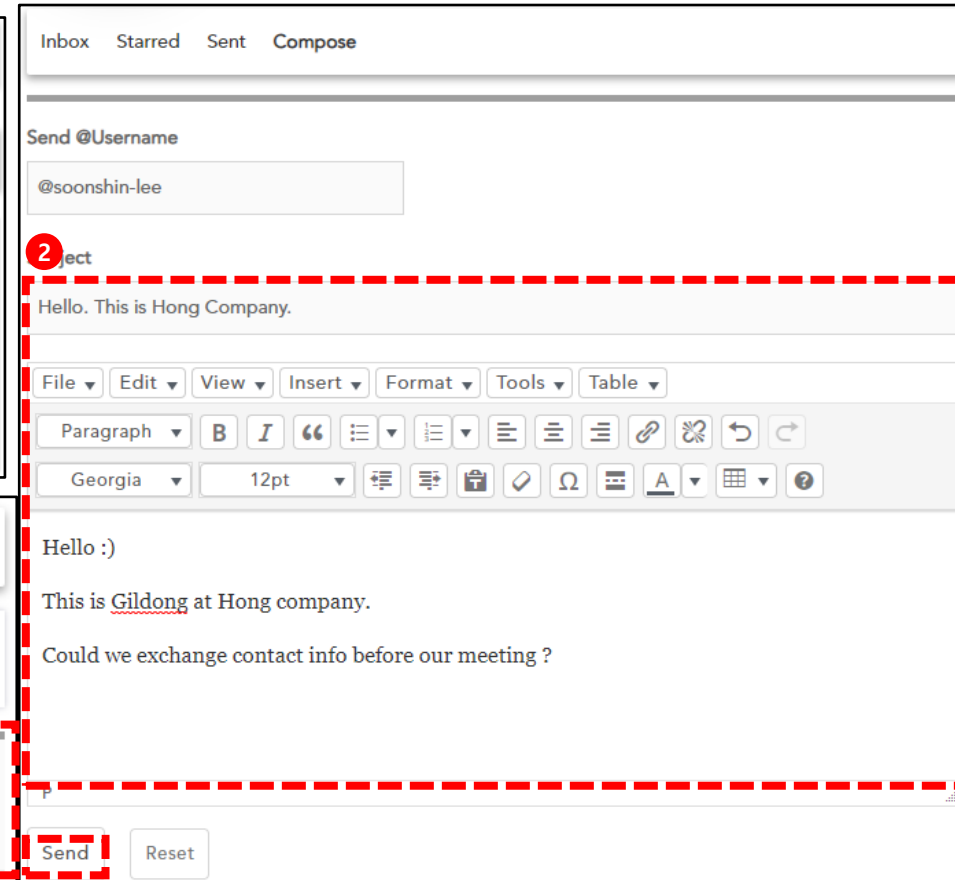


Inbox Starred Sent Compose

All Messages Search 

**3**

 (and 3 others) (1) Hello. This is Hong Company. 02:59  
Hello 😊 This is Gildong at Hong company. Could we exchange c [&hellip;]



Inbox Starred Sent Compose










Send @Username

**2** Subject

Hello. This is Hong Company.

File Edit View Insert Format Tools Table


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Georgia 12pt         

Hello :)

This is Gildong at Hong company.

Could we exchange contact info before our meeting ?



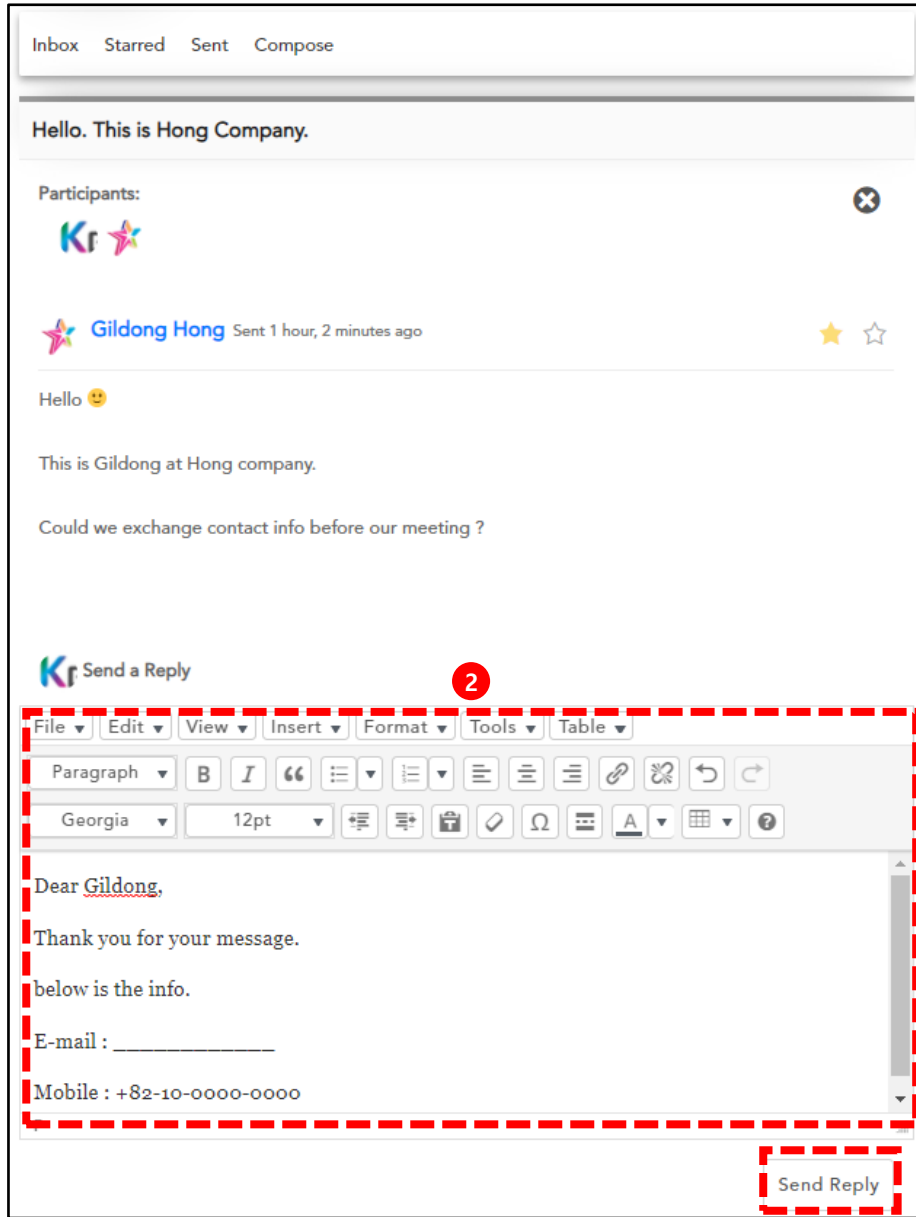
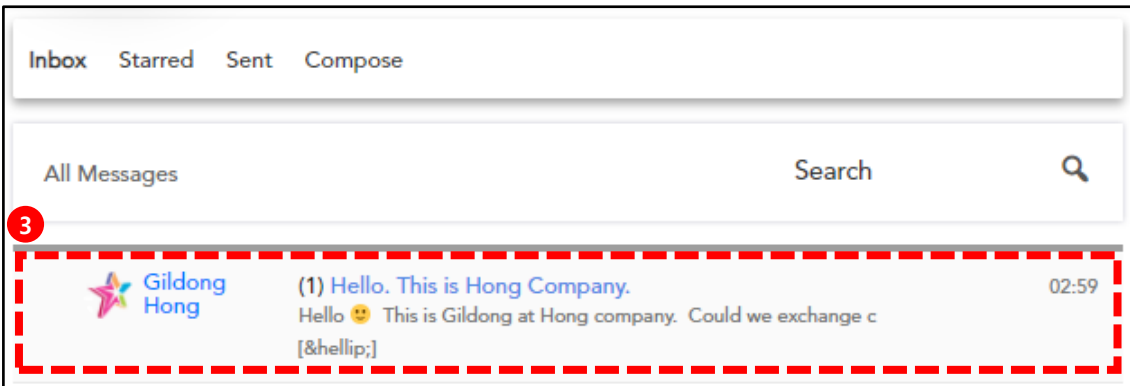
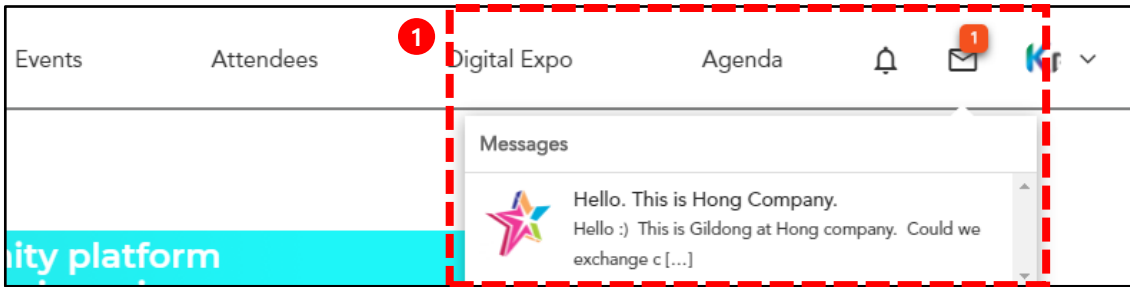
Send Reset

# 4. Manage meeting schedule

## 4-3. Send and receive messages

<Reply>

1. Check the message notification in the upper right : (Check message history in 'Message Box' Inbox tab)
2. After writing message, click the 'Send Reply' button at the bottom right
3. Check message sent history in Inbox > Sent tab



# 5. Video meeting

- 'Confirmed Meetings' list automatically generates ZOOM LINK
- Click the link in the appointment time to proceed as follows:

Confirmed meetings | Incoming request 1 | Pending request 0 | Cancelled meetings 0

All Events | Upcoming Meetings

**Soonsin Lee** CEO, Lee Company  
**G-STAR 2020**  
NOVEMBER 17, 13:00 - 13:30 (UTC+09:00) ASIA/SEOUL  
Click to start video call <https://zoom.us/j/91728952125?pwd=QWtBUnc1aDV4RzhpWG5tak5wdkRVUT09>  
We would like to have meeting regarding the new Consol game you have developed.

Cancel meeting | Reschedule meeting | Message

Zoom Meetings을(를) 여시겠습니까?

https://zoom.us에서 이 애플리케이션을 열려고 합니다.

항상 zoom.us에서 연결된 앱에 있는 이 유형의 링크를 열도록 허용

**Open Zoom Meetings** 취소

오디오 회의 옵션 중 하나 선택

전화 통화 | 컴퓨터 오디오

**Use Audio to open**  
스피커 및 마이크 테스트

회의에 참여할 때 컴퓨터로 자동 오디오 참여

비디오 미리보기

비디오 회의에 참가할 때 항상 비디오 미리보기 대화 상자를 표시합니다

**Use Video to open** 비디오를 사용하지 않고 참가



## 5. Video meeting

**\*\*The scheduled video meeting can be held for more than 30 minutes, but if there is a next meeting schedule, the participants need to adjust the meeting time by themselves\*\***

