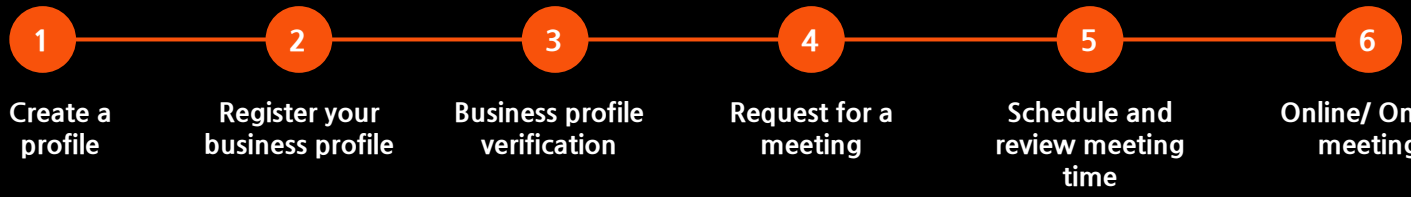
COMEUP

GLOBAL STARTUP FESTIVAL 2023

# Onsite Business Matching Guide

# Onsite Business Matching Process

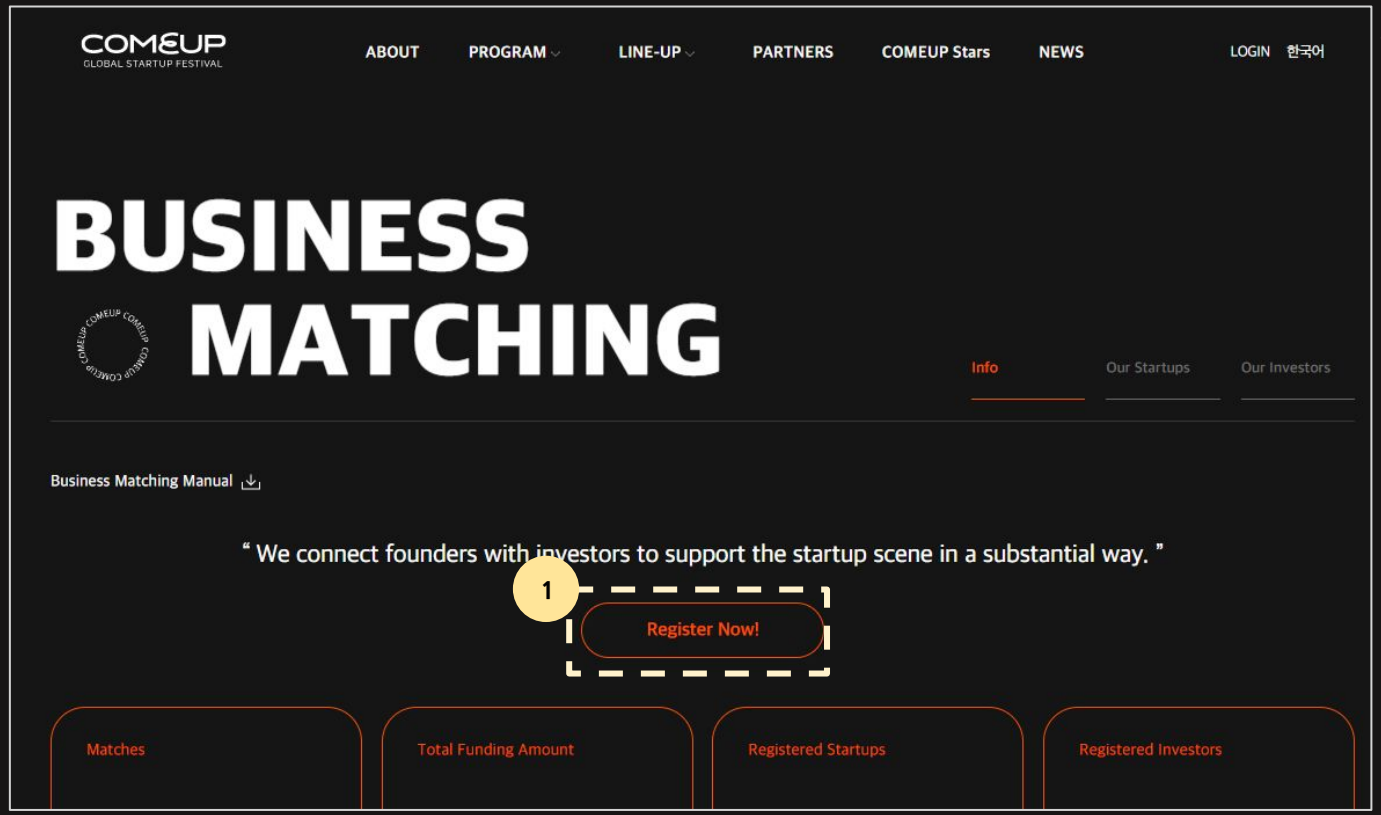



Start Business Matching

## Onsite Business Matching Guide

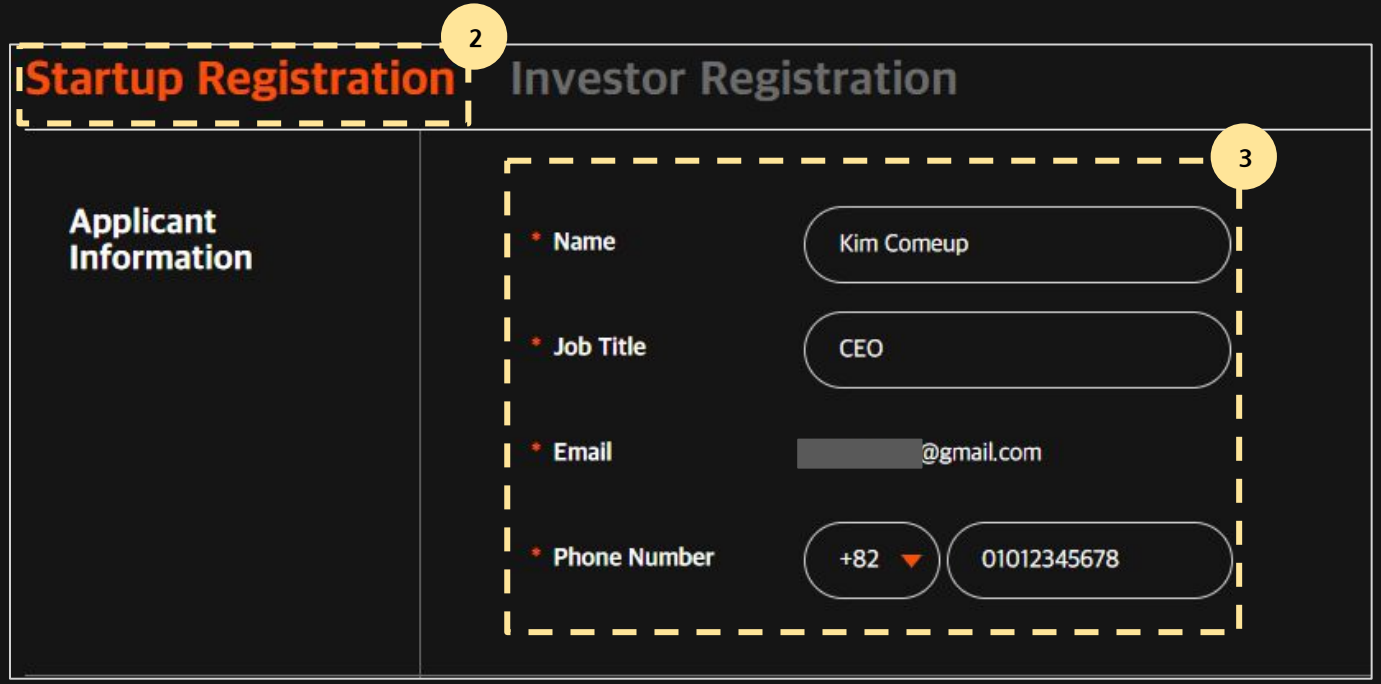
# Registration Guide for Startups

# 1. Registration Guide for Startups




1. Click [Register Now!] to upload your profile.

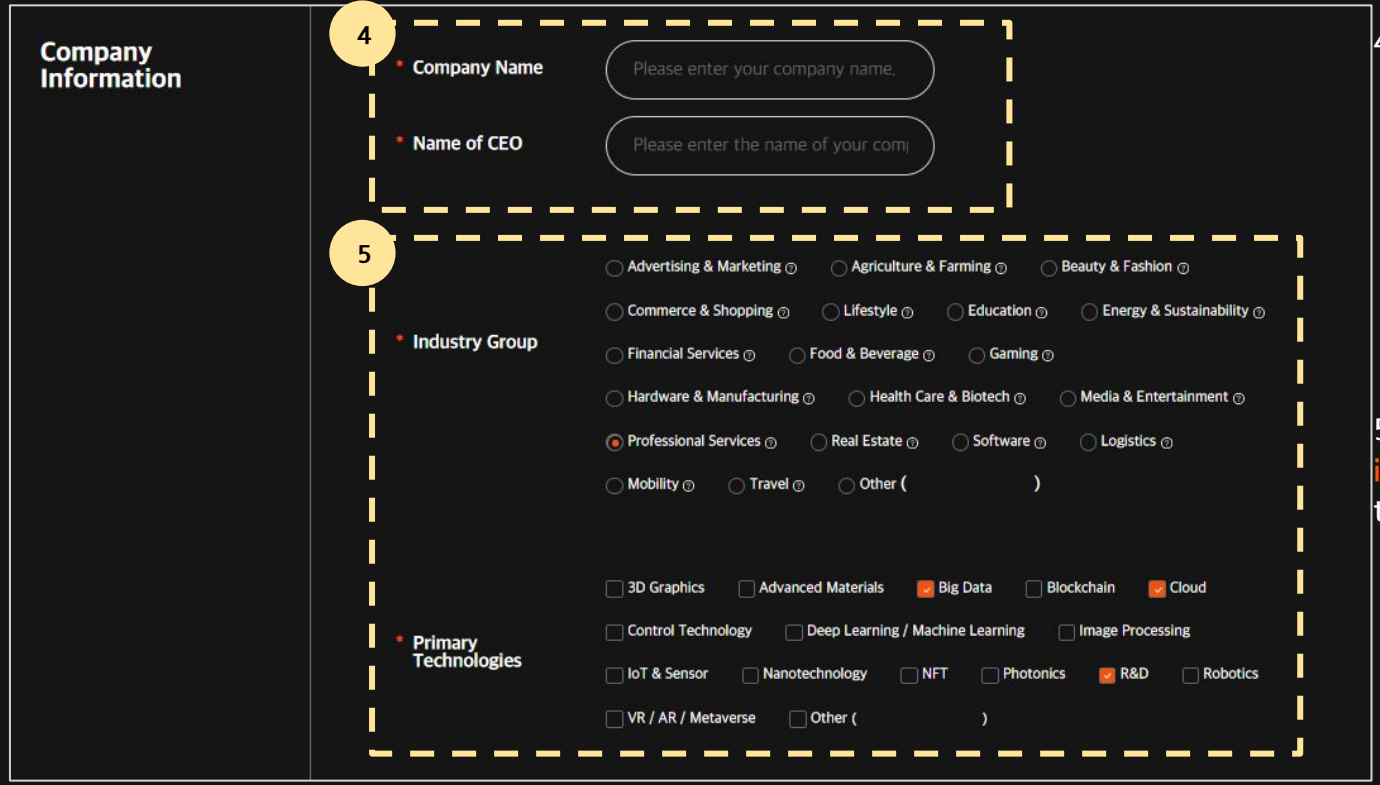
# 1-1. Registration Guide for Startups




2. Click the [Startup Registration] tab.

3. Enter the required fields, (Name, Job Title, Email, Phone Number)

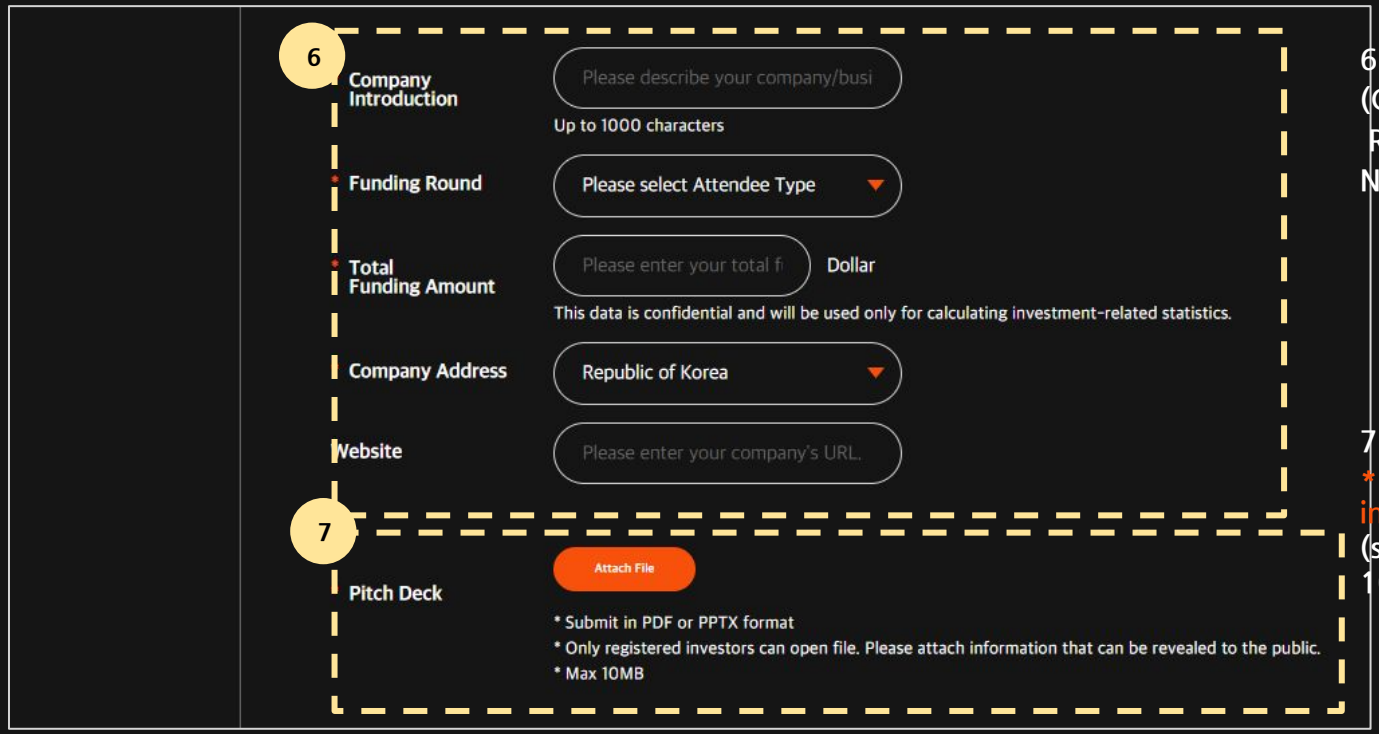
# 1-1. Registration Guide for Startups




4. Enter the required fields. (Company Name, Name of CEO)

5. Choose the industry and technology that best applies to your company.

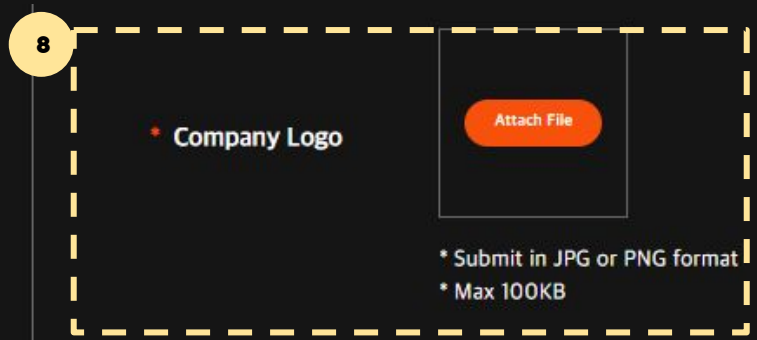
# 1-1. Registration Guide for Startups




6. Enter the required fields.
(Company Introduction, Funding Round, Total Funding Amount, Nationality)

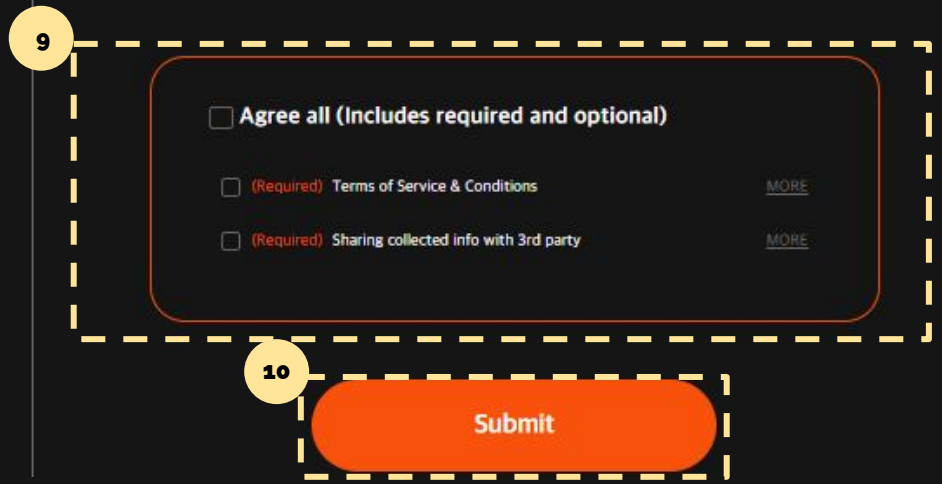
7. Upload your pitch deck.
*Please note that only registered investors can open the file.
(submit in PDF or PPTX format, max 10MB)

# 1-1. Registration Guide for Startups




8. Upload your company logo.
The company logo will be used as your thumbnail.
(Submit in JPG or PNG format, max 100KB)

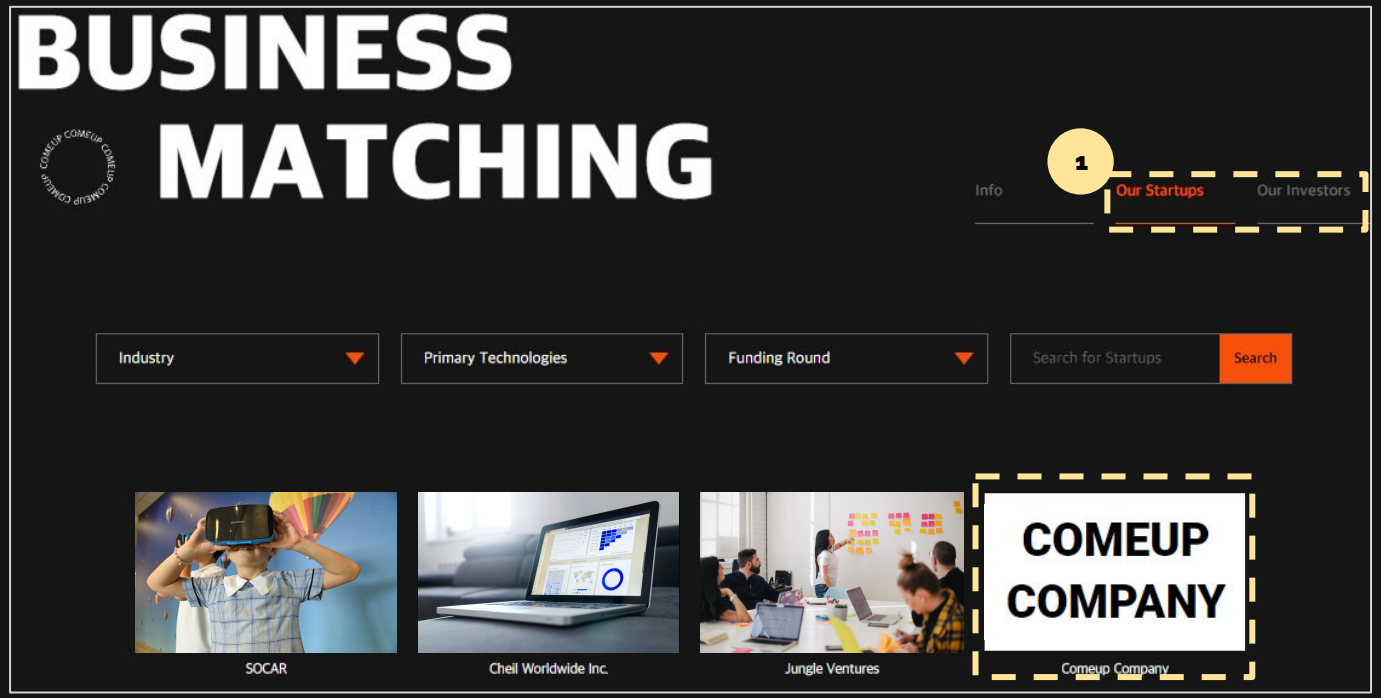
Term of Service
Privacy Policy




9. Please agree to our terms of service & conditions and privacy policy to proceed.

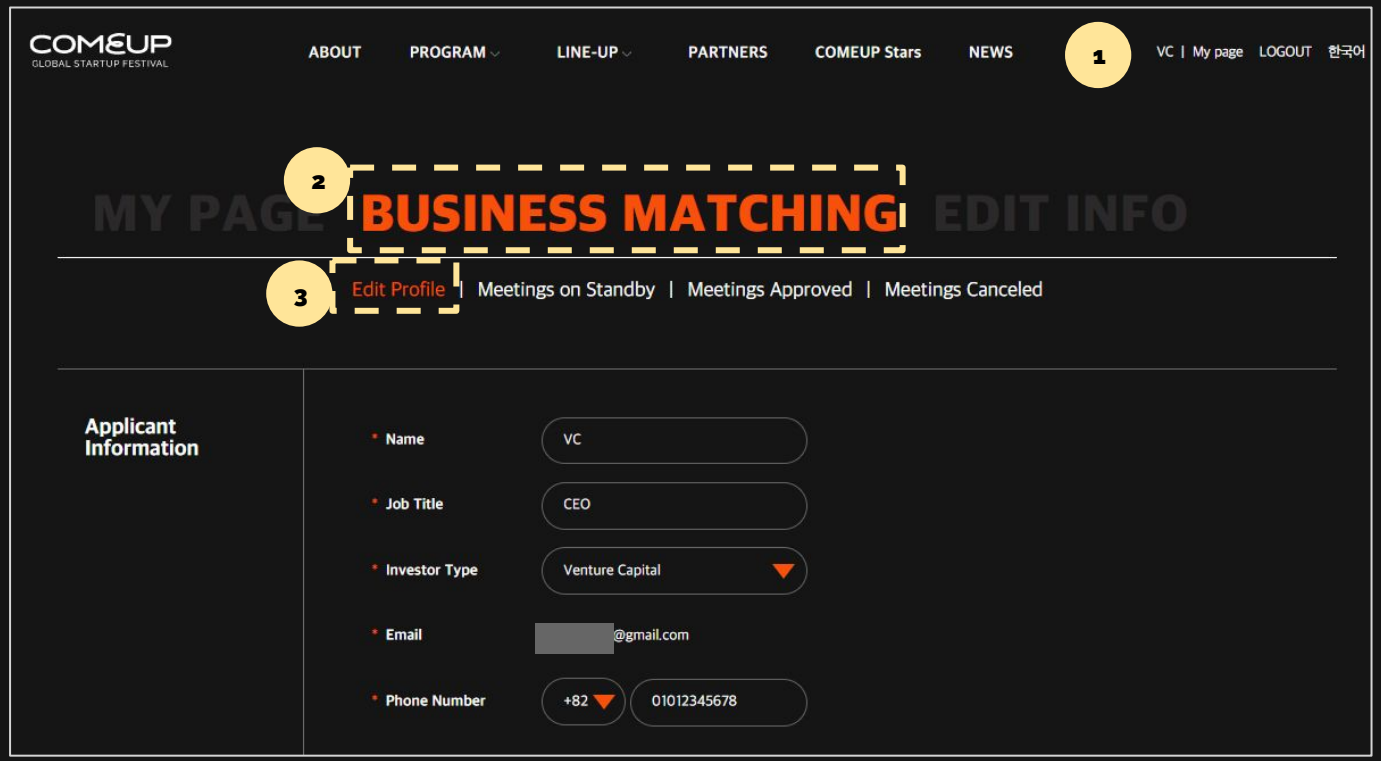
10. Click [Submit].

# 1-1. Registration Guide for Startups




12. To check if your profile have been registered, simply click [Our Startups]!

# 1-2. Edit Profile




1. Click [My Page] at the upper right corner.

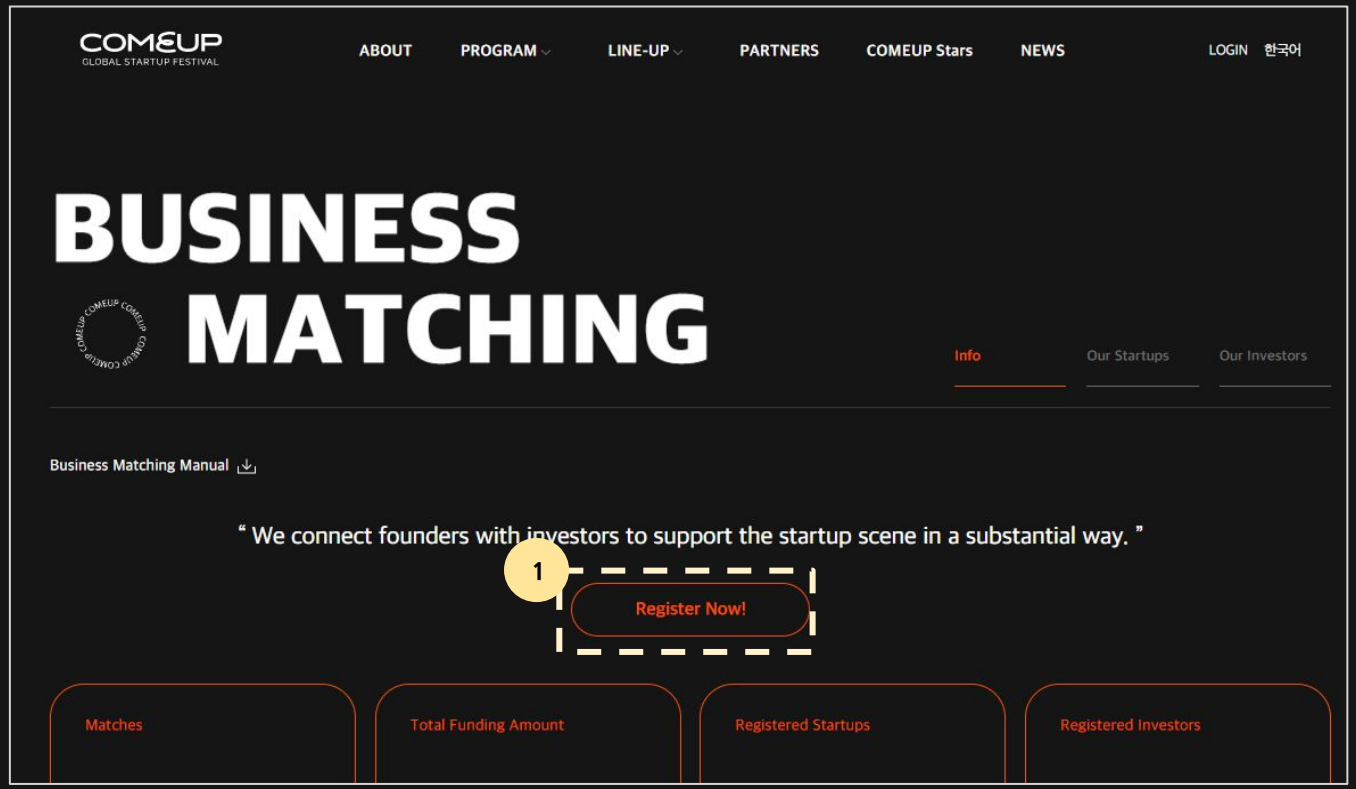
2. Click the [Business Matching] tab.

3. Click [Edit Profile].

Online Business Matching Guide

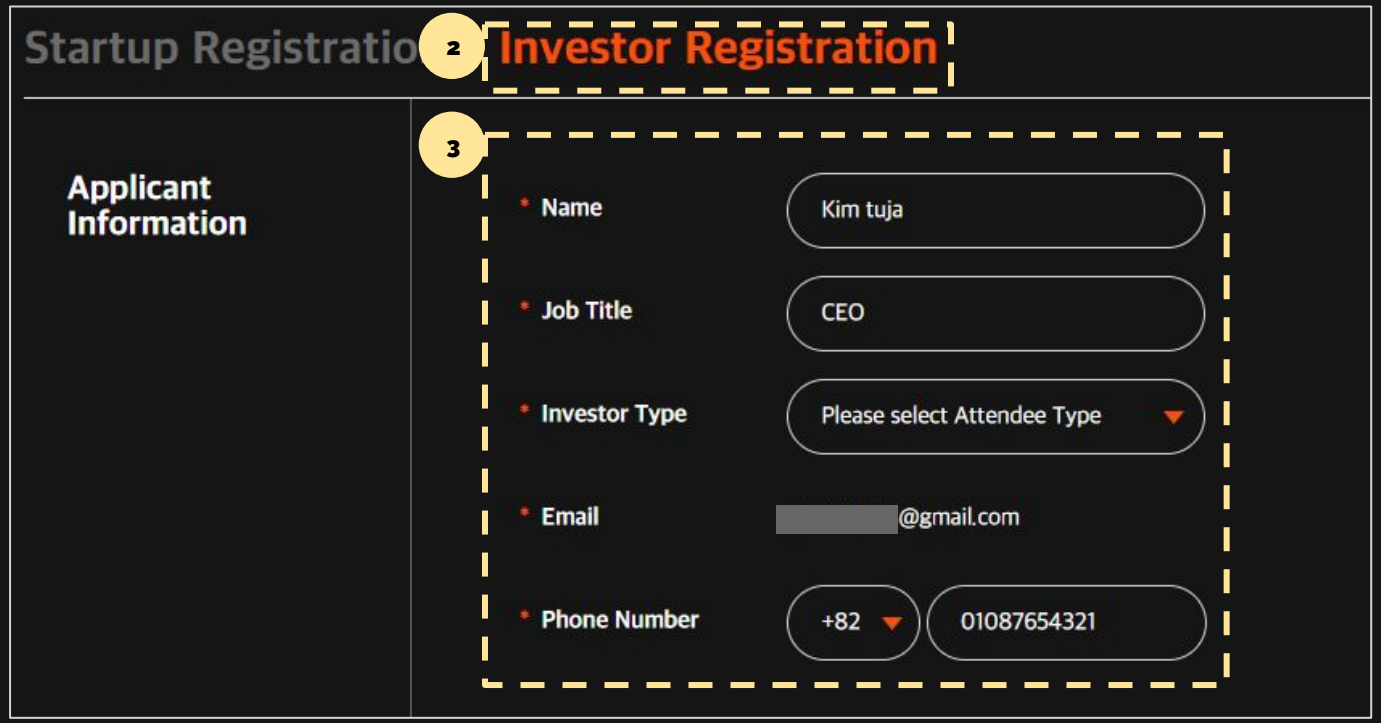
# Registration Guide for Investors

# 1-3. Registration Guide for Investors




1. Click [Register Now!] to upload your profile.

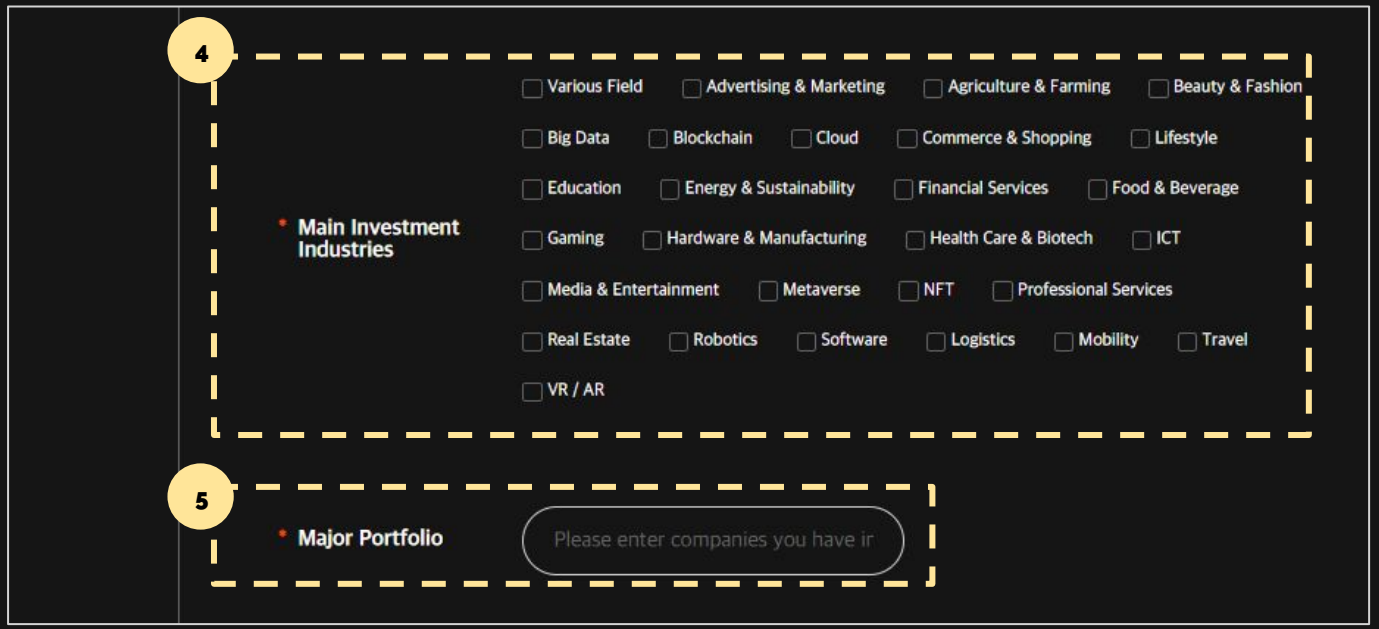
# 1-3. Registration Guide for Investors




2. Click the [Investor Registration] tab.

3. Enter the required fields, (Name, Job Title, Email, Phone Number)

# 1-3. Registration Guide for Investors

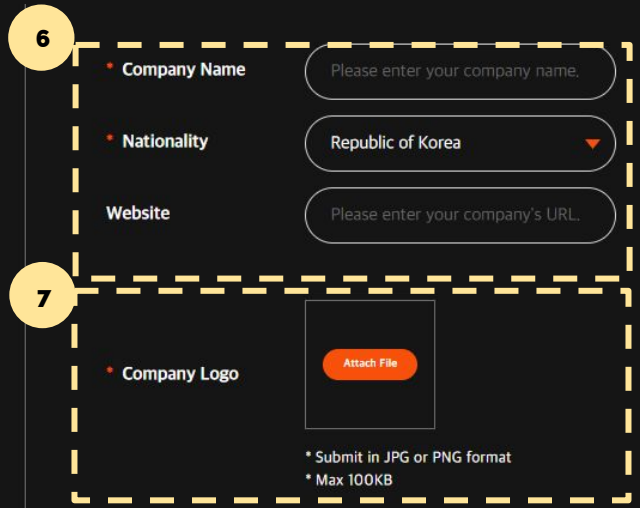



4. Choose your main field of investment. (multiple choices possible)

5. Enter your portfolio companies. This information will be available to the public.

# 1-3. Registration Guide for Investors

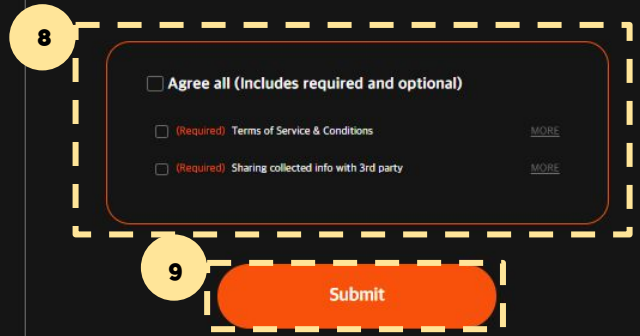
**Company Information**




6. Enter the required fields.
(Company Name, Nationality).
The company website will be available to the public.

7. Upload your company logo.
The company logo will be used as your thumbnail/ icon.
(Submit in JPG or PNG format, max 100KB)

**Term of Service Privacy Policy**



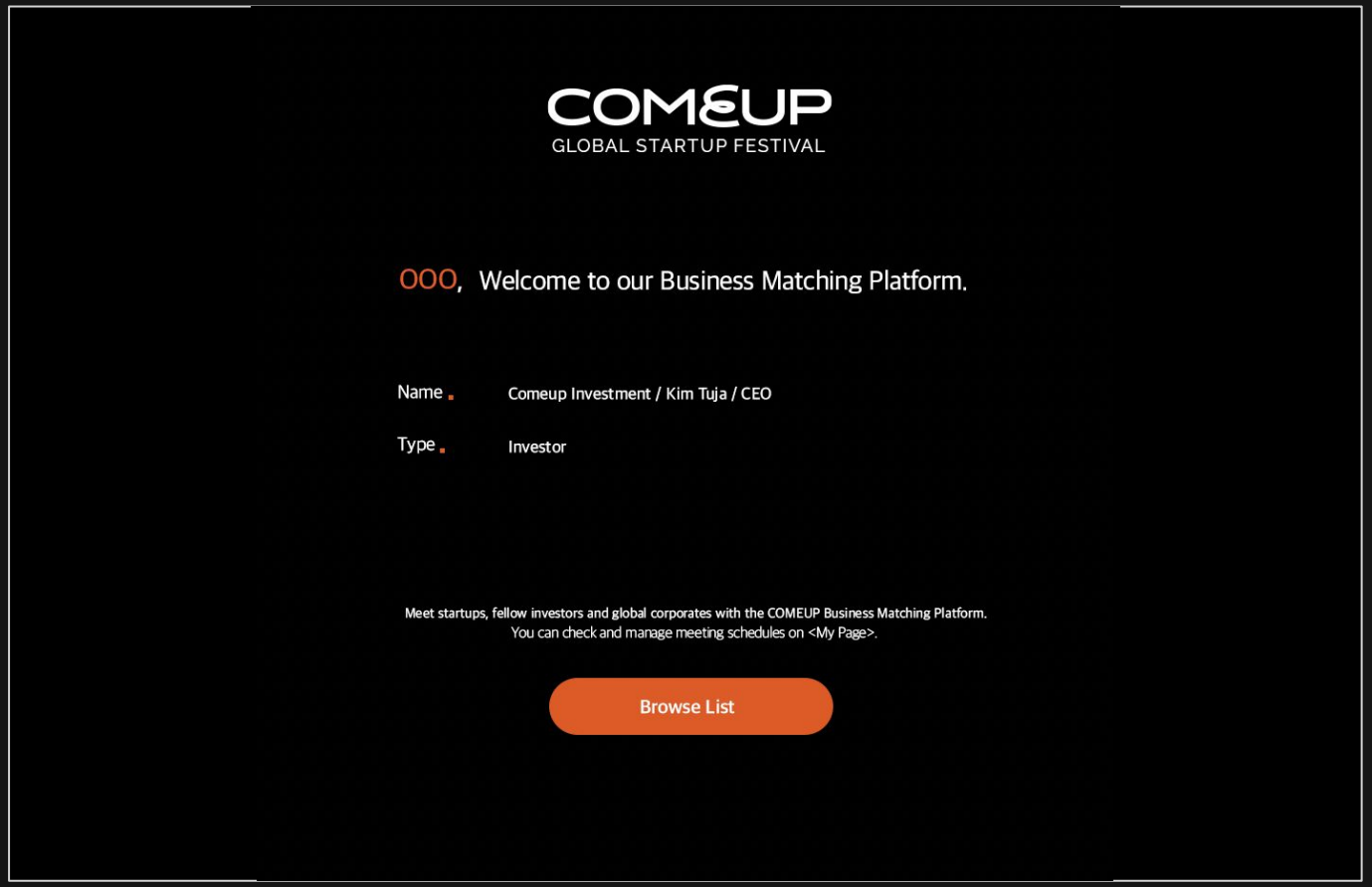

8. Please agree to our terms of service & conditions and privacy policy to proceed.

9. Click [Submit].

Business Matching Guide

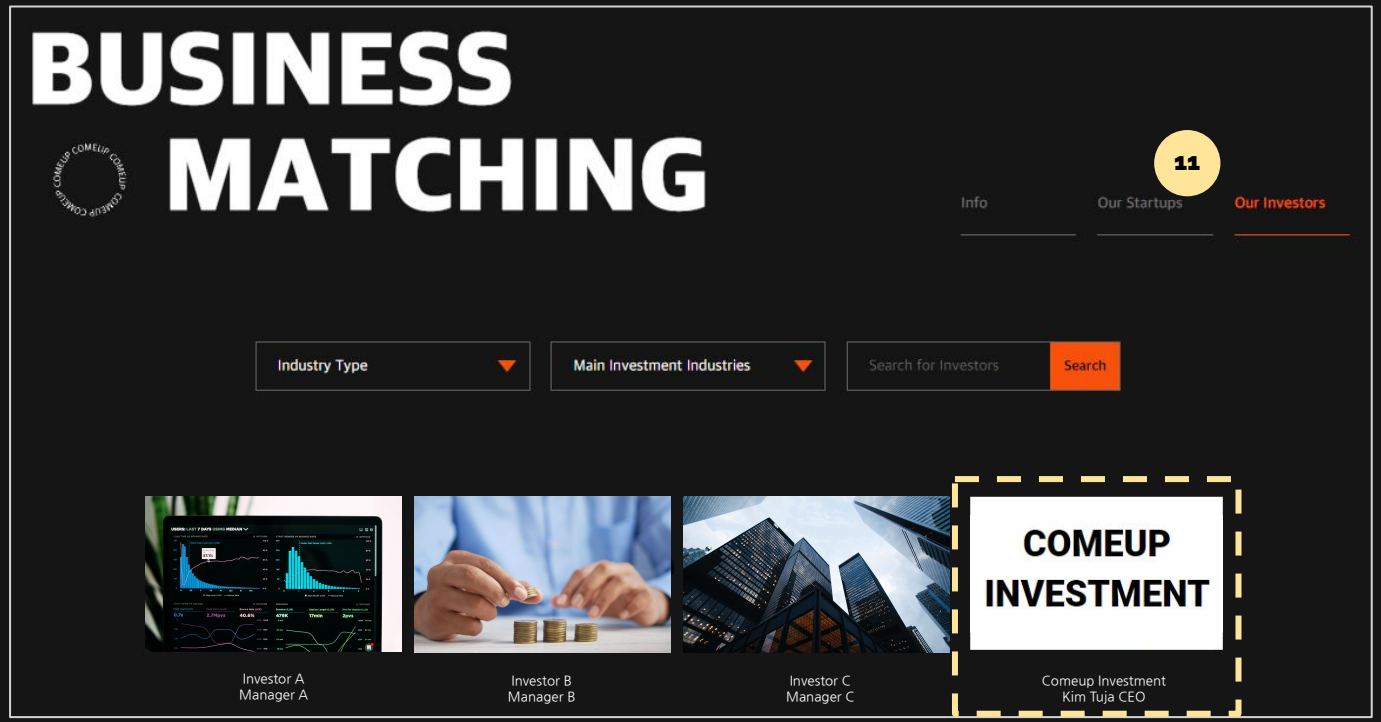
# Business Profile Verification

# 3. Profile Verification




10. The profile verification process can take up to 3 business days. An email will be sent, once the the profile is successfully verified.

# 3. 프로필 등록



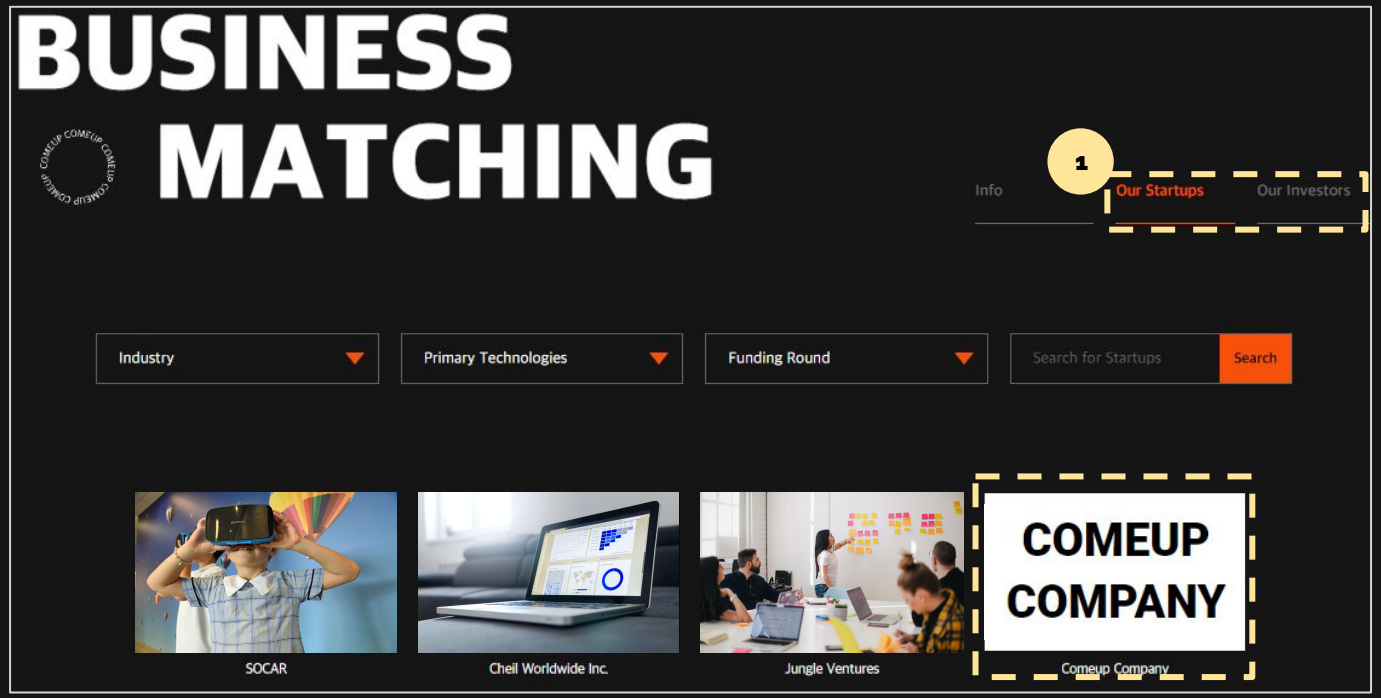

11. You can review your newly registered profile at the [Investors] tab.

# Business Matching Guide

## Onsite Request

*For onsite meetings, requests can only be sent 3 times to the same profile.

# 4. Business Matching Request - Onsite




1. Choose the group you would like to match with and click on the relevant tab.

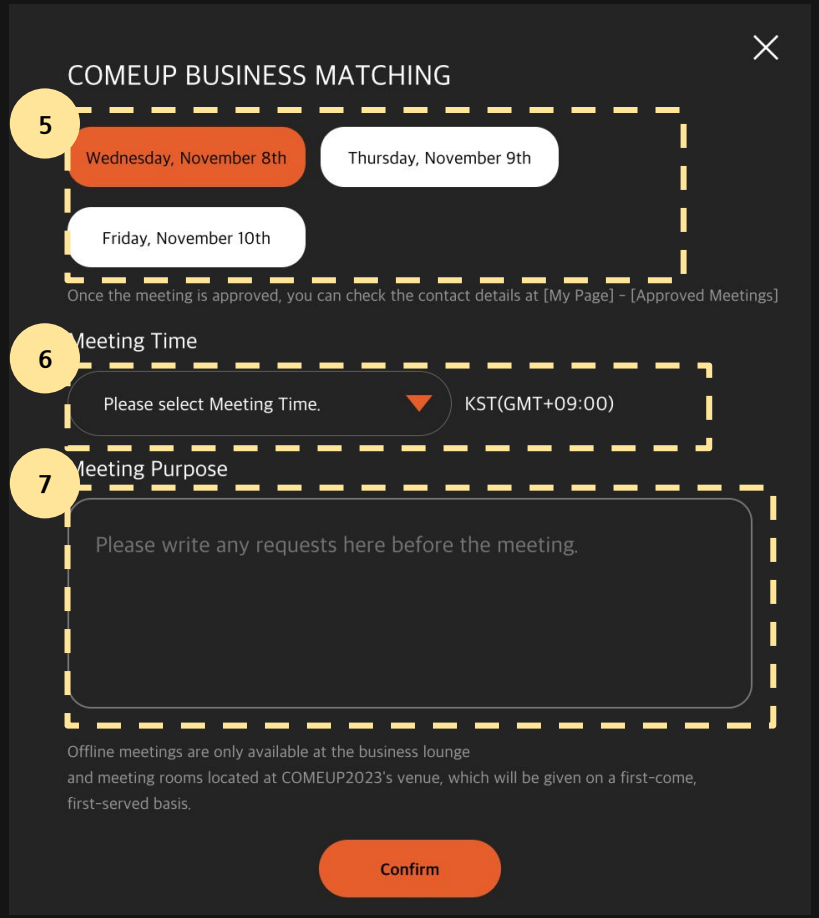
# 4. Business Matching Request - Onsite

2. Click the profile's thumbnail for more information.

3. Pitch decks can only be viewed and downloaded by investors.

4. Click [Onsite].

# 4. Business Matching Request - Onsite




5. Select a date between, November 8th - 10th

6. Select an available meeting time between 09:00-18:00.

(20 min duration, requests will be closed based on the order of submission)

7. Enter the meeting purpose.(Optional)

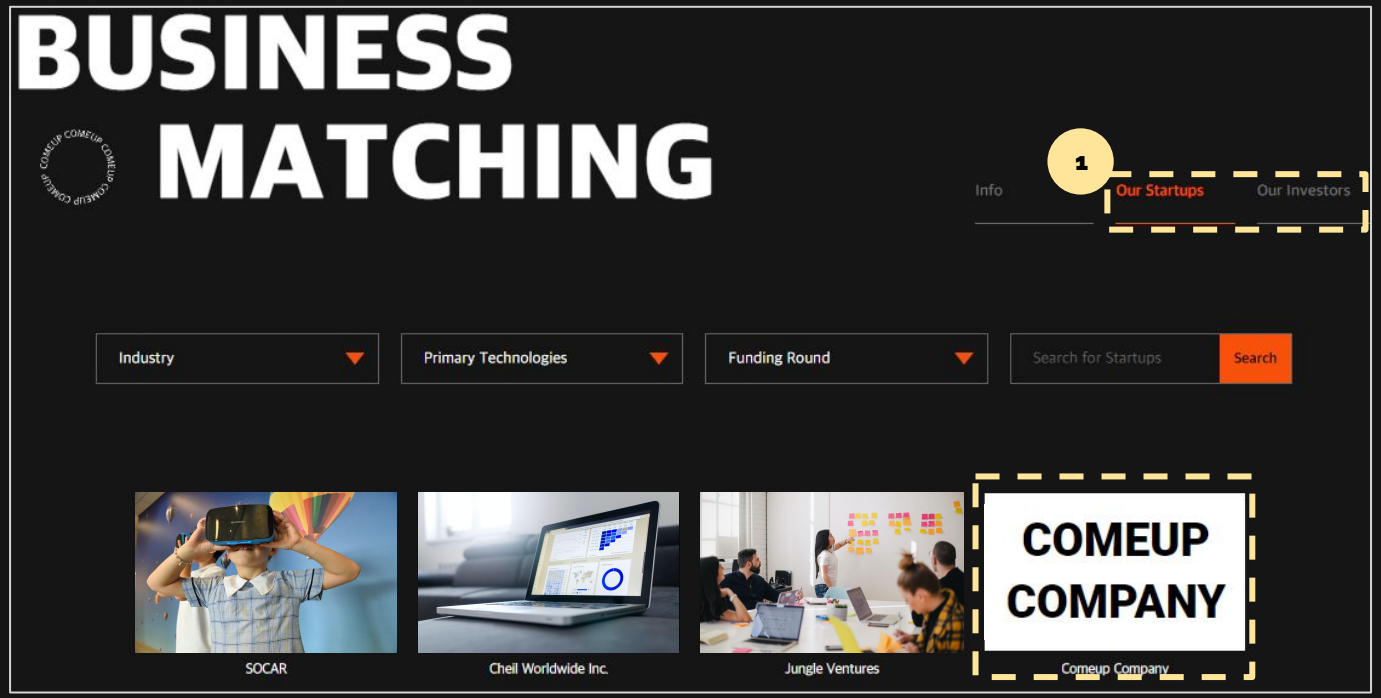
*Onsite meetings will be held at COMEUP 2023's event venue, specifically at the business lounge.
The meetings can only be taken at the meeting rooms, and will be available on the order of submission.

# Business Matching Guide

# Online Request

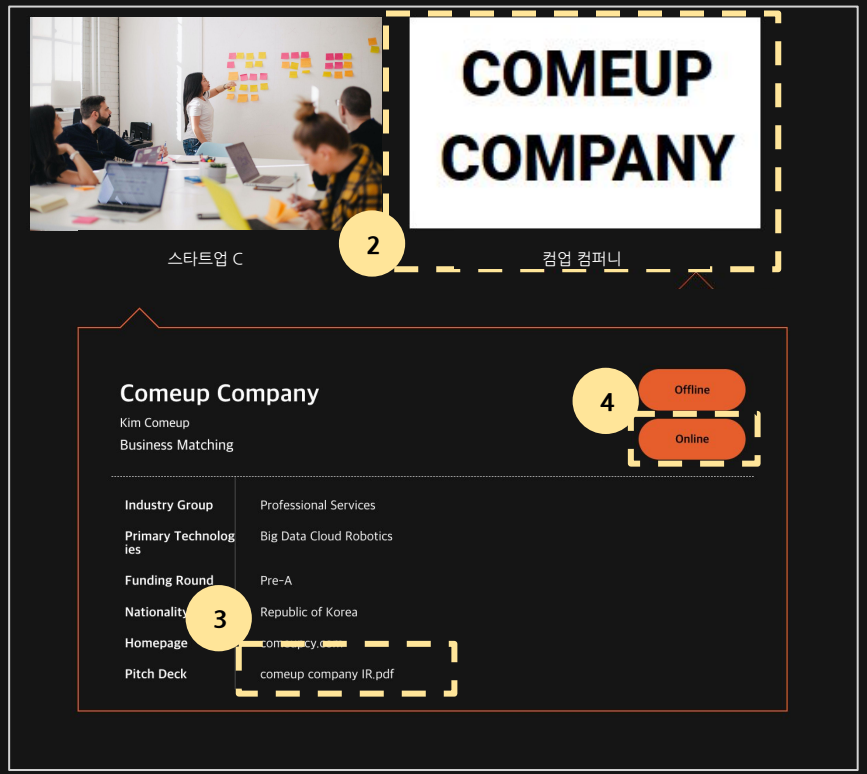
*For online meetings, requests can only be sent once to the same profile.

# 4. Business Matching Request-Online




1. Choose the group you would like to match with and click on the relevant tab.

# 4. Business Matching Request-Online

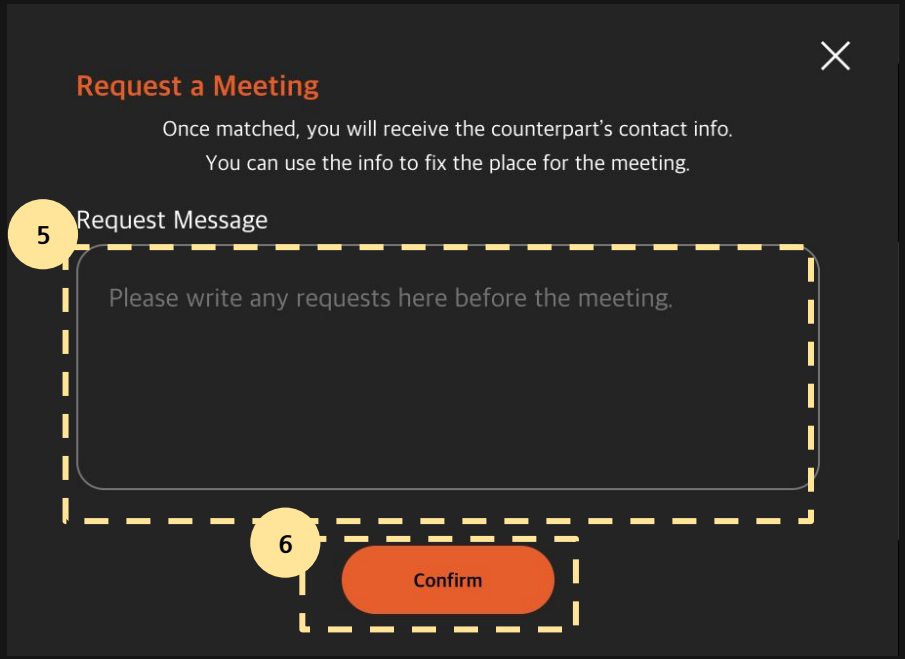



2. Click the profile's thumbnail for more information.

3. Pitch decks can only be viewed and downloaded by investors.

4. Click [Online].

# 4. Business Matching Request-Online




5. Write any meeting details you would like to request before the meeting.(Optional)

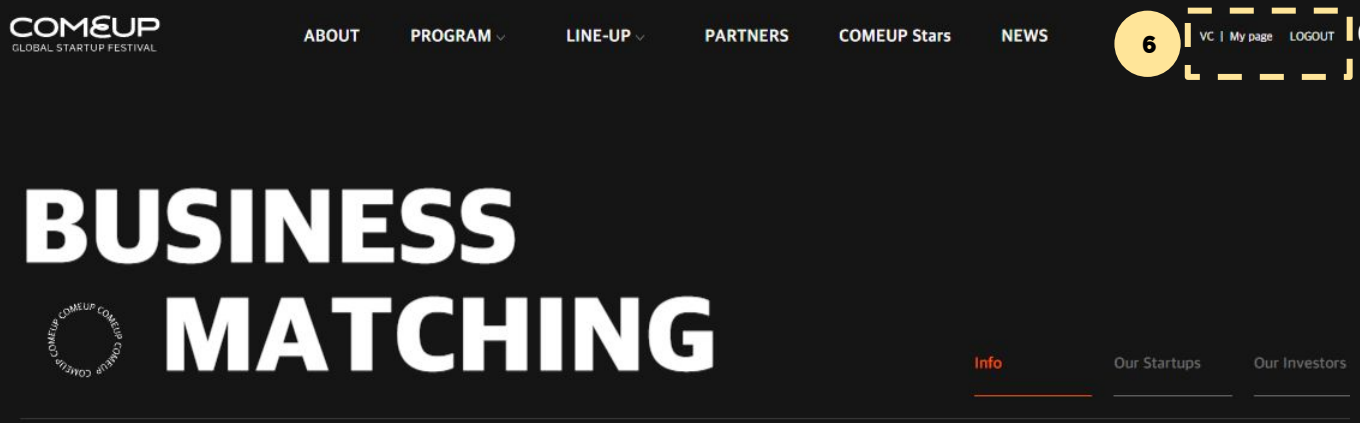
6. Click [Okay] to complete the online meeting request.

*An email has been sent to the other party.
If the request is approved, you can check their contact information at [My Page] - [Meetings Approved]

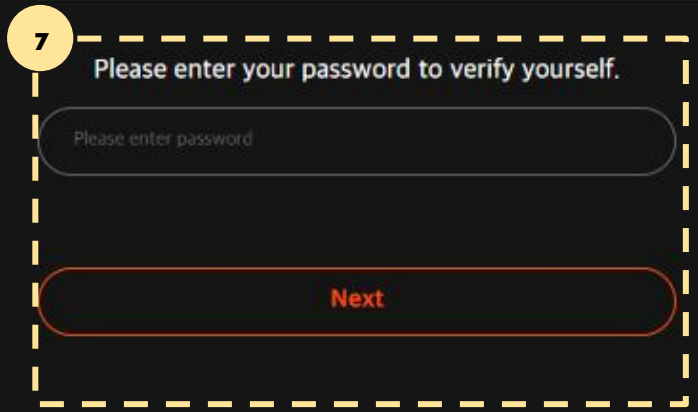
Business Matching Guide

# Confirm Online Business Matching Request

# 5. Business Matching Request-MY PAGE

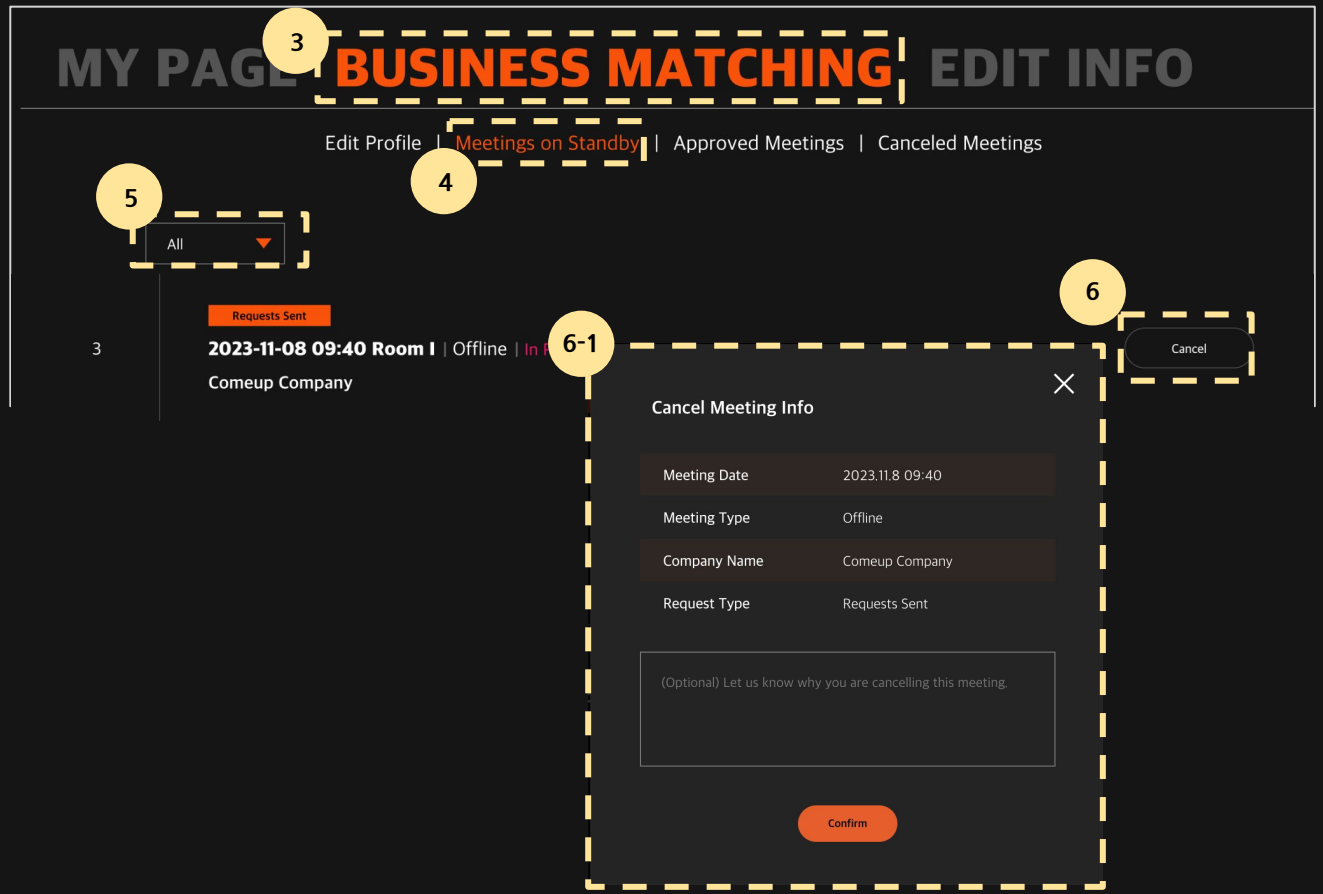



6. To check the status of your received requests, click [My Page].
(at the upper right corner)




7. Please re-enter your password to verify it's you.

# 5. Meetings on Standby-My Requests



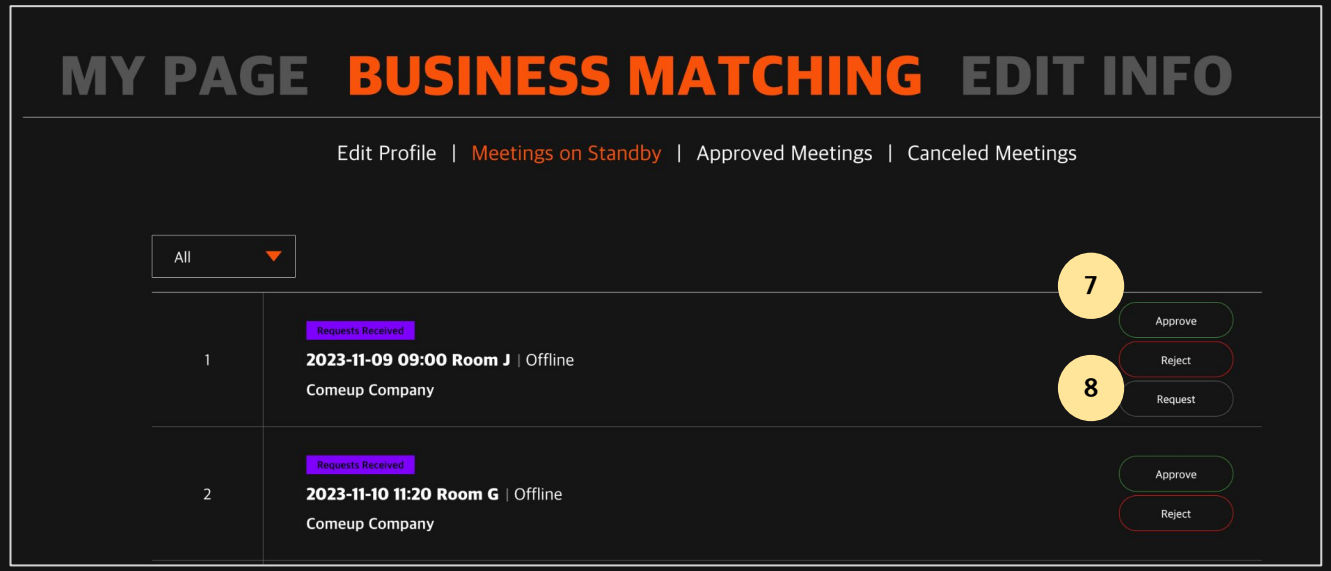

3. Click the [Business Matching] tab.

4. Click the [Meetings on Standby] to go through the requests that you received.

5. In the [All] drop down menu you can select to review Requests Sent and Requests Received.

6, 6-1. If you cannot participate in the meeting, please cancel the meeting and enter the reason for the cancellation .(Optional)

# 5. Meetings on Standby-Received Requests (Approve)

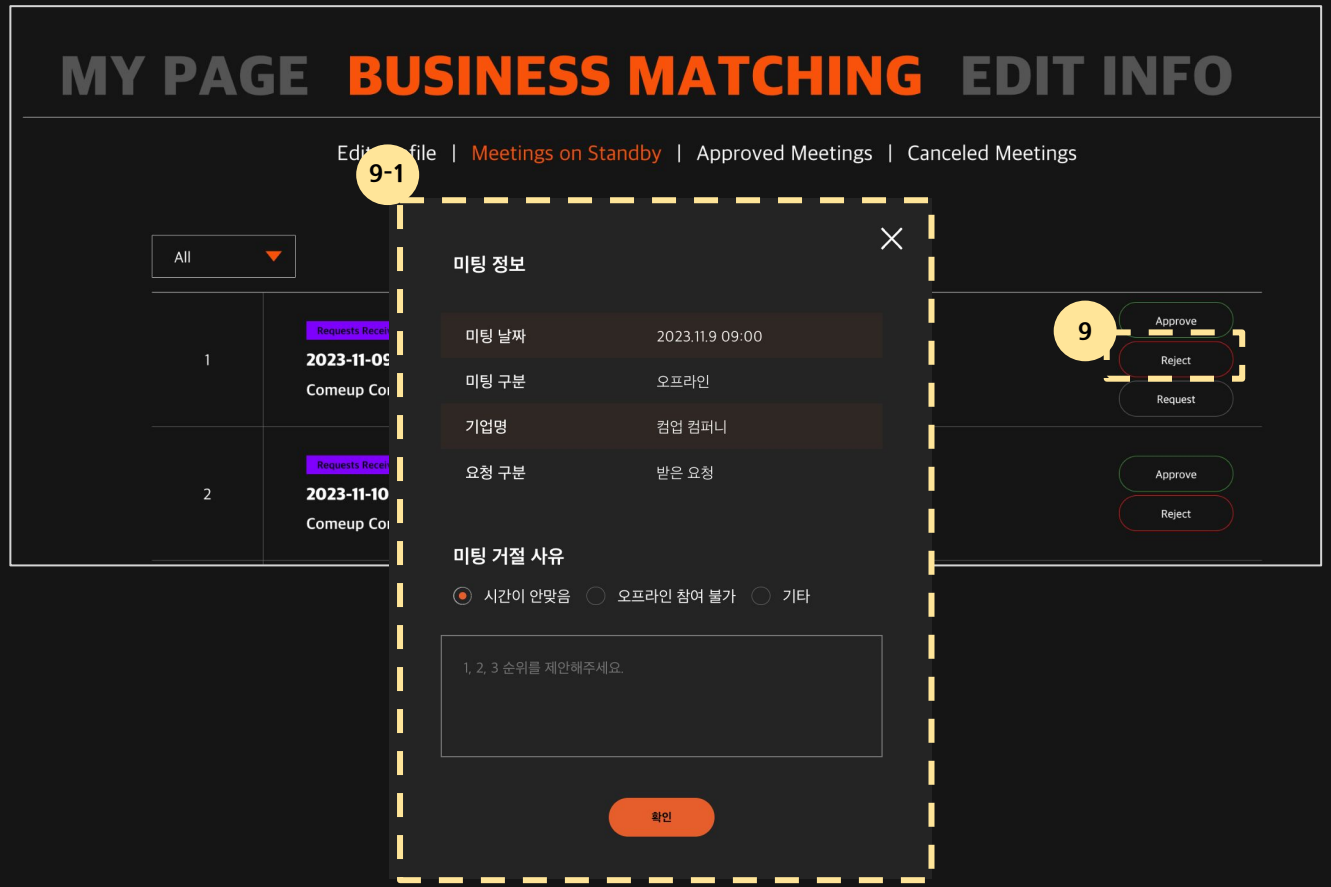



7. If you want to accept the request, click [Approve].

7-1. Click [Meetings Approved] to go through the accepted meetings.

8. You can check the other party's request details here.

# 5. Meetings on Standby-Received Requests (Reject)

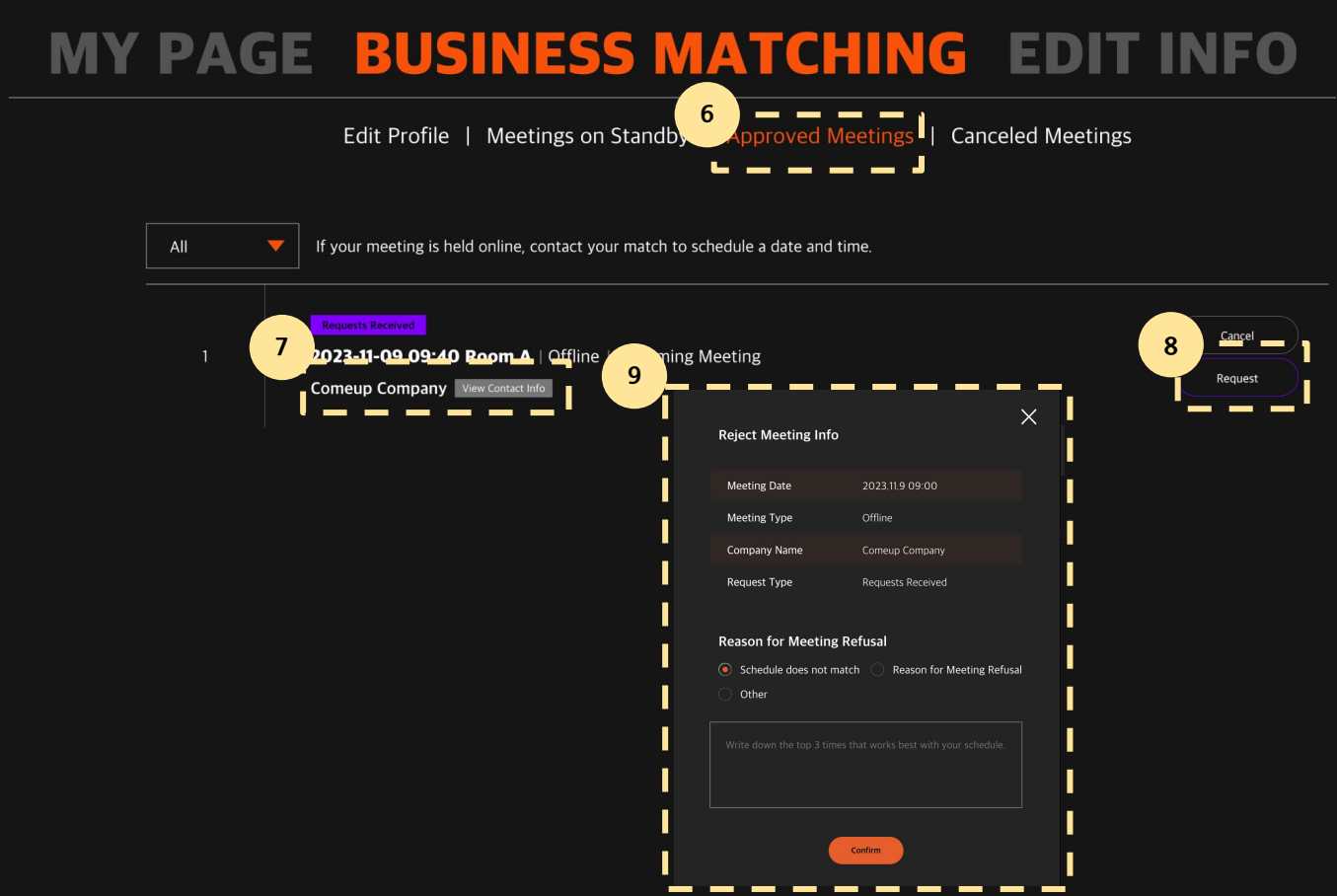



9. If you wish to turn down the request, click the [Reject]

9-1. Enter the reason for denial.

10. Click [Confirm], and an email will be sent to the other party

# 6. MY PAGE-Approved Meetings




6. Click [Meetings Approved] to go through the accepted meetings.

7. Check the contact information.
*Directly contact the other party to schedule the meeting date and time.

8. Approved meetings can be cancelled as well.

9. Enter the reason for cancelling.(Optional)

# COMEUP

GLOBAL STARTUP FESTIVAL 2023

## Inquiries for Business Matching

bizmatchsupport@comeup.org

02-521-2022