


## Guide to completing the matchmaking form

Thank you for your participation in the **“Korea-LAC Business Forum”**

This is a practical guide to complete the matchmaking software.

Step 1.- In this new window, you start to complete the GENERAL ATTENDEE REGISTRATION form. Please enter the information required in the following fields. This will provide the contact information for your company and the people who will attend the event.

### General Attendee Registration

 Please note that fields annotated with \* are required

#### General Information

Email *	<input type="text"/>
Company Name *	<input type="text"/>
Physical Address *	<input type="text"/>
City *	<input type="text"/>
State / Region	<input type="text"/>
Zip / Postal Code:*	<input type="text"/>
Country *	<input type="text" value="United States"/>
Company Phone Number *	<input type="text"/>
Ext.	<input type="text"/>
Company Website (URL):*	<input type="text" value="http://"/>

Email Address: enter your current email address

#### Enter the following information about your company

Company name:

Physical Address: Current address of your company

City:

State/Region:

ZIP/Postal Code:

Country: click on the right arrow and the country where you company is located will appear. Please select this country.

Company Phone Number:

Company Website (URL):

### Attendee (1) Contact Information

---

First Name \*

Last Name \*

Title \*

Phone Number \*

Email \*

The First Name and the Last Name of the person who will attend the event.

Person's position in the company.

### Attendee (2) Contact Information:

---

First Name

Last Name

Title

Email

If you want to participate in the Business Matchmaking, please select YES.

Next, choose one of the 6 categories that best describes your company: LAC EXPORTER – KOREA IMPORTER – LAC IMPORTER – KOREA EXPORTER – LAC INVESTMENT PARTNER – KOREA INVESTOR and click on your category choice.

**Business Matchmaking**

---

Would you like to participate in the Business Matchmaking session? \*  YES  NO

---

How would you identify your company?

LAC Exporter (Business from Latin America who exports goods or services)

Korea Importer (Business from Korea who imports goods or services)

LAC Importer (Business from Latin America who imports goods or services)

Korea Exporter (Business from Korea who exports goods or services)

LAC Investment Partner (Business from Latin America seeking an investment partner)

Korea Investor (Business from Korea seeking to invest in a company)

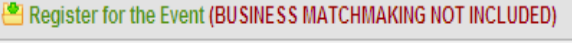
---

**Terms & Conditions**

---

By clicking this button, you state that you have read and agree to the [Terms of use](#)

Accept

 Register for the Event (BUSINESS MATCHMAKING NOT INCLUDED)

Before you register for the event you must accept the terms of use for the software.

<http://www.mybusinessmatches.com/pdf/MBM-Terms-and-conditions.pdf>

After you choose the category and click on “Register for the event”, the software sends you to another window.

Step 2.- In this window, you will see at the top of the page the business category that you chose (i.e. Korea Importer)

## Korea Importer

Please continue registration

Please note that fields annotated with \* are required

### Login Information

Email \*

Choose a password \*

The program shows you the same email that you chose for the registration.

You have to choose your own password.

In this part of the registration process, you see the same data that you entered in the General registration.

### General Information

Company Name \*

Physical Address \*

City \*

State / Region \*

Zip / Postal Code:\*

Country \*

Company Phone Number \*

Ext.

Company Website (URL):\*

Company Logo  Browse...  
Allowed formats - gif jpg jpeg png bmp

Brochure  Browse...  
Allowed formats - pdf

This part is different than the General Registration; you can upload the logo of your company and a brochure with information on your company.

The information on the principal owner of the company is optional.

### Principal Owner Information

Name	Title	E-mail	Gender	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>

For this part of the registration process, you complete with your company data.

### Company Data

Number of Employees:\*

Annual Sales (USD)\*

Annual Imports in USD (USD)\*

Which describes best your exporting experience\*

To which countries do you currently import?

All LAC Region  Central America  South America  Caribbean

With which region are you interested in exploring new business opportunities?


All LAC Region  Central America  South America  Caribbean


Legal Structure


Year Business was Established:

This is the section we will use to find companies that match with your interests; please read carefully the different options and choose the sector that you would most like to be matched with: GOODS or SERVICES. **Please click on the plus sign (“+”) to expand categories.**


Select business category/categories \* that your company is interested in supplying products or services to

 [Guide how to select Business Categories](#)

Click on  to view subcategories.




If there are no subcategories you will see 



Shaded box  means that there are sub categories

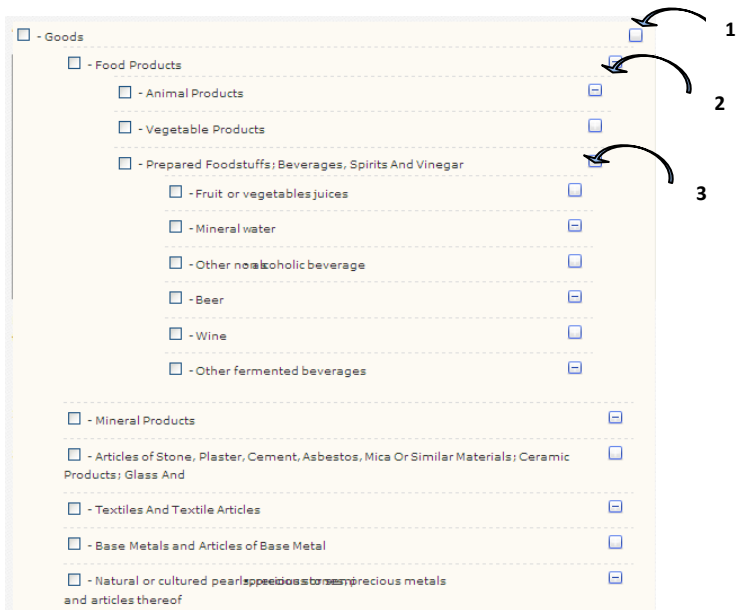
If you selected sub-categories from main category you will see  next to the name

**IMPORTANT NOTE:** Only 5 main categories may be selected.

#### Selected categories

<input type="checkbox"/> Goods		
<hr/>		
<input type="checkbox"/> Services		
<hr/>		

	
<hr/>	
	



After you have selected the sector of your preference (Goods/ Services,) you will see on your screen the different types of goods or services that you your company might be interested in .

If you click on one of these categories, another window will be displayed on your screen with further information on that category. **Remember that you have to click on the plus sign (“+”) to expand to the sub-categories**

In this section, the program gives you the opportunity to describe your company and upload the additional information that you want your “business match” to see. This information is optional.

**Products and/or Services**

Enter specific keywords describing your business specialty (up to 600 characters)\*

**YouTube**  Example <http://www.youtube.com/watch?v=MyBusinessMatches>

**Brochure**  
Allowed formats - pdf

Have you identified companies from LAC you would like to meet during the event? If so please specify the name of those companies:


After you finish completing the registration form for matchmaking, you have to accept again the same TERMS OF USE for the software and click on “REGISTER” to submit your information.

## Terms & Conditions

---

By clicking this button, you state that you have read and agree to the [Terms of use](#)

Accept

 Register

---

Step 3.- After you submit your information, you will receive an email from **IADB** ([MyBusinessMatches@mybusinessmatches.com](mailto:MyBusinessMatches@mybusinessmatches.com)), where you will be informed that you have been successfully registered for the event.



**Korea-LAC Business Forum 2011**  
[www.kolac.org](http://www.kolac.org)

<http://www.mybusinessmatches.com>

<http://iadb.mybusinessmatches.com>

Congratulations!

You have successfully registered for the **KOREA-LAC BUSINESS FORUM**.

To find more information about the Forum, please visit our website at [www.kolac.org](http://www.kolac.org), or contact Patricia Henriquez at [bhenriquez@iadb.org](mailto:bhenriquez@iadb.org) or at +1 202-623-2340.

We look forward to seeing you in Seoul!

축하합니다!

귀하의 2011 한-중남미 무역·투자 포럼 참가신청이 성공적으로 완료되었습니다.

포럼에 관한 문의 사항이 있으시거나 추가 정보가 필요하신 분께서는 공식 홈페이지 [www.kolac.org](http://www.kolac.org) 를 참조하시거나 담당자에게 연락을 주시기 바랍니다 (Patricia Henriquez, [bhenriquez@iadb.org](mailto:bhenriquez@iadb.org) / +1-202-623-2340).

**Please come back after October 1st** to view matches and confirm meeting times.

**Event Name:**

**LAC Exporter - Korea Importer**

**Event Date:** 2011-10-21  
**Company Name:** TEST  
**E-mail:** test@hotmail.com  
**Password:** 123456

To ensure security, do not share username and password with anyone.

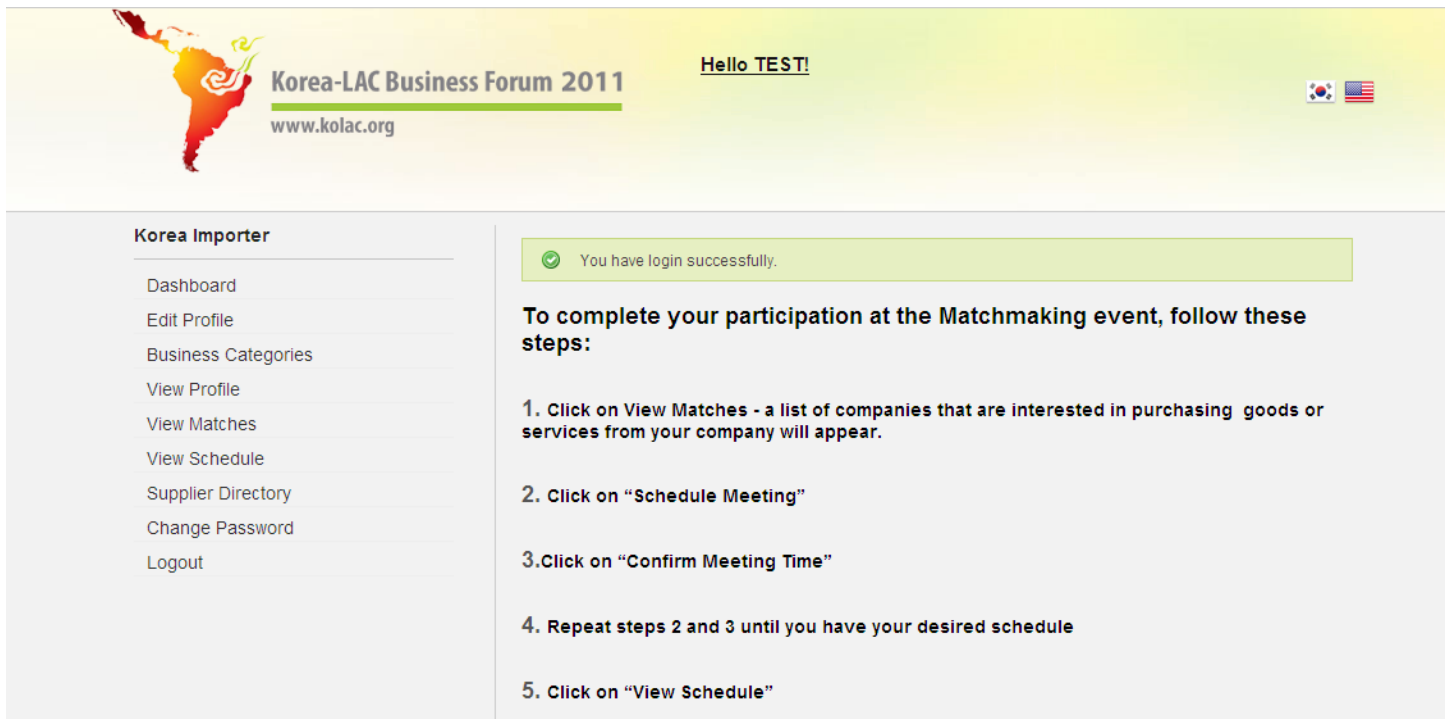
For technical questions, contact  
&#0;[info@mybusinessmatches.com](mailto:info@mybusinessmatches.com).

After you receive this email, you can go to <http://iadb.mybusinessmatches.com> to see your profile and your matches.

To login to your account, you have to use the email that you provided for the registration (which is also the email address where the above confirmation email was sent) plus the password entered above.

The screenshot shows the top section of the website. On the left is a logo for the Korea-LAC Business Forum 2011, featuring a stylized map of the region. To its right is the text "Korea-LAC Business Forum 2011" and the website URL "www.kolac.org". Further right is a login section titled "Login to Matchmaking account" with fields for "Email:" and "Password: Forgot Password?". A "Sign-in" button is located to the right of the password field. Below the login section, a green notification bar states "You have Logout successfully.". The bottom of the screenshot shows a navigation bar with three main sections: "Seoul South", "Sponsors", and "Event Infor". The "Sponsors" section features logos for IDB (Inter-American Development Bank) and The Export-Import Bank of Korea. The "Event Infor" section includes a photograph of people in a meeting room.

After you login, you will see in the window the following message:



The screenshot shows the user interface of the Korea-LAC Business Forum 2011. At the top left is a logo featuring a stylized map of the Americas in red and orange, with a green swirl. To its right, the text reads "Korea-LAC Business Forum 2011" and "www.kolac.org". In the top right corner, it says "Hello TEST!" and displays the South Korean and United States flags. A green notification bar at the top center contains a checkmark icon and the text "You have login successfully.". On the left side, there is a navigation menu titled "Korea Importer" with the following items: Dashboard, Edit Profile, Business Categories, View Profile, View Matches, View Schedule, Supplier Directory, Change Password, and Logout. The main content area on the right contains a bold heading: "To complete your participation at the Matchmaking event, follow these steps:". Below this heading is a numbered list of five steps: 1. Click on View Matches - a list of companies that are interested in purchasing goods or services from your company will appear. 2. Click on "Schedule Meeting" 3. Click on "Confirm Meeting Time" 4. Repeat steps 2 and 3 until you have your desired schedule 5. Click on "View Schedule"

Here, you can edit your profile by clicking on EDIT PROFILE.

You can change the Business Categories selected by clicking on BUSINESS CATEGORIES; remember any change that you make in your Business categories can change your business matches.

In View profile, you can see how counterparts will see your profile.

In View Matches, you will see the companies that match with one of your selected business categories.

In View Schedule, you will be able to see your schedule two weeks before the event.

If you click on Supplier directory, you can see all the suppliers' profiles that have registered.

The program gives you the possibility to change your password by clicking on Change Password.