

Meeting Room Booking Guidelines

June 3-5, 2025

DAEJEON CONVENTION CENTER, DAEJEON

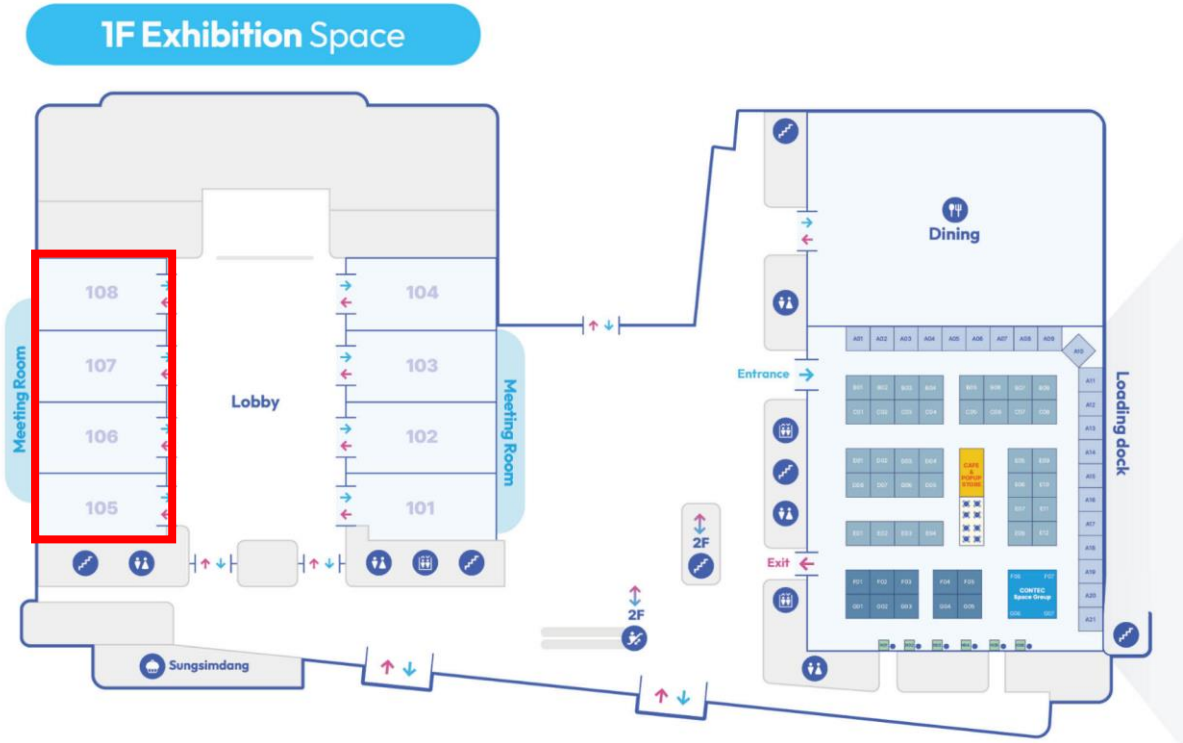
official@iss2025.com

1. Guidelines for Booking a Meeting Room

To facilitate more effective meetings and partnership opportunities during 「ISS 2025」, a reservation-based meeting room system will be in operation. Participants will be able to reserve meeting rooms at their preferred times, enabling focused discussion and productive collaboration through the event.

2. Meeting Room Reservation Information

Operation Period	June 3 rd – 5 th , 2025 / 10:00 ~ 17:00
Location	Daejeon Convention Center 1, 1F 105~108호
Eligibility	ISS 2025 Participants (Speakers/Sponsors/General Participants)
Purpose	Business Meetings, MOU, etc.
Reservation Period	1 st Opening : 4. 8.(Tue) ~ 4.30.(Wed) 2 nd Opening: 5. 1.(Th) ~ 5. 23.(Fri) ※ 1 st Opening : Priority registration for sponsors/speakers/moderators ※2 nd Opening Remaining slots available for general participants



3. How to Reserve a Meeting Room(Step 1) [Click here!](#)

Step 1

1.

Click the link in the guideline.
2.

Please select the desired date and time.

-

Reservations are on a first-come, first-served basis , and only available time slots will be shown.

-

If one person makes multiple reservations, the bookings may be canceled without notice.

ISS_CONTEC

ISS 2025 Meeting Room(1F,105)

1 hr

Daejeon Convention Center(DCC) 1F Meeting Room

To facilitate efficient business meetings among participants, ISS 2025 offers meeting rooms available by reservation.

*Should you have any inquiries, please feel free to contact us at official@iss2025.com.

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Select a Date & Time

<

June 2025

>

Tuesday, June 3

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10:00
4 spots left

11:00
4 spots left

12:00
4 spots left

13:00
4 spots left

16:00
4 spots left

Time zone

Japan, Korea Time (18:23) ▾

[Troubleshoot](#)



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3. How to reserve a meeting room(Step 2) [Click here!](#)

Step 2

- Please enter the name and email address of the person making the reservation.**
 - After the reservation is completed, a confirmation email will be sent to the email provided. Please review it carefully before submitting.
- Please select the desired meeting room number.**
 - Reservations are on a first-come, first-served basis and only available meeting room numbers will be displayed.
 - For operational reasons, the assigned meeting room may differ from the one you requested.
- Please enter your affiliated company or organization and your job position.**
- Please specify the purpose of meeting room use (optional)**
- Please note that your reservation may be subject to cancellation or changes due to internal circumstances. Any updates will be communicated via email**
- Providing your mobile phone number will allow us to send you notifications via SMS (optional)**



ISS_CONTEC
ISS 2025 Meeting Room(1F,105)

🕒 1 hr

📍 Daejeon Convention Center(DCC) 1F Meeting Room

📅 10:00 - 11:00, Tuesday, June 3, 2025

🌐 Japan, Korea Time

To facilitate efficient business meetings among participants, ISS 2025 offers meeting rooms available by reservation.

*Should you have any inquiries, please feel free to contact us at official@iss2025.com.

Enter Details

First Name *

Last Name *

Email *

Please select your preferred meeting room. Please note that the assigned room may differ from your preference due to operational reasons. *

☐ 1F, 105

☐ 1F, 106

☐ 1F, 107

☐ 1F, 108

Please write the name of the organization/company and position of the person making the reservation. *

Purpose of meeting room reservation (e.g., business meetings, MOUs, partnership discussions, interviews, etc.)

Please note that even after the meeting room reservation is completed, it may be canceled or declined due to on-site circumstances. *

☐ I agree.

Send text messages to

By proceeding, you confirm that you have read and agree to [Calendly's Terms of Use](#) and [Privacy Notice](#).

[Schedule Event](#)

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3. How to reserve a meeting room(Step 3) [Click here!](#)

Step 3

- 1. Please double-check the information shown on the reservation confirmation page and in the confirmation email.**
 - For any changes or cancellations after completing your reservation, please contact official@iss2025.com
 - If you require multiple meeting room books, please repeat the reservation process for each session.
- 2. After making a reservation, please check the assigned meeting room in the post on the bulletin board at the link below.**
 - [Meeting Room Booking Status > Click Here!](#)
 - The meeting room reservation status will be updated daily at 10:00 AM KST (Korea Standard Time).

✓ You are scheduled

A calendar invitation has been sent to your email address.

ISS 2025 Meeting Room Booking

 ISS_CONTEC

 10:00 - 11:00, Tuesday, June 3, 2025

 Japan, Korea Time

 Daejeon Convention Center(DCC) 1F Meeting Room

[→ Schedule another event](#)

4. Notice for Meeting Room Use

- Please adhere to your reserved timeslot to ensure smooth operation of the meeting rooms.
- Unused reservations without prior notice may result in restrictions on future bookings.
- After use, kindly tidy up the room for the next user.
- Equipment and supplies in the meeting rooms are shared resources – please handle them with care to avoid damage or loss.
- To maintain a clean and pleasant environment, food and beverages may be restricted.
- If your meeting ends earlier than scheduled, please inform the operations desk so that others may use the room.
- To ensure fair use for everyone, please avoid excessive overlapping reservations. If a single person books multiple rooms excessively, the reservations may be canceled by the organizer without prior notice.