

 **26th Annual Conference 2023**

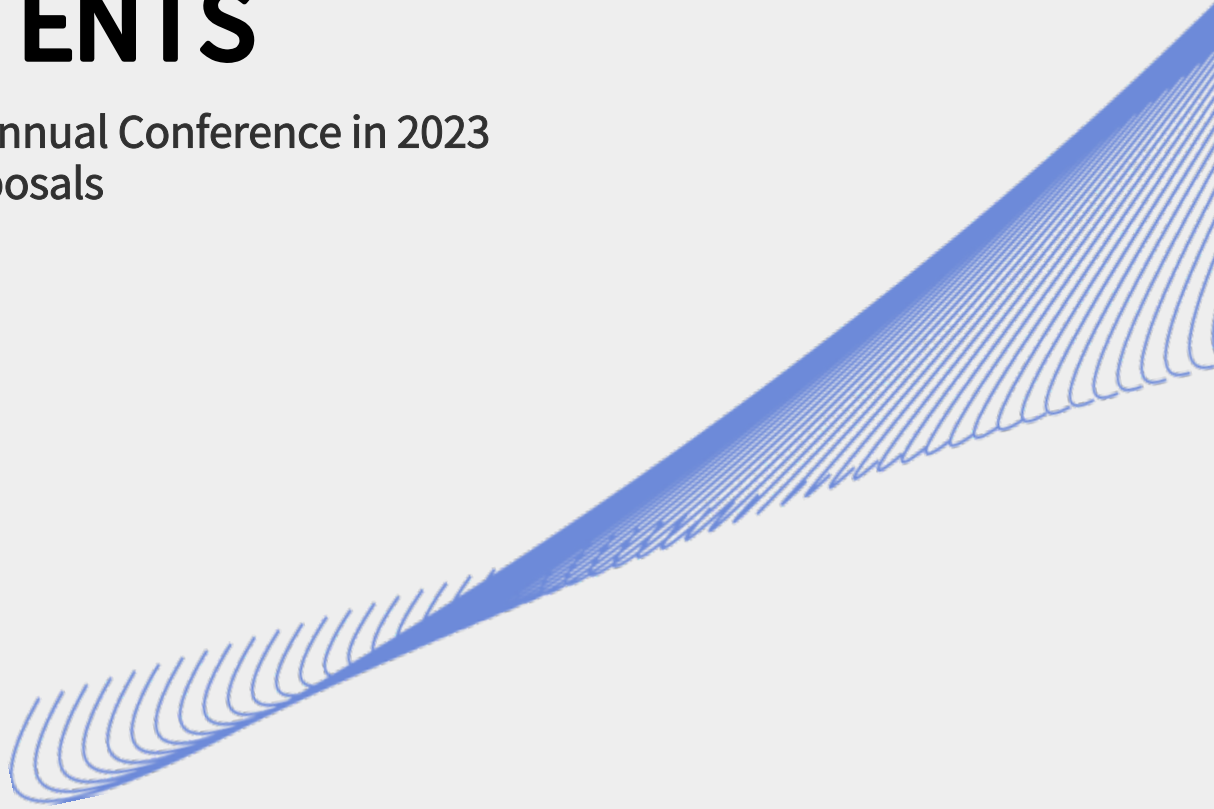
# **CALL FOR PROPOSALS**

**DEADLINE: 31<sup>ST</sup> OCTOBER, 2021**



# CONTENTS

26th ASPA Annual Conference in 2023  
Call for Proposals



<b>01</b>	About ASPA Annual Conference	1
<b>02</b>	Organizing ASPA Annual Conference	3
<b>03</b>	Guideline for Proposals	5

# 01

## About ASPA Annual Conference

26th ASPA Annual Conference  
Call for Proposals

- 
- 1) Overview
  - 2) Participants of ASPA Annual Conference

# 01 About ASPA Annual Conference



23rd ASPA Annual Conference 2019 in Hsinchu, Taiwan  
Organizer: Hsinchu Science Park

## 1) Overview

As the biggest event of ASPA, ASPA Annual Conference is organized by the ASPA board and organization members. Not only the ASPA members but other experts from Science & Technology Parks (STPs), research parks, business incubation centers, universities, academic institutions, venture companies, etc. get together, share knowledge, and establish the social network. Organization members who have joined ASPA more than two years are qualified to host the ASPA Annual Conference.

The purpose of the ASPA Annual Conference is to provide STPs of various regions with the opportunity to exchange the knowledge and experiences.

By hosting the Annual Conference, the host organization will become a regional stronghold of ASPA network. In addition, after the conference, the host organization will be qualified as a director of ASPA Board of Directors and will be able to contribute to the further development and innovation of the ASPA members.

## 2) Participants of ASPA Annual Conference

ASPA members including the representatives of STPs, experts from research institutes, technopolis, incubators, related organizations, and universities leading the technology and industry development of each region participate in the ASPA annual Conference. The conference would be open to non-ASPA members such as universities, students, journalists, various international organizations, government officials, etc. as well.

Every year, approximately 300 international participants get together to interact with each other.



# 02

## Organizing ASPA Annual Conference

26th ASPA Annual Conference  
Call for Proposals

- 
- 1) Procedure to Select the Host
  - 2) How to Organize the ASPA Annual Conference

## 02 Organizing ASPA Annual Conference

### 1) Procedure to Select the Host



#### Open 'Call for Proposals'

'Call for Proposals' is announced about six months before the upcoming conference, and **only ASPA full members who have joined ASPA more than two years are qualified to apply for it.**



#### Submission of Proposal

During the period of proposal submission, please send your official proposal to the ASPA Secretariat.  
The members who submit the proposals are recommended to attend the upcoming ASPA Board of Directors Meeting and make a presentation.



#### Selection of the organizer

Right after the presentation, the ASPA board members will select the next host organization by vote.

**\*\*Since the 39th ASPA Board of Directors Meeting will be held in writing due to the Covid-19, each proposer for this year will be informed individually of further steps after the proposal submission.**

### 2) How to Organize the ASPA Annual Conference



#### Making a Balance between Proposal and its Actual Programs

Please try to make a balance between your proposal and actual conference programs which could enhance the understanding of knowledge and strengthen the power of networking. (For example, relevant exhibitions, business matching events can be added as conference programs.)



### Using ASPA Network to Prepare for the Conference

When you make a proposal, you might need some information of other regions to understand different structures and management of other STPs, the growing trend of Asian culture, etc. In this regard, you can make full use of the networking system of ASPA. Please feel free to contact the ASPA Secretariat if you need any assistance. We will actively back up your network building.



### Regular Programs of the ASPA Annual Conference

The programs of the ASPA Annual Conference shall include keynote speech, several kinds of sessions (plenary sessions, parallel sessions, etc.) to exchange and share the innovative knowledge and technology of Asian STPs. Also, to these programs, other major events should be considered as follows;

ASPA Board of Directors Meeting	ASPA Awards	Cultural & Technical Tour
ASPA Board of Directors Meeting is regularly held a day before the official conference day. The conference organizer shall organize and prepare for the ASPA Board of Directors Meeting.	It aims to select the most innovative company in the Asian region. The conference organizer will be asked to arrange the necessary materials for ASPA Awards Session and Ceremony.	The conference organizer shall organize cultural and technical tours to introduce its cultural, technical and industrial organizations or facilities to the participants.

In addition to these, any relevant events which can promote the unity of the ASPA members and the knowledge exchange are able to be added as well.



### Commitment for ASPA

The host organization shall pay to the ASPA Secretariat 10% of the total amount of the registration fees paid by the attendants at the ASPA Annual Conference.

# 03

## Guideline for Proposal

26th ASPA Annual Conference  
Call for Proposals

- 
- 1) Crucial Elements for Proposal
  - 2) Evaluation Criteria on Proposal
  - 3) How to Apply

## 03 Guideline for Proposal

### 1) Crucial Elements for Proposal

There is no specific form for a proposal.  
However, it shall include the basic elements as follows;



It shall be written only in English



The official application letter signed  
by the representative of the host  
organization



Venue and Date



Main Theme & Subtopics



The reason why you would like to host  
the ASPA Annual Conference



Detailed plans on how to contribute to  
the further development of ASPA and  
co-development of the Asian regions  
by becoming a board member of ASPA

## 2) Evaluation Criteria on Proposal

- ✓ The capacity to carry out the tasks of the organizing committee
- ✓ The possibility of local/regional support for hosting the conference  
Financial support from the government and the related organizations, other sponsors, etc
- ✓ Regional unity  
How a conference can combine with other relevant events in their regions, such as the post conference or fair in the neighboring regions
- ✓ The plan to make a contribution to the further development of ASPA and co-development of the Asian regions  
Business proposals, financial contribution from the profit of the conference, new ASPA membership, etc

These criteria will be evaluated thoroughly because the host organization of the ASPA conference will become a board member of ASPA after hosting the conference.

## 3) How to Apply

Please submit the official proposal to [bella@cyberaspa.org](mailto:bella@cyberaspa.org) by October 31.



When the proposal submission period is closed,  
each proposer will be individually informed of the steps afterwards.