

CALL FOR PROPOSALS

THE 28TH ASPA ANNUAL CONFERENCE 2025



Proposal Submission

Deadline: by October 13, 2023
To: bella@cyberaspa.org

01 About ASPA Annual Conference



The 25th ASPA Annual Conference hosted by Jeju Free International City Development Center in Jeju, Korea in 2022

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 get together, share knowledge, and establish the social network.

The ASPA 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.

3) 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 by email. The members who submit the proposals are recommended to attend the upcoming ASPA Board of Directors Meeting for making a presentation.



Selection of the organizer

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

02 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 or business talks can be added to the conference program.)



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 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.

ASPA Awards

It aims to select the most innovative companies in various regions. The conference organizer will be asked to arrange the necessary materials for **Presentation** by four finalists and **Ceremony**.

Cultural & Technical Tour

The conference organizer shall organize cultural and technical tours to introduce its cultural, technical and industrial organizations or facilities to the participants.

In additiona 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.



Example of Conference Agenda Including Regular Programs

- *The conference should consist of at least three-day program except the Pre-Day.
- *The number of Parallel sessions should be two or three at the same time. (max three)

Pre-Day			
16:00 – 17:30	ASPA Board of Directors Meeting		
17:00 – 18:00	Registration		
18:00 – 20:00	Welcome Reception		
Day 1			
08:30 – 09:30	Registration / Arrival Tea & Coffee		
09:30 – 10:00	Opening Ceremony		
10:00 – 10:30	Keynote Speech 1: Name of the Speaker, Title of the Paper		
10:30 – 12:00	Plenary Session 1: Title of the Session & Session Chairperson		
12:00 – 13:15	Lunch		
13:15 – 14:45	Parallel Session 1 Chairperson, Speakers and Paper Titles	Parallel Session 2 Chairperson, Speakers and Paper Titles	Parallel Session 3 Chairperson, Speakers and Paper Titles
14:45 – 16:15	Parallel Session 4 Chairperson, Speakers and Paper Titles	Parallel Session 5 Chairperson, Speakers and Paper Titles	ASPA Awards: Final Presentation & Evaluation
16:15 – 16:45	Networking Break		
16:45 – 17:15	Parallel Session 6 Chairperson, Speakers and Paper Titles	Parallel Session 7 Chairperson, Speakers and Paper Titles	
17:15 – 17:30	Break		
17:30 – 20:00	Gala Dinner & ASPA Awards Ceremony		
Day 2			
08:00 – 09:30	Registration / Arrival Tea & Coffee		
09:30 – 10:45	Plenary Session 2: Title of the Session & Session Chairperson		
10:45 – 12:00	Parallel Session 8 Chairperson, Speakers and Paper Titles	Parallel Session 9 Chairperson, Speakers and Paper Titles	
12:00 – 13:15	Lunch		
13:15 – 14:15	Parallel Session 10 Chairperson, Speakers and Paper Titles	Parallel Session 11 Chairperson, Speakers and Paper Titles	
14:15 – 14:45	Closing Ceremony		
14:45 – 15:00	Break		
15:00 – 18:00	Technical Tour		
Day 3			
08:30 – 09:00	Assemble at hotel (or gathering place)		
09:00 – 12:30	Cultural Tour 1		
12:30 – 14:00	Lunch		
14:00 – 16:30	Cultural Tour 2		



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.



Commitment for ASPA

The host organization of the ASPA Annual Conference shall undertake the payment for the following expenses and privileges of the official delegates of 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.
- The travel and hotel arrangements by the host organization will be as follows;
 - **President of ASPA: Full business class flight tickets and accommodations**
 - **Secretary-General of ASPA: Full economy class flight tickets and accommodations**
 - **Staff of ASPA Secretariat: Full economy class flight tickets and accommodations for one staff**
- The host organization shall exempt the registration fees of the ASPA delegation.
- If the host organization considers it necessary, the ASPA representatives shall make a check-out visit to the conference venue and facilities at least a year before the date of the conference. All the travel, hotel and meal expenses of the check-out visit shall be covered by the host organization.



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.



It shall indicate the date and venue.



It shall indicate 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 various 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**
Such as, 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**
Such as, 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 **by October 13.**

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The proposer shall attend the **41st ASPA Board of Directors Meeting** in order to make a presentation of the proposal for about 20minutes.

***After ASPA Board Members review each presentation, they will select the host organization by vote.**

***The exact date, time and venue for the ASPA Board Meeting will be informed to each presenter.**