CALL FOR PROPOSALS

THE 29TH ASPA ANNUAL CONFERENCE 2026

Proposal Submission

Deadline: by December 31, 2024
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 strong-hold 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 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 companies in various regions. The conference organizer will be asked to arrange the necessary materials for **Presentation** by four finalists 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 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 sholud be two or three at the same time. (max three)

*Duration recommendations for sessions are as belows:
  - Plenary Sessions: 90 minutes
  - Parallel Sessions: 80 minutes

Pre-Day	
16:00 – 17:00	**ASPA Board of Directors Meeting (Board members only)**
17:00 – 18:00	Registration
18:00 – 20:00	**Welcome Reception (for every participants)**
Day 1	
08:30 – 09:30	Registration
09:30 – 10:00	Opening Ceremony
10:00 – 10:30	Keynote Speech: Name of the Speaker, Title of the Speech
10:30 – 12:00	Plenary Session 1: Title of the Session & Session Chairperson
12:00 – 13:30	Lunch

13:30 – 14:50	Parallel Session 1 Chairperson, Speakers and Paper Titles	Parallel Session 2 Chairperson, Speakers and Paper Titles
14:50 – 15:00	Break	
15:00 – 16:20	Parallel Session 3 Chairperson, Speakers and Paper Titles	**ASPA Awards: Final Presentation & Evaluation**
16:20 – 16:30	Break	
16:30 – 17:50	Parallel Session 4 Chairperson, Speakers and Paper Title	Parallel Session 5 Chairperson, Speakers and Paper Titles
17:50 – 18:00	Break	
18:00 – 20:00	Gala Dinner & **ASPA Awards Ceremony**	

Day 2		
08:30 – 09:00	Registration	
09:00 – 10:30	Plenary Session 2: Title of the Session & Session Chairperson	
10:30 – 10:40	Break	
10:40 – 12:00	Parallel Session 6 Chairperson, Speakers and Paper Titles	Parallel Session 7 Chairperson, Speakers and Paper Titles
12:00 – 13:30	Lunch	
13:30 – 14:00	Closing Ceremony	
14:00 – 14:30	Break	
14:30 – 17:30	**Technical Tour**	
Day 3		
09:00 – 12:30	**Cultural Tour 1**	
12:30 – 14:00	Lunch	
14:00 – 17:30	**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.

Expense Support for Speakers and Moderators

Generally, no honoraria or speaker fees are paid to speakers, but followings shall be fully covered by the host organization.

Subject	Registration fee	Round-Trip air fare	Accommodations
Session speakers	v	v	v
Moderators	v	-	v
Winners of ASPA Awards (One person from each finalist company)	v	-	v

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 registration fees paid by the attendants. The payment should take place no later than two months after the conference.

- The full expense support on the below items shall be provided.

Subject	Registration fee	Round-trip air fare	Hotel
ASPA President	v	v (Business class)	v
Secretary-General & Director of ASPA Secretariat	v	v (Economy class)	v
ASPA Secretariat staffs	v	-	-

- 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;

EN It shall be written only in English.

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

i 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 December 31.

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Proposers shall attend the 43rd ASPA Board of Directors Meeting which will be held in November, 2025 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.