

# **2023 SCSE VIP Package**

## **Business Delegation**

I. What is Business VIP package	p1
II. Who can apply	p1
III. What's in the Business VIP package	p2
IV. How to apply	p6
V. What are the obligations	p11
VI. How to get the travel reimbursement	p13

## I. What is SCSE Business VIP Package

- A. Smart City Summit and Expo is committed to creating a wide global network of smart industry leaders, experts, and innovators. To encourage the attendance of such participants, the Organizers, Taipei Computer Association (TCA) provides a Business VIP Package (referred to as “Package”) to cover some of the travel cost and provide related logistic support for eligible overseas guests (referred to as “Guests”) during SCSE.
- B. The Package offers limited seats on first come-first serve basis. The registration will be due by **Jan. 16<sup>th</sup>, 2023**. After the date, new applicants, if qualified, will be put on a waitlist and is not guaranteed to obtain the eligibility.
- C. The Package includes both incentives and obligations for the Guests, who should fulfill their participation in certain activities requested by the Organizer so as to obtain the full package. (See *V. What are the obligations*)
- D. The SCSE and this Package are organized by TCA, who reserves the right to amend the content without giving prior notification or any reasons thereof.

## II. Who can apply

- A. The Package only applies to Business delegations consisting of 1 *Delegation Leader* plus at least 3 *Member Delegates* from:
  - a. Corporates, associations, agencies, and knowledge institutions focusing on smart city innovations
  - b. Startups with smart city solutions
  - c. Leading companies experienced in executing smart city projects
  - d. System integrators experienced in international partnership
  - e. Foreign press journalists or reporters with experience in the write ups of smart city related materials for TV, newspaper, magazines, or online media (Must provide profile and related works as proofs of the above experience when applying for this package. Self media and

PR related staff in non- media entities are NOT eligible.)

- B. For each Business Delegation, only 1 person can be entitled as the *Delegation Leader*, and the others are *Member Delegates*:

- Notices:
1. The eligibility is non-transferable or redeemable for cash.
  2. The package only applies to Guests visiting from overseas. Guests with residence in Taiwan will NOT be approved for the application.
  3. The Business VIP package only applies to those who register as the BIZ Delegation. **Guests registering as GOV Delegation, Exhibitors or others are NOT entitled to any benefits/VIP invitations/agenda in this Package.**

### **III. What's in the Business VIP package**

As long as the Guest fulfills the obligations requested by the organizer (stated in *V. What are the obligations*), he or she is entitled to the event support:

- A. 4-day subsidized accommodation for all delegates during event dates in the hotel assigned by TCA:**
- a. Each delegation will only be supported with reimbursed accommodation from Mar. 28<sup>th</sup>(check-in) to Apr. 1<sup>st</sup>(check-out), 2023 while the whole delegation must travel in one group
  - b. The Organizer will ONLY subsidize the actual room cost. The Guests need to follow the Hotel's cancellation policies and bear any related costs if a violation occurs.
  - c. In terms of accommodation, qualified VIP guests will receive email from our partnering hotel staff to fill in the reservation form. The Organizer will NOT be responsible for making, changing, or cancelling room reservation for the Guest.
- B. Venue transportation** (shuttle buses and transfer for SCSE activities)
- C. Invitation to VIP activities**, including welcome luncheon and real-site demo tours.
- D. For a delegation consisting of at least 10 delegates:**

**a. Travel reimbursement for the Business Delegation Leader:**

available for only the delegation leader. Only 1 person can be entitled as the delegation leader in each business delegation. The delegation leader will enjoy the travel reimbursement of 1 round-trip flight ticket to and from Taipei on an accountable basis (limited to ECONOMY class with a price cap). The ticket price maximum varies with the leader's region:

- (1) Southeast Asia/ East Asia: USD500
- (2) South America: USD2,000
- (3) Other regions: USD1,500

The Organizer will only reimburse the part of itinerary to and from Taipei if the flight transfer exceeds 24hrs, which will be seen as two separate flights that are NOT available for full travel reimbursement.

**b. 1 Free display space at 2023 SCSE Taipei & Kaohsiung**

**E. FOR VIP MEDIA (only 1 person from each media/press will be admitted for this package):**

- a. Admitted foreign press journalists, reporters, or editors will enjoy the travel reimbursement of 1 round-trip flight ticket to and from Taipei on an accountable basis (limited to ECONOMY class with a price cap). The ticket price maximum varies with the traveler's region:

- (4) Southeast Asia/ East Asia: USD1,000
- (5) South America: USD2,500
- (6) Other regions: USD2,000

The Organizer will only reimburse the part of itinerary to and from Taipei if the flight transfer exceeds 24hrs, which will be seen as two separate flights that are NOT available for full travel reimbursement.

- b. 4-day free accommodation & venue transportation arranged by TCA from Mar. 27(in) to Apr. 1(out), 2023: The Organizer will ONLY subsidize the actual room cost. The Guests need to follow the Hotel's cancellation policies and bear any related costs if a violation occurs. Admitted guests will receive email from our partnering hotel staff to fill in the reservation form. The Organizer will NOT be responsible for making, changing, or cancelling room reservation for the Guest.

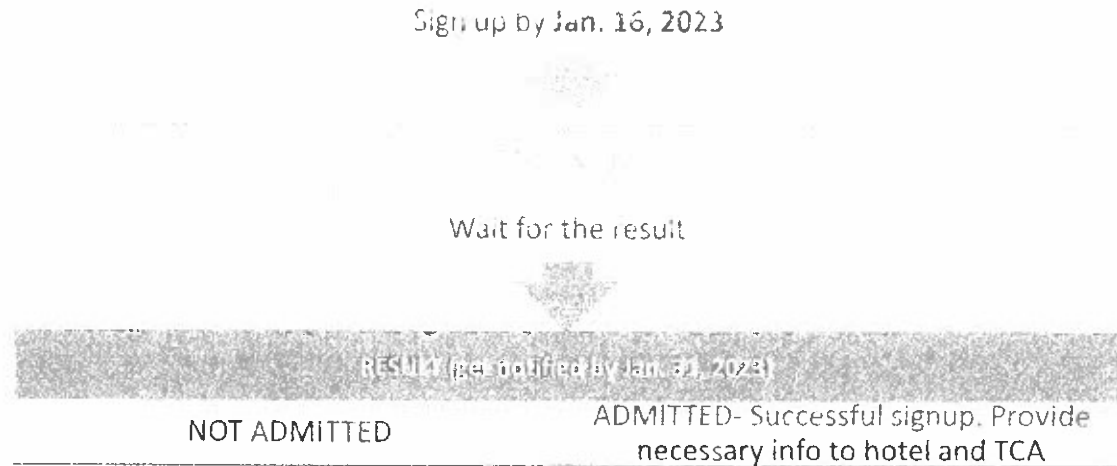
**F. NOT INCLUDING:** Other than the items specified above, the Guest will be responsible for his or her cost including but not limited to:

- a. The accommodation reservation made NOT via the partnering hotel staff of SCSE, or NOT within the specified dates
- b. Hotel's room upgrade or other service (additional beds or meals)
- c. Hotel's early check-in / late check-out fee
- d. Hotel's cancellation fee (e.g. cancelling the reserved early-checkin/late checkout service, check out before the checkout date on reservation)
- e. Meals
- f. Airport transfer and other transportation for personal agenda
- g. Other personal costs (shopping, laundry, mini bar, entertainment, and etc.)

## Overview of Business VIP Package for a Business Delegation

	Delegation Leader	Member Delegates
<b>Flight reimbursement</b>	(only for 10+ persons delegation) Limited to Economy Class with a price maximum* according to the region	✗
<b>4-day subsidized accommodation</b>	Taipei & Kaohsiung: 4 nights from <u>Mar. 28<sup>th</sup> (check-in) to Apr. 1<sup>st</sup>(check-out), 2023</u>	
<b>Venue transportation</b>	✓ (shuttle buses between SCSE activities and the hotel)	
<b>Invitation to VIP activities</b>	✓ (includes welcome luncheon and real-site demo tours)	

## IV. How to apply



**A. STEPS TO SIGN UP:** All guests in the Business Delegation who wish to apply for the Package need to sign up before Jan 16<sup>th</sup>, 2023. Here's how you sign up as a VIP guest.

### STEP 1

- ▶ Go to the Register Page: <https://smartcity.org.tw/vip/>

*X Using other links will lead to application lost. Please only use the above link to register.*

### STEP 2: Sign Up

- ▶ Click **Sign Up** to become a member of Smart City Summit & Expo

*✓ If you are already a member, you can skip this step and go to Step 3*



### VIP Registration / Login

Enter your email address and password to log in to your account. If you do not have an account, please click on the "Sign Up" button below.

EMAIL ADDRESS

PASSWORD

CONFIRM PASSWORD

DATE

ENTER

---

Login

Click on the "Sign Up" button to create a new account. If you have forgotten your password, please click on the "Forgot Password" button. If you have not received your confirmation letter, please click on the "Resend Confirmation Letter" button.

Sign Up	Forgot Password	Resend Confirmation Letter
---------	-----------------	----------------------------

- ▶ Please enter your email address, agree to our Privacy Policy and Consent to Collection of Personal Information, and fill in Personal Information



### Sign Up

EMAIL ADDRESS

PASSWORD

CONFIRM PASSWORD

ENTER

---

Confirm      Cancel





## Sign Up

[ Smart City Summit & Expo ]

### Privacy Policy and Consent to Collection of Personal Information

Smart City Summit & Expo (the "Event") is a virtual event organized by Smart City Summit & Expo (the "Company"). The Company is committed to protecting the privacy and security of your personal information. This Privacy Policy and Consent to Collection of Personal Information (the "Policy") describes how the Company collects, uses, and shares your personal information. By clicking "Sign Up" or otherwise providing your personal information to the Company, you consent to the collection, use, and sharing of your personal information as described in this Policy.

The information collected from you includes your name, email address, phone number, and other information that you provide to the Company. The Company uses this information to provide you with the Event, to contact you about the Event, and to provide you with other services that you may request. The Company may also use your information for other purposes, such as to analyze and improve the Event, to provide you with other services, and to share your information with third parties.

You may opt out of the collection, use, and sharing of your personal information at any time. To opt out, please contact the Company at [email address].

This Policy is subject to change without notice. The Company will post any changes to this Policy on this page.

For more information, please contact the Company at [email address].



## Sign Up

### Personal Information

- Upon clicking '**Confirm**', a verification link will be sent to your email. Please check your email and verify your account using the link provided.

## Smart City Summit & Expo - Confirmation Letter

Smart City Summit & Expo (Smart City Summit & Expo) 2017 CONFIRMATION LETTER

Dear Heo SOBE,  
Thank you for registering for Smart City Summit & Expo.  
Please click on the link below to complete the registration process.

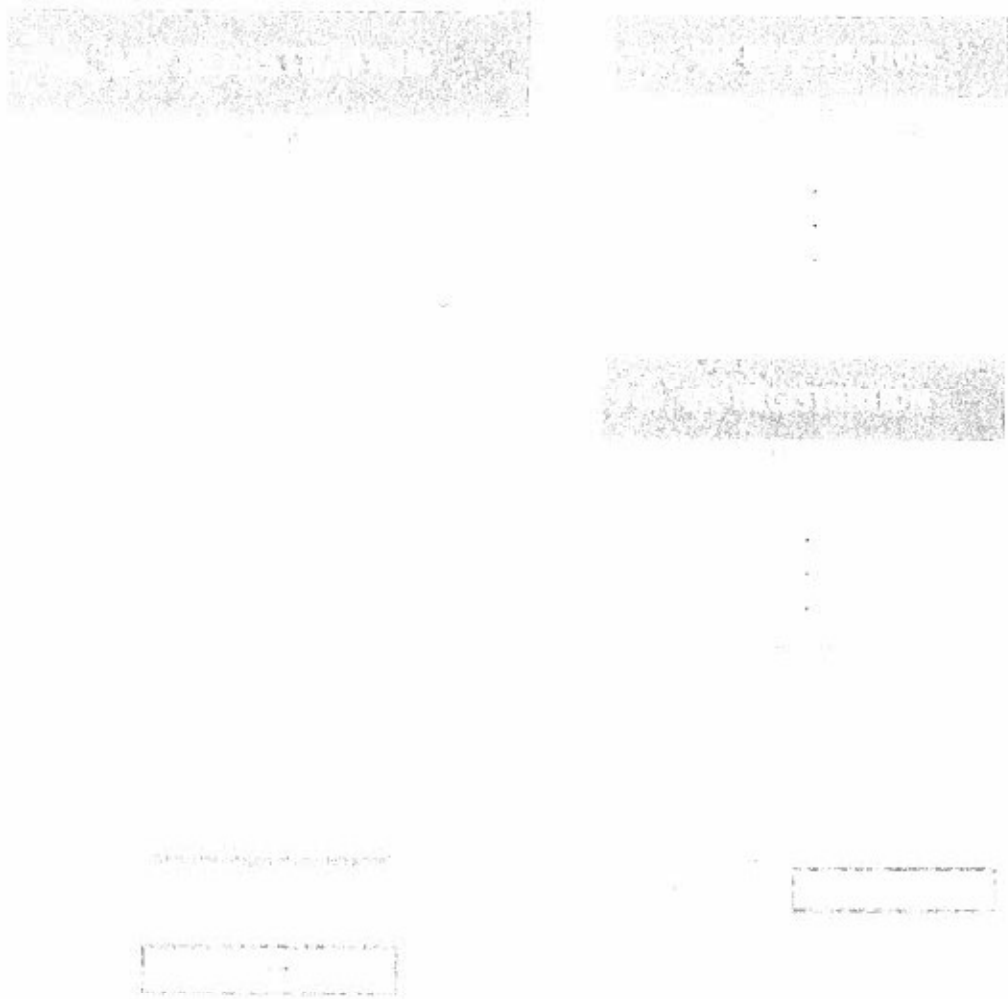
- ✓ *Verification email may take a while to reach your email inbox.*
- ✗ *If you are unable to receive the verification email, please check your spam folder or go to member login and click 'Resend Confirmation Letter'.*
- ▶ **Your account is now verified! Please login via <https://smartcity.org.tw/vip/> again to commence VIP Application.**

Smart City Summit & Expo



### STEP 3: VIP Application

- ▶ Complete the application by entering the details and answering questions of your identity and participation. (The questions will vary according to your answers for each step).



► And... you are all set! The result of your application will be sent to your email shortly.



- ▶ In the meantime, you can go to 'My Application' and check or edit your profile.



- ▶ After the registration, the Organizer should send the result to your email within 7 working days. Check your email (especially the SPAM mailbox!) to see if you have successfully passed the review.

**B. RESULT ANNOUNCEMENT:** After passing the signup above, the organizer will inform you of the result on Jan. 31<sup>st</sup>, 2023.

**C. FORM OF THE EVENT:** For those applying for the subsidized accommodation, our partnering hotel will be contacting you for room reservation. Please follow the staff's instruction to make room reservation as soon as possible to secure the room. You will be waiving your right to obtain the accommodation support if no response comes from you. Before the event, the Organizer will continue to contact you regarding more details on your participation.

## V. What are the obligations

**A. REQUIRMENTS:** In order to obtain full support in the Package, there are a few requirements below to fulfill according to the program the delegation chooses in the registration.

- All delegates in the delegation should complete their registration at

Member signup before Jan 16<sup>th</sup>, 2023.

- b. The delegation is expected to fully participate (one delegation as a whole, NOT individually) in all required activities arranged by the organizer. Upon the organizer's request, the Guest should provide photos as proof of participation to the organizer in order to obtain full support of the Package. The REQUIRED activities include:
  - (1) 1 Expo Tour
  - (2) 2 Professional forums
  - (3) 3 Business matchmaking sessions

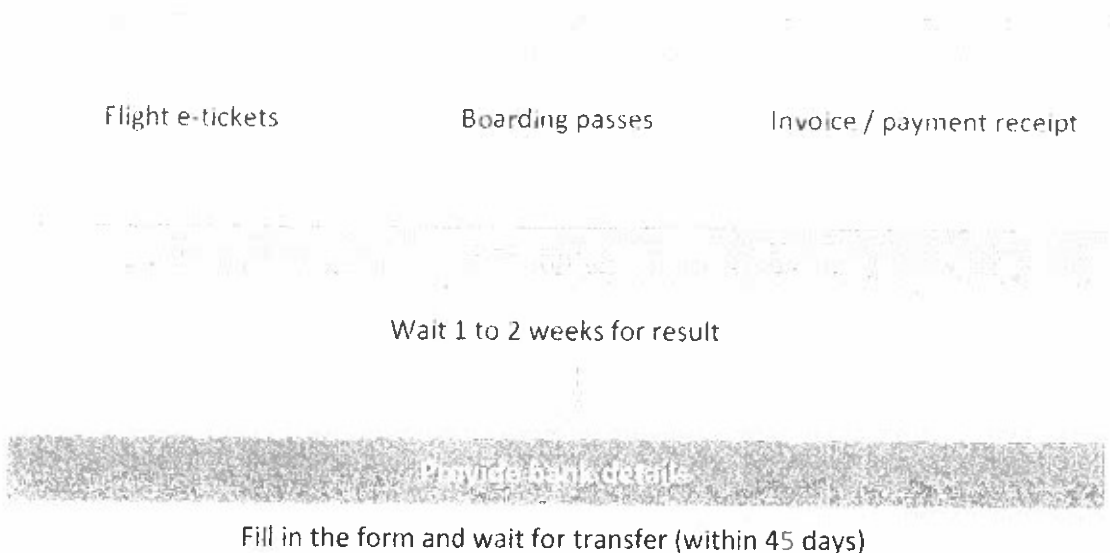
**B. FOR VIP MEDIA (International media, editors, and journalists):**

In order to be eligible for subsidized VIP entry, VIP Media are required to fulfill their obligation by writing, distributing, and providing TCA with at least 3 non-negative news pieces for the Smart City Summit & Expo including written or video news on online or print media during the event or within 1 month after the event ends.

**C. FAIL TO MEET THE REQUIREMENTS:** If the Guest fails to meet the requirements above, the Guest will be waiving his or her right to claim the support in the Package, and the organizer reserves the right to decline offering the support in the Package, even during the event.

## VI. How to get the travel reimbursement

TCA regrets that NO reimbursements will be made before or during the time of the SCSE. For those applying for the travel reimbursement, please follow the steps below.



### STEP 1: Send required documents to TCA

- A. Within 2 months after SCSE closes, guests should keep and provide TCA with ALL ORIGINAL documentations listed as follows.
  - a. Flight e-tickets (full itinerary with ticket no.)
  - b. Boarding passes (full itinerary)
  - c. Invoice / payment receipt, which must clearly state the info including payer's name, total price, class, payment method, and payment status.

If issued by AIRLINES COMPANY, it is required to be entitled to the Guest's name.

If issued by TRAVEL AGENCY, it is required to be entitled to Taipei Computer Association.
- B. Unless the original comes in electronic form that can be sent via emails, the original documents must be sent to the Organizer by air delivery. Scanned copies and photos are NOT available.
- C. TCA will only reimburse the total fare-related price (NOT including insurance, internet roam, upgrade, or other services) according to the invoice provided by the Guest.

- D. The info on the above documents, including the passenger's name, class, ticket price, and destinations must be in accordance with TCA's requirements for travel reimbursement (See A. and B. in III.); otherwise the full cost will be on the Guest's account.
- E. Guests will be waiving their rights to claim the travel reimbursement if the above documents are not received and approved by TCA within 2 months after SCSE closes. TCA reserves the right to decline the requests afterwards.

### STEP 2: Wait for review

After receiving full submission of documents above, it will take 1 to 2 weeks for TCA to review the documents.

### STEP 3: Provide bank details

- A. In the case when the documents above are complete, TCA will ask the Guest to fill in bank details in specific form. While the transfer could only be made in USD/EUR, any other currency will be automatically exchanged to USD/EUR with the rate on the Guest's boarding date. Please make sure that your account is available for USD/EUR transfer. If the payment is later declined by your bank, any extra charge/fee for new transfer will be on the Guest's account.
- B. In order to reduce risks of disputes, the Guest should provide the bank account under his/her own name. If the bank account is given under other agencies' name, the Guest must provide the Organizer with clear authorization as well as the invoice issued by the agency to Taipei Computer Association.
- C. Reimbursement, by way of wire transfer, may be expected within 90 days after receiving qualified and complete documents including the Guest's bank details mentioned above. TCA will inform the Guest after the transfer is made.
- D. Unless requested by TCA, any updated or new documents provided afterwards will NOT be available or accepted for reimbursement use.