2023 SCSE VIP Package Government Delegation

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I. What is SCSE GOV VIP Package

- A. Smart City Summit and Expo is committed to creating a wide global network of governmental and municipal leaders around the world. To encourage the attendance of such participants, the Organizers, Taipei Computer Association (TCA) and Taipei City Government, provided a GOV 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**th, **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. For each city or central agency applying for the Package, the Package applies to only *1 Delegation Leader* plus *5 Member Delegates* at most (= up to 6 persons for each GOV Delegation).
- B. For each GOV Delegation, only 1 person can be entitled as the *Delegation Leader*, and the others are *Member Delegates*:
- a. Delegation Leaders (max: 1 person): Mayors /deputy mayors or higher level officials in charge of smart city development
 - b. Member Delegates (max: 5 persons):
 - (1) Officials in charge of smart city projects, including the city's CTO and CIO, and other delegates invited by the above delegation leaders.
 - (2) Foreign press journalists or reporters (herein referred to as the Journalist) with experience in writing smart-city-related materials for newspaper, magazines, or news websites. The Journalist will enjoy special logistic support if meeting the qualifications. See *C*. in *III*.

What's in the GOV VIP package for more details (must provide his or her professional resume and related works for qualification review when applying for this Package).

Notices: 1. For each GOV delegation, we offer different packages according to the leader's identity (See *III. What's in the GOV VIP package*)

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

III. What's in the GOV VIP package

- **A. Special programs designed for VIP delegations.** Each delegation will only be traveling in group as a whole (IMPORANT: the program comes with obligations stated in *V. What are the obligations*)
 - a. Program in Taipei & Kaohsiung:

Mar. 28	Mar. 29	Mar. 30	Mar. 31
Opening Ceremony	CTalk / Mayors' Summit B	Opening Ceremony	Visit Kaohsiung City Hall
Expo tour	Real-site demo tour	Expo Tour	
Mayors' Summit A	Matchmaking sessions	Mayors' Summit*	Matchmaking/forum
Taipei Night	Take HSR to Kaohsiung	Kaohsiung Night	Real-site demo tour

^{*}the official name is subject to changes

- **B.** Travel reimbursement for the GOV Delegation Leader: available for only the delegation leader. Only 1 person can be entitled as the delegation leader in each city delegation.
 - a. In the case when a GOV delegation is led by <u>MAYORAL or MINISTERIAL</u> <u>level official</u>, the delegation leader will enjoy the travel reimbursement of 1 round-trip flight ticket to and from Taipei on an accountable basis (limited to PREMIUM ECONOMY/ECONOMY class with a price cap). The ticket price maximum varies with the leader's region:

(1) Southeast Asia/ East Asia: USD1,000

(2) Central and South America: USD2,500

(3) Other regions: USD2,000

- b. VVIP delegation: (only 10 seats available globally) in the case when a GOV delegation is led by <u>MAYORAL or MINISTERIAL level official of</u> a city or region which is either
 - (1) <u>enlisted in the Appendix I. List of VVIP Cities</u> or
 - (2) <u>admitted by the organizer through submission of a clear statement</u> of his/her city's current smart city project(s)/procurement program(s), which allow(s) specific opportunities to collaborate with Taiwanese entities (public or private),

the delegation leader will enjoy the travel reimbursement of 1 round-trip flight ticket to and from Taipei on an accountable basis (limited to PREMIUM ECONOMY/ECONOMY class with a price cap). The ticket price maximum varies with the leader's region:

(1) Southeast Asia/ East Asia: USD2,000

(2) Central and South America: USD3,500

(3) Other regions: USD3,000

c. 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.

C. Travel reimbursement for one Journalist in the delegation:

- a. For each delegation, the Organizer will offer only 1 qualified Journalist the travel reimbursement of 1 round-trip flight ticket limited to ECONOMY class to and from Taipei on an accountable basis. The ticket price maximum varies with the delegation's region:
 - (4) Southeast Asia/ East Asia: USD1,000

(5) Central and South America: USD2,500

(6) Other regions: USD2,000

- b. Only 1 journalist in each city delegation can be entitled to the travel reimbursement offered by the Organizer.
- c. 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.

D. 4-day free accommodation and venue transportation during event dates in the hotel assigned by TCA:

- a. Each delegation will only be supported with reimbursed accommodation from Mar. 27th(check-in) to 31st(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, the 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.

E. One Airport pick-up & drop-off for the delegation leader and member delegates with the same flight agenda

- a. Only available during Mar. 27th Apr. 1st, 2023, from and to Taoyuan
 International Airport (TPE)/Taipei Songshan Airport (TSA)
- **F. Venue transportation** (shuttle buses or other necessary transportation for SCSE activities)
- G. For a VVIP delegation (Only 10 spots available globally), which is led by MAYORAL or MINISTERIAL level official of a city or region enlisted in the *Appendix I. List of VVIP Cities*, the delegation leader will obtain:
 - a. One extra speaking opportunity arranged by the Organizer in the SCSE,
 - One opportunity to attend a G2G/G2B event such as matchmaking sessions,
 MOU signing, or networking events free of charge,
 - One free exhibition space at 2023 SCSE (Virtual pavilion on Smart City
 Online and a physical exhibition space)
- **H. NOT INCLUDING:** Other than the items specified above, <u>the Guest will be</u> 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 in the chosen Program,
 - 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 (unless at SCSE activities),
- f. Transportation for personal agenda,
- g. Other personal costs (shopping, laundry, mini bar, entertainment, and etc.).

Overview of GOV VIP Package for a GOV Delegation

Delegation Leader		Member Delegates	
(Mayors/Deputy mayors or ministerial level officials)			
	Limited to Premium		
Flight	Economy/Economy Class	Only available for 1 admitted journalist	
reimbursement	with a price maximum	(Limited to Economy Class)	
	according to the region		
4-day subsidized accommodation arranged by TCA	Taipei & Kaohsiung: 4 nights from Mar. 27 th (check-in) to 31 st (check-out), 2023		
Airport pick-up & drop-off	✓	Only available for those on the same flight with the delegation leader	
Venue transportation	✓ (shuttle buses or other necessary transportation for SCSE activities)		
Invitation to VIP	✓ (i.e. opening ceremony, welcome luncheon, dinner party in		
activities	Taipei/Kaohsiung, City Hall visits, real-site demo tour, and cultural tour)		

IV. How to apply



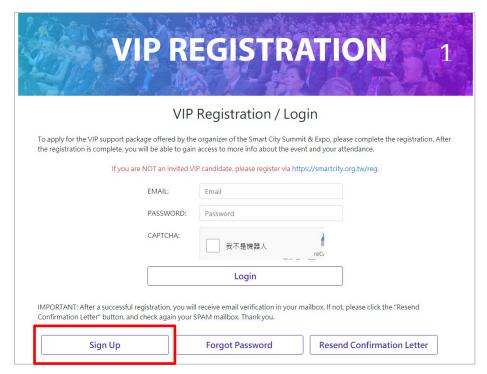
A. STEPS TO SIGN UP: All guests in the GOV Delegation who wish to apply for the Package need to sign up before Jan. 16th, 2023. Here's how you sign up as a VIP guest.

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.

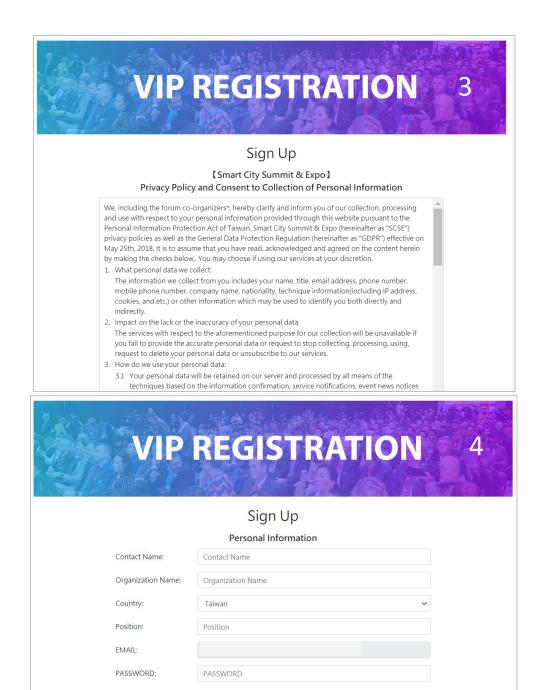
STEP 2: Sign Up

- 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.



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

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Cancel

Confirm

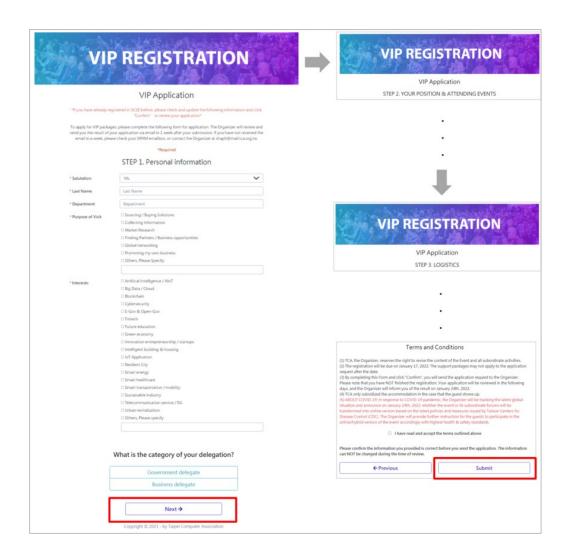


- ✓ Verification email may take a while to reach your email inbox.
- ✗ If you are unable to receive the verification email, please check your spam folder or go to member login and click 'Resend Confirmation Letter'.
- ► Your account is now verified! Please login via https://smartcity.org.tw/vip/ again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



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 by Jan. 31st, 2023. Check your email (especially the SPAM emailbox!) 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 <u>Jan. 31st</u>, <u>2023</u>. The registration is a quota-based system, in which the organizer reserves the right to review registration and admit applicants according to the nature of the event.
- **C. RESERVE LIST:** Considering the order of application and quota available, some applicants, who fulfill the requirements for the admission, might be offered to be put on a reserve list and informed on <u>Jan. 31st, 2023</u>. The reserved candidates will be informed of the final result by <u>Feb. 17th, 2023</u>.
- **D. FORM OF THE EVENT:** Due to the changing status of the COVID-19 pandemic, the format of the event will be decided and announced on <u>Jan. 31st, 2023</u> by the organizer according to the global status of pandemic. If the Guest decides not to attend in the form (online or physical) finalized by the organizer, the Guest will be waiving his/her right and giving up his/her VIP seats, for which the organizer reserves the right to offer to the reserved candidates.
- E. SPEAKING AT MAYORS' SUMMIT: Those who wish to speak at Smart City Mayors' Summit could apply in the VIP application process. Due to the limit in speaker quota available, the organizer reserves the right to admit applicants according to their (1) profile (2) city's current smart city projects or development (3) city's openness or current plans in collaborating with other government or

business entities. The result of this speaker list will be announced by the Organizer by Feb 17th, 2023.

F. SUBSIDIZED ACCOMMODATION: 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 your flight agenda, speech info, VIP program, and etc.

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.
 - a. All delegates in the delegation should complete their registration at Member signup before <u>Jan 16th</u>, <u>2023</u>.
 - b. The DELEGATION LEADER is expected to fully participate in all required activities and at least 1 selected activity arranged by the Organizer according to the program he or she chooses. The REQUIRED activities in both Taipei and Kaohsiung include:
 - (1) Opening Ceremony
 - (2) Mayors' Summit *
 - (3) Expo Tour

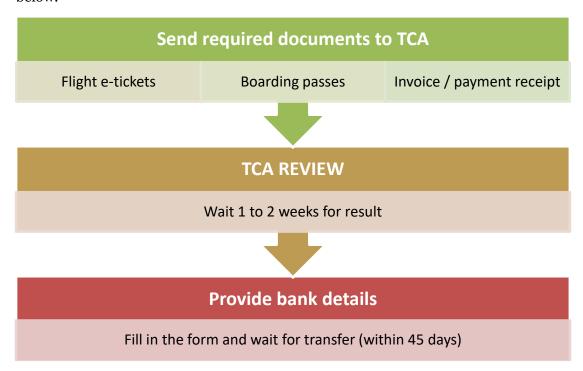
*the official name is subject to changes;

SELECTED activities (choose at least one):

- (1) 1 matchmaking session
- (2) 1 CTalk session / 1 forum other than Mayors' Summit
- (3) 1 real-site demo tour
- **B. 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 summit. For those applying for the travel reimbursement, please follow the steps below.



STEP 1: Send required documents to TCA

- A. Within <u>a months</u> after SCSE closes, the 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 <u>AIRLINES COMPANY</u>, it is required to be entitled to <u>the</u> <u>Guest's name</u>.
 - If issued by <u>TRAVEL AGENCY</u>, it is required to be entitled to <u>Taipei</u> <u>Computer Association.</u>
- 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, or the name of city governments (in the case when the Guest's travel expense is borne by city governments). 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.

Appendix I. List of VVIP Cities

Smart City Summit and Expo (SCSE) 2023

List of VVIP Cities

The organizer of SCSE, Taipei Computer Association, offers only **10 VVIP seats** globally for the mayoral representatives and their delegations of the smart cities enlisted here. The organizer reserves the rights of modifying, suspending, and the final interpretation of this List.

This List is proposed by the organizer after an overall evaluation according to the cities'

- (1) importance to the operation of the global system of finance and trade
- (2) scale of population and socio-economic network
- (3) recognition or top ranking among international cities by prestigious third-party organization in terms of the smart city development or index.
- (4) other special achievements, projects, positions, influences, or opportunities for international collaborations.

Details regarding the content of VIP packages for such delegation can be found in 2023 SCSE GOV VIP PROGRAM (click here to download).

No.	Countries	Cities/Regions	
	EUROPE		
1	Austria	Vienna	
2	Belgium	Brussels	
3	Czech Republic	Prague	
4	Denmark	Copenhagen	
5	Estonia	Tallinn	
6	Finland	Helsinki	
7	France	Paris	
8	France	Bordeaux	
9	France	Lyon	
10	France	Lille	
11	France	Marseille	
12	Germany	Berlin	
13	Germany	Frankfurt	
14	Germany	Munich	
15	Germany	Dusseldorf	
16	Germany	Hamburg	
17	Germany	Hanover	

18	Germany	Kiel
19	Hungary	Budapest
20	Ireland	Dublin
21	Italy	Milan
22	Italy	Rome
23	Italy	Bologna
24	Luxembourg	Luxembourg
25	Netherlands	Amsterdam
26	Netherlands	The Hague
27	Netherlands	Rotterdam
28	Norway	Oslo
29	Poland	Warsaw
30	Poland	Krakow
31	Portugal	Lisbon
32	Slovakia	Bratislava
33	Spain	Barcelona
34	Spain	Madrid
35	Spain	Bilbao
36	Spain	Zaragoza
37	Sweden	Stockholm
38	Sweden	Gothenburg
39	Switzerland	Zurich
40	Switzerland	Geneva
41	Turkey	Istanbul
42	Turkey	Ankara
43	Ukraine	Kyiv
44	United Kingdom	London
45	United Kingdom	Newcastle
46	United Kingdom	Leeds
47	United Kingdom	Manchester
48	United Kingdom	Glasgow
49	United Kingdom	Birmingham
AFRICA		
50	Egypt	Cairo
51	Nigeria	Lagos
52	South Africa	Johannesburg
53	South Africa	Cape Town

54	Kenya	Nairobi		
	AMERICAS			
55	USA	New York		
56	USA	Allegheny County, Pennsylvania		
57	USA	Morrisville, North Carolina		
58	USA	Santa Ana, California		
59	USA	Los Angeles		
60	USA	Seattle		
61	USA	Washington, D.C.		
62	USA	Chicago		
63	Canada	Toronto		
64	Canada	Montreal		
65	Mexico	Mexico City		
66	Argentina	Buenos Aires		
67	Brazil	Curitiba		
68	Brazil	Rio de Janeiro		
69	Brazil	São Paulo		
70	Chile	Santiago		
71	Colombia	Bogotá		
72	Colombia	Medellín		
	A	SIA-PACIFIC		
73	Australia	Sydney		
74	Japan	Tokyo		
75	Japan	Osaka		
76	Japan	Nagoya		
77	Japan	Fukuoka		
78	Japan	Kyoto		
79	Japan	Sapporo		
80	Japan	Yokohama		
81	Korea	Seoul		
82	Korea	Busan		
83	Korea	Daegu		
84	Korea	Incheon		
85	Thailand	Bangkok		
86	Thailand	Nonthaburi		
87	Thailand	Chiang Mai		
88	Thailand	Pattaya		

89	Singapore	Singapore
90	Hong Kong	Hong Kong
91	Malaysia	Kuala Lumpur
92	Malaysia	Penang
93	Malaysia	Selangor
94	Malaysia	Malacca
95	India	Mumbai
96	India	Delhi
97	India	Kolkata
98	India	Bangalore
99	India	Chennai
100	Indonesia	Jakarta
101	Indonesia	Surabaya
102	Indonesia	Bandung
103	Indonesia	Nusantara
104	The Philippines	Quezon
105	The Philippines	Manila
106	The Philippines	Caloocan
107	The Philippines	Davao
108	The Philippines	Cebu
109	Vietnam	Ho Chi Minh
110	Vietnam	Hanoi
111	Vietnam	Haiphong
112	Vietnam	Can Though
113	Vietnam	Da Nang
114	Vietnam	Bình Dương province
115	Myanmar	Yangon
116	Bangladesh	Dhaka
117	Saudi Arabia	Riyadh
118	Saudi Arabia	Jeddah
119	Qatar	Doha
120	Lebanon	Beirut
121	United Arab Emirates	Abu Dhabi
122	Bahrain	Manama
123	Jordan	Amman
124	Oman	Muscat