

CALL FOR PROPOSALS

The 31st ASPA Annual Conference 2028

Proposal Submission

Deadline: October 31, 2026
To: annacho@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

The ASPA Annual Conference, the flagship event of ASPA, is organized by the ASPA Board and its member organizations. The conference brings together not only ASPA members but also experts from Science and Technology Parks (STPs), research parks, business incubation centers, universities, academic institutions, and venture companies to share knowledge and build professional networks.

The primary objective of the ASPA Annual Conference is to provide STPs across different regions with opportunities to exchange knowledge and experiences.

By hosting the Annual Conference, the host organization becomes a key regional hub within the ASPA network. In addition, the host organization becomes eligible to serve as a Director on the ASPA Board of Directors and actively contribute to the continued development and innovation of ASPA and its members.

2) Participants of ASPA Annual Conference

The ASPA Annual Conference brings together ASPA members, STP representatives, experts from research institutions, technoparks, related organizations, and universities that drive regional technological and industrial development. The conference is also open to non-ASPA members, including universities, students, journalists, international organizations, and government officials, providing a platform for annual interaction and collaboration.

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 Organizing the ASPA Annual Conference

1) Program Implementation

Aim to align your proposal with the conference program to promote knowledge exchange and reinforce networking, including elements such as exhibitions, business matching events, and business talks.

2) Regular Programs

The ASPA Annual Conference program includes a keynote speech, plenary sessions, and parallel sessions, and should also include the following major events:

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 addition to the events listed above, other relevant activities that promote unity among ASPA members and enhance knowledge exchange may be included following consultation between the host organization and the ASPA Secretariat.



3) Conference Program

- *The conference should consist of at least three-day program except the Pre-Day (Day 0).
- *The number of Parallel sessions should be two or three at the same time. (max three)
- *Duration recommendations for sessions are as follows
 - Plenary Session: 90 minutes
 - Parallel Session: 80 minutes

Day 0		
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	



Utilizing ASPA Network

To help you understand the different structures and management of various STPs while preparing your proposal, feel free to utilize the ASPA network. The ASPA Secretariat is ready to facilitate your network building



Expense Support for the Speakers

Generally, no honoraria or speaker fees are paid to speakers; however, the following shall be 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 following expenses will be covered by the host organization.

Subject	Registration fee	Round-trip air fare	Hotel
ASPA President	v	v (Business class)	v
ASPA Secretary-General & one staff from ASPA Secretariat	v	v (Economy class)	v
ASPA Directors & other staffs from ASPA Secretariat	v	-	-

The host organization shall pay the ASPA Secretariat 10% of the total registration fees paid by the attendants at the ASPA Annual Conference. If the host organization considers it necessary, ASPA representatives shall make a check-out visit to the conference venue at least one year before the conference. All travel, hotel, and meal expenses for the check-out visit shall be covered by the host organization.

02 Guideline for Proposal

1) Requirements

EN

It shall be written in English only.



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



It shall include the date and venue.



It shall indicate the main theme & subtopics.



The reason for your interest hosting the ASPA Annual Conference



Detailed plans on how you would contribute to the further development of ASPA and co-development of various regions by becoming as 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, related organizations, and other sources of sponsorship, etc.
- ✓ Regional unity – how a conference can be combined with other relevant events in the region, such as post-conference tours or fairs in neighboring regions.
- ✓ A plan to contribute to the further development of ASPA and the co-development of Asia – business proposals, financial contributions from conference profits, new ASPA memberships, etc.

3) How to Apply

Please submit the official proposal by September 30, 2026



Submit to annacho@cyberaspa.org



Representatives of the proposing organization is required to attend the 45th ASPA Board of Directors meeting for presentation.



Following the presentation review, ASPA Board members will select the host country through vote.