



2025 Smart City Summit & Expo Government Delegation VIP Package

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I. What is SCSE GOV VIP Package

- A. To encourage attendance of global governmental and municipal leaders at the Smart City Summit and Expo (SCSE), the Organizer offers a GOV VIP Package (referred to as the "Package") to subsidize travel costs and provide logistic support for eligible overseas guests (referred to as "Guests") during SCSE.
- B. The Package is available on a limited basis. Registration deadline is **January 24th, 2025**. New applicants after this date may be waitlisted with no guaranteed eligibility.
- C. The Package includes incentives and obligations. Guests must fulfill participation in specific activities as requested by the Organizer to qualify for the full package. (Refer to Section V for details on obligations.)
- D. SCSE and this Package are organized by Taipei Computer Association, who reserves the right to modify the content without prior notification or providing any reasons.

II. Who can apply

- A. Each city or central agency applying for the Package is limited to a maximum of 1 Delegation Leader and 5 Member Delegates (= up to 6 persons for each GOV Delegation).
- B. Each GOV Delegation is allowed to have only 1 person designated as the Delegation Leader, while the remaining individuals are considered Member Delegates:
 - a. Delegation Leaders: Mayors, deputy mayors, or higher-level officials
 - b. Member Delegates: Officials responsible for smart city projects, such as the city's CTO and CIO, and other delegates invited by the aforementioned Delegation Leaders.

Notices:

1. The eligibility is non-transferable and cannot be redeemed for cash.
2. The Package is exclusively for overseas Guests. Guests with residence in Taiwan are not eligible for application.
3. The GOV VIP package is applicable only to those who register as part of

the GOV Delegation. **Guests registering as BUSINESS Delegation, Exhibitors, or under any other category are not entitled to the benefits, VIP invitations, or agenda included in this Package.**

III. What's in the GOV VIP package

A. Programs specifically designed for VIP delegations during event days:

Opening Ceremony, Expo Tours, City Leaders Summit, Professional Forums, Real-site Demo Tours, Cultural Tour, Networking events, etc.

	Taipei	Kaohsiung
Mar. 18	Opening Ceremony Expo Tour City Leader Summit	
Mar. 19	Matchmaking/Networking Professional Forums Real-site Demo Tours	
Mar. 20		Opening Ceremony Expo Tour
Mar. 21	Cultural Tour	Matchmaking/Networking Professional Forums Real-site Demo Tour

Notices:

1. Participation in the Kaohsiung program is subject to availability.
2. TCA reserves the right to revise the program without notice in advance.

B. Travel reimbursement for the Delegation Leader: available exclusively for the GOV Delegation Leader, and each delegation can designate only 1 person as the delegation leader.

- a. If a GOV delegation is led by a Mayoral or Ministerial level official, the delegation leader will be eligible for travel reimbursement for 1 round-trip flight ticket to and from Taipei.
- b. The reimbursement will be provided on an accountable basis and is

limited to Premium Economy/Economy class with a price cap. The maximum ticket price varies depending on the leader's region:

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

- c. The Organizer will only reimburse the part of the itinerary to and from Taipei. If the flight transfer exceeds 24 hours, it will be considered as two separate flights and will NOT be eligible for reimbursement.

C. 4-day subsidized accommodation for all delegates: exclusively offered in hotels designated by the Organizer and available only for specific dates.

- a. The maximum subsidy for accommodation per person is NTD3,000 (approximately USD100) per night per room, with a total amount not exceeding NTD12,000. This subsidy is exclusively provided for the specified dates of March 17th to 21st, 2025.

- b. Guests are required to make their own hotel reservations by **January 24th, 2025**. Failure to complete the reservation by the specified date may result in the ineligibility for the accommodation subsidy. The Organizer will NOT be responsible for making, changing, or cancelling hotel reservations for the Guests.

- c. Guests are required to adhere to the hotel's cancellation policies and are responsible for any associated costs in the event of a violation.

D. Airport pick-up and drop-off service for the delegation leader (and member delegates with the same flight itinerary): exclusively available from and to Taoyuan International Airport (TPE) or Taipei Songshan Airport (TSA) during the period of March 16th to March 22nd, 2025.

E. Venue transportation: shuttle buses or other necessary transportation will be provided to facilitate travel between designated hotels, tour sites, and the venue for SCSE-related activities.

F. NOT INCLUDING: apart from the items specified above, the Guest will be responsible for the following costs, including but not limited to:

- a. Accommodation costs incurred from reservations made outside the designated hotels or not within the specified dates provided in the Package.

- b. Any additional costs incurred at the hotel, including room upgrades, additional services (such as extra beds or meals), early check-in/late check-out fees, and cancellation fees.
- c. Meals (unless provided during SCSE activities).
- d. Personal transportation expenses.
- e. Other personal costs (shopping, laundry, minibar, entertainment, etc.).

IV. How to apply

All guests in the GOV Delegation who wish to apply for the Package must complete the registration by **January 24th, 2025**.

A. VIP Registration Process

- ▶ **STEP 1.** Go to VIP Registration Page: <https://smartcity.org.tw/vip/>
- ▶ **STEP 2.** Click **Sign Up** to become a member of SCSE. If you are already a member, you can skip this step and go to Step 3.

VIP REGISTRATION


VIP Registration / Login

To apply for the VIP support package offered by the organizer of the Smart City Summit & Expo, please complete the registration. After the registration is complete, you will be able to gain access to more info about the event and your attendance.

If you are NOT an invited VIP candidate, please register via <https://smartcity.org.tw/reg.>

EMAIL:

PASSWORD:

CAPTCHA: 我不是機器人 

IMPORTANT: After a successful registration, you will receive email verification in your mailbox. If not, please click the "Resend Confirmation Letter" button, and check again your SPAM mailbox. Thank you.

After completing the sign-up process, you will receive a verification link via email. Please check your email and use the provided link to verify your account. If you don't receive the email, please check your spam folder or click 'Resend Confirmation Letter' in the member login.

- ▶ **STEP 3.** Login via <https://smartcity.org.tw/vip/> again for VIP application. Complete the application by entering the details and answering questions of your identity and participation.

VIP REGISTRATION

VIP Application

*If you have already registered in SCE before, please check and update the following information and click "Confirm" to renew your application.

To apply for VIP packages, please complete the following form for application. The Organizer will review and send you the result of your application via email in 1 week after your submission. If you have not received the email in a week, please check your SPAM mailbox or contact the Organizer at shue@tca.org.tw.

***Required**

STEP 1. Personal Information

* Salutation:

* Last Name:

* Department:

* Purpose of Visit:

- Sourcing / Buying Solutions
- Collecting Information
- Market Research
- Finding Partners / Business opportunities
- Global networking
- Promoting my own business
- Others, Please Specify:

* Interests:

- Artificial Intelligence / AIoT
- Big Data / Cloud
- Blockchain
- Cybersecurity
- E-Gov & Open-Gov
- FinTech
- Future education
- Green economy
- Innovation entrepreneurship / Startups
- Intelligent building & housing
- IoT Application
- Resilient City
- Smart energy
- Smart healthcare
- Smart transportation / mobility
- Sustainable industry
- Telecommunication service / 5G
- Urban revitalization
- Others, Please specify:

What is the category of your delegation?

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VIP REGISTRATION

VIP Application

STEP 2. YOUR POSITION & ATTENDING EVENTS

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VIP REGISTRATION

VIP Application

STEP 3. LOGISTICS

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Terms and Conditions

(1) TCA, the Organizer, reserves the right to revise the content of the Event and all subordinate activities.
 (2) The registration will be due on January 17, 2022. The support packages may not apply to the application request after the date.
 (3) By completing this Form and click "Confirm" you will send the application request to the Organizer. Please note that you have NOT finished the registration. Your application will be reviewed in the following step, and the Organizer will inform you of the result on January 28th, 2022.
 (4) TCA only subsidize the accommodation in the case that the guest shows up.
 (5) AS FOR COVID-19 in response to COVID-19 pandemic, the Organizer will be tracking the latest global situation and announce on January 28th, 2022, whether the event or its subordinate forums will be transformed into online version based on the latest policies and measures issued by Taiwan Centers for Disease Control (CDC). The Organizer will provide further instruction for the guests to participate in the online/hybrid version of the event accordingly with highest health & safety standards.

I have read and accept the terms outlined above

Please confirm the information you provided is correct before you send the application. The information can NOT be changed during the time of review.

VIP REGISTRATION

VIP Application

Thank you!

We have received your application.

The result of your application will be sent to you via email after the application is reviewed.
 More information regarding your visit will be available after your application is approved.

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Once your application is complete, the result will be sent to your email shortly. Meanwhile, you can use member login to visit 'My Application' and review or make any necessary edits to your profile.

B. Result Announcement: Upon successful completion of the registration process, the Organizer will notify you of the result by January 31st, 2025. Please note that the registration operates on a quota-based system, and the Organizer reserves the right to review registrations and admit applicants based on the nature of the event.

C. Logistics for Visiting: Applicants seeking subsidized accommodation must follow the instructions and make room reservations to secure their accommodation. Failure to complete the reservation accordingly will result in the forfeiture of the accommodation support. The Organizer will maintain communication with applicants regarding their flight agenda, speech information, VIP program, and other important details leading up to the event.

V. What are the obligations

A. Requirements: To receive comprehensive support from the Package, it is necessary to meet specific requirements outlined in the program.

- a. All delegates in the delegation must complete their registration at the VIP Registration Page before **Jan 24th, 2025**.
- b. The Delegation Leader is expected to fully participate in all mandatory activities organized by the Organizer. These activities include:
 - (1) Opening Ceremony
 - (2) Expo Tour
 - (3) City Leaders Summit

B. Failure to meet the requirements: If the Guest fails to meet the aforementioned requirements, they will forfeit their right to claim the support in the Package. Additionally, the Organizer reserves the right to decline offering the support in the Package, even during the event.

VI. How to get the travel reimbursement

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 the Organizer**

- A. Within **2 months** after SCSE closes, the Guests are required to retain and provide the Organizer with all the documentation listed as follows.
 - a. Copy of flight e-tickets (full itinerary with ticket number).
 - b. **Original copy** of boarding passes (full itinerary).
 - c. Invoice/payment receipt, which must clearly state the following information: payer's name, total price, class, payment method, and payment status. If issued by an Airlines Company, it must be entitled to the Guest's name. If issued by a Travel Agency, it must be entitled to Taipei Computer Association.
- B. Unless the original documents are in electronic form that can be sent via email, they must be sent to the Organizer by air delivery.
- C. The Organizer will only reimburse the fare-related price (excluding insurance, internet roam, upgrade, or other services) based on the invoice provided by the Guest.
- D. The information on the above documents, including the passenger's name, class, ticket price, and destinations, must comply with the Organizer's requirements for travel reimbursement. Failure to meet these requirements will result in the full cost being borne by the Guest.
- E. Guests will forfeit their rights to claim travel reimbursement if the above documents are not received and approved by the Organizer within 2 months after SCSE closes. The Organizer reserves the right to decline requests thereafter.

▶ **STEP 2: Wait for review**

Upon receipt of the complete submission of the aforementioned documents, the Organizer will undertake a comprehensive review, with an expected duration of approximately 1 to 2 weeks.

▶ **STEP 3: Send reimbursement details**

- A. If the aforementioned documents are complete, the Organizer will request the Guest to fill out the reimbursement form, which includes providing bank details.
- B. While the transfer can only be made in USD/EUR, any other currency will be automatically exchanged to USD/EUR at the rate on the

Guest's boarding date. Please ensure your account can receive USD/EUR transfers. If the payment is declined, any extra charges/fees for a new transfer will be the Guest's responsibility.

- C. To reduce the risks of disputes, the Guest should provide a bank account under their own name or the name of city governments (in cases where the Guest's travel expenses are borne by city governments). If the bank account is under another agency's name, the Guest must provide the Organizer with clear authorization and an invoice issued by the agency to Taipei Computer Association.
- D. Reimbursement through wire transfer may be expected within 90 days after receiving qualified and complete documents, including the reimbursement form as mentioned above. The Organizer will notify the Guest after the transfer is completed.
- E. Unless specifically requested by the Organizer, any updated or new documents provided afterward will NOT be considered or accepted for reimbursement purposes.