

2026

SMART CITY Summit & Expo

3.17 Tue - 20 Fri

Taipei Nangang Exhibition Center Hall 2

3.19 Thu - 21 Sat

Kaohsiung Exhibition Center

Net Zero City Expo

3.17 Tue - 20 Fri

Taipei Nangang Exhibition Center Hall 2

Digital and Green Transformation



2026 Smart City Summit & Expo VIP Package



en.smartcity.org.tw

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I. Introduction

A. Purpose

To encourage global participation from municipal leaders, smart industry stakeholders, and international media at the Smart City Summit and Expo (SCSE), the Organizer offers VIP Packages (referred to as the “Package”) to subsidize travel and provide logistical support for eligible overseas guests (referred to as “Guests”) during SCSE.

B. Package Overview

The Package includes a set of activities, benefits, and responsibilities. To qualify for the full Package, Guests are required to participate in designated activities as requested by the Organizer. (Refer to Section III.C. for details on Participant Responsibilities.)

C. Disclaimer

The Program is available on a limited basis. The registration deadline is **January 30, 2026**. Applicants who register after this date may be waitlisted with no guaranteed eligibility. SCSE and the Package are organized by the Taipei Computer Association, which reserves the right to modify the content without prior notice or explanation.

II. Who Can Apply (Eligibility Category)

A. Government Officials

Each city or central agency may submit one delegation, consisting of one Delegation Leader and up to five Member Delegates. The Delegation Leader should be a mayor, deputy mayor, or a high-ranking official from the central government. Member Delegates may include officials involved in smart city projects, such as CTOs, CIOs, or others invited by the Delegation Leader.

B. Business Delegations

Each Business delegation should include one Delegation Leader and at least nine Member Delegates, totaling a minimum of ten participants. The Delegation Leader must be designated by the delegation. Eligible delegations include corporates, associations, agencies, and knowledge institutions focused on smart city innovations; startups offering smart city solutions; leading companies experienced in executing smart city projects; and system integrators involved in international partnerships.

C. Media Partners

Each media delegation is limited to one representative from a single media company. Eligible delegates include journalists, writers, and content creators with credible experience in smart city, technology, or public-interest topics, whose work is published through global media such as newsletters, newspapers, magazines, YouTube, social media, or other multimedia platforms.

Notices:

1. The Package is exclusively available to overseas Guests. Applicants residing in Taiwan are not eligible.
2. Guests must select only one eligibility category. Eligibility is non-transferable and cannot be exchanged for cash.

III. Package Details

A. Programs and Activities

Date	Activities
Mar. 17	<ul style="list-style-type: none">• Opening Ceremony (Invitation Only)• Exclusive Expo Tour for Government Officials• Global Press Conference• Net Zero City Leaders Summit
Mar. 18	<ul style="list-style-type: none">• Exclusive Expo Tour for Media Partners• Professional Conferences and Forums
Mar. 19	<ul style="list-style-type: none">• Global Business Matchmaking Event• Real-site Demo Tours (Invitation Only)• Professional Forums
Mar. 20	<ul style="list-style-type: none">• Cultural Tour (Invitation Only)

Notice: TCA reserves the right to revise the program without notice in advance.

B. Logistics Support

(1) Travel Reimbursement

Available exclusively to **one eligible Delegation Leader** per delegation for a single round-trip airfare to and from Taipei. Reimbursement shall be administered on an accountable basis, subject to class limitations and a region-specific price cap.

	Government	Business	Media
East Asia / Southeast Asia	USD 1,000	USD 500	USD 500
Other Regions	USD 2,000	USD 1,500	USD 1,500
Central and South America	USD 2,500	USD 2,000	USD 2,000
Class Limitations	Premium Economy / Economy	Economy	Economy

Notices:

1. 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.
2. Complimentary airport pick-up and drop-off service for the Government Officials Delegation Leader (and member delegates with the same flight itinerary) is exclusively available from and to Taoyuan International Airport (TPE) or Taipei Songshan Airport (TSA) during the period of March 15 to March 21, 2026.

(2) Subsidized Accommodation

4-day subsidized accommodation for all delegates is exclusively offered in hotels designated by the Organizer and available only for specific dates between March 16 and 20, 2026.

- a. The maximum subsidy per person is TWD 3,000 (approximately USD 100) per night per room, with a total amount not exceeding TWD 12,000.
- b. Guests are required to make their own hotel reservations by January 30, 2026. 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.

(3) Venue Transport

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

(4) What's Not Included

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.).

C. Participant Responsibilities

All delegates in the delegation must complete their application before **January 30, 2026**. To receive full package support, **specific requirements must be met**. If these are not fulfilled, delegates may lose eligibility for the support. The Organizer also reserves the right to withhold support at any time, including during the event.

(1) Government Officials

The Delegation Leader is expected to fully participate in all **mandatory activities** organized by the Organizer. These activities include:

- a. Opening Ceremony
- b. Exclusive Expo Tour for Government Officials
- c. Net Zero City Leaders Summit

(2) Business Delegations

The delegation is expected to participate fully (as a whole delegation, not individually)

in all required activities arranged by the Organizer. These activities should include at least:

- a. 1 Expo Tour
- b. 2 Professional forums
- c. Global Business Matchmaking Event or 5 Business matchmaking sessions

Upon the Organizer's request, the Guest should provide photos and complete the event survey as **proof of participation** to obtain full support from the Package.

(3) Media Partners

The delegation is expected to actively engage in all required activities organized by the Organizer. These activities include:

- a. Opening Ceremony
- b. Global Press Conference
- c. Net Zero City Leaders Summit
- d. Exclusive Expo Tour for Media Partners

Upon the Organizer's request, the delegation must produce and submit **a minimum of 3 news articles** that highlight favorable aspects of the Smart City Summit & Expo. These may include, but are not limited to, the Opening Ceremony, exhibitor interviews, professional forum topics, and speaker insights. The delegation is also expected to distribute or publish the official SCSE press releases through their channels.

IV.How to Apply

- ▶ **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 proceed to Step 3.
After signing up, a verification link will be sent to your email. Please check your inbox and follow the link to verify your account. If you do not receive the email, check your spam folder or click 'Resend Confirmation Letter'.
- ▶ **STEP 3.** Login again at <https://smartcity.org.tw/vip/> to begin your VIP application.
Fill in your details and submit the registration form.
- ▶ **STEP 4.** Once your registration is reviewed and approved, you will receive a

notification email with instructions to log in again and complete a required questionnaire regarding your participation.

Important: Your application will not be considered complete unless this questionnaire is submitted. **Failure to complete this step may affect your eligibility.**

► **STEP 5.** Receive your application result.

The result will be sent to your registered email. You may also log in to My Application at any time to view or edit your profile. The Organizer will notify all approved applicants of the final result by February 6, 2026.

Please note that participation is subject to availability. The Organizer reserves the right to review all applications and make selections based on event relevance and quota limits.

Notices:

1. Applicants requesting subsidized accommodation must follow the instructions provided and complete their room reservation within the specified timeframe. Failure to do so will result in forfeiture of accommodation support.
2. The Organizer will maintain ongoing communication with confirmed applicants regarding travel arrangements, speaking opportunities, VIP program details, and other important updates leading up to the event.

V. Reimbursement Process

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.

d. Proof of event participation and fulfilled responsibilities

- 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, upgrade, or other services) based on the invoice provided.
- D. 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 transfers can only be made in USD or EUR, payments made in other currencies will be automatically converted at the exchange rate on the Guest's boarding date. Please ensure that your account is able to receive transfers in USD or EUR. If a payment is declined, any additional charges or fees for reprocessing the transfer will be the responsibility of the Guest.
- C. To reduce the risks of disputes, the Guest should provide a bank account under their own name. 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 complete documents, including the reimbursement form as mentioned above. The Organizer will notify the Guest after the transfer is completed.