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TO:

Stephen Chait, Director, Economic Development

FROM:

Sandra Tam, Senior Business Development Officer

DATE:

May 16, 2011

RE:

Request for Approval for Sandra Tam to attend International Training Workshop On Technological Innovation for Small and Medium-Sized Enterprises Based on Science and Technology conducted by Zhongguancun (ZGC) Science Park in Beijing,

China, September 17 - 26, 2011.

The purpose of this memorandum is to request approval for business travel for Sandra Tam, Senior Business Development Officer, to Beijing on September 17 to 26 to participate in the "International Training Workshop on Technological Innovation for Small and Medium-sized Enterprises Based on Science and Technology" to learn from international experts how to build, plan and manage science parks and incubators in order to promote economic growth in the field of science of technology. The workshop allows strengthening of international partnership for economic development to build a global Markham as per "Markham 2020" Economic Strategy.

Zhongguancun Science Park is the oldest as well as the largest science park in China. It is China's premier science and technology development centre and covers an area of 232 square kilometres. It has five overseas offices including Silicon Valley, Washington, Tokyo, London and Toronto. Its Toronto office is located in Markham and has a relationship with Markham since its establishment 8 years ago.

The training workshop is conducted by the Administrative Committee of Zhongguancun Science Park of the People's Government of Beijing Municipality with the aim of sharing successful experiences and exploring future collaboration with colleagues globally. It also provides opportunities for government officials, industrial leaders, experts and managers in the field of science parks and business incubators to develop useful business relationships and to exchange knowledge and ideas.

The training workshop has been held successfully since 2001. There are 200 invited participants from nearly 30 countries. Participants are by invitations only and are nominated by select groups such as Zhongguancun Science Park's overseas offices. The Toronto Office, which is based in Markham, is allocated one spot. Due to the strong and long term relationship between the Office and the Town of Markham, its President Mr. Li Liwei is offering this unique and prestigious opportunity to Markham.

The Chinese government will cover the participants' expenditure of accommodation, local transportation and training expenses during the training workshop in China. Participants are responsible for his/her international travel expenses and expenses for personal purposes.

Benefits for Markham to participate at the workshop:

- 1. It is an excellent opportunity to showcase Markham as the high-tech capital of Canada and to promote Markham's strong high-tech and knowledge-based business sectors.
- 2. It helps strengthen economic development connections with China, with a special focus in the field of technologies and innovation.

- 3. It helps build and strengthen international business relationship, which may lead to increased investment and trade opportunities for Markham.
- 4. Staff gain the benefit of learning from international experts about nurturing technology innovation and to build a prosperous and sustainable Markham.

Tentative Schedule:

Sept 17-18	 Arrive in Beijing. Registration
Sept 19	 Opening Ceremony Lecture 1: "China Torch Program" Technology Policy Presentations by Participants
Sept 20	 Lecture 2: "Introduction to Zhongguancun Science Park" Visit Zhongguancun Science Park
Sept 21	 Lecture 3: "Government Functions on Development of Innovative SME's – Case Study: ZGC Science Park Lecture 4: "Practical Concept for Business Incubation Systems and its Service Management"
Sept 22	 Lecture 5: "Technology Transfer and Promotion: Chinese Model and Practices" Project Introduction Show
Sept 23	 Lecture 6: "The Introduction of Beijing 181" On-site Visit to Enterprises Closing Ceremony & Farewell Banquet
Sept 24	 Sightseeing – the Great Wall and the Forbidden City
Sept 25	Fly back to Markham

Estimated cost (tax included) for a Markham staff to participate in the workshop:

Total:	\$2,500.00
Marketing/Protocol Expenditure	750.00
Airfare	\$1,750.00
Local Transportation	No Cost
Accommodation & Meals	No Cost
Training Expenses	No Cost
Workshop Registration	No Cost

To be funded from within Business Travel Account #610-998-5201.

Recommended by:

Stephen Chait

Director, Economic Development

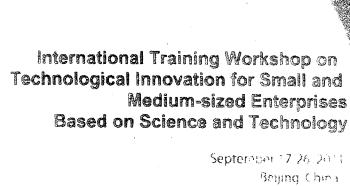
Jim Baird

Commissioner, Development Services

Approved by:

John Livey

Attachment: Workshop Information Package



Sponsored by

Administrative Committee of Zhongguancun Science Park of the People's Sovemment of Beijing Municipality

Co-sponsored by

China Association for International Science & Technology Cooperation

Organized by

Beijing International Business incubator

Dear Sir or Madam,

Mandated by Administrative Committee of Zhongguancun Science Park of the People's Government of Beijing Municipality, Beijing International Business Incubator will conduct Surremational Training Workshop on Technological Innovation for Small and Medium-sized Enterprises Based on Science and Technology. With the aim of sharing successful experiences and exploring future cooperation with colleagues from other countries, the training workshop will provide opportunities for government officials, experts and managers in the filed of S&T parks and business incubators to develop beneficial relationships and to exchange knowledge and ideas. The training workshop includes CECTURES given by Chinese experts on science parks & incubators management, ISECOS VISSI to local science parks and incubators. CASE STUDDES and SEMINARS on how to build, plan and manage science parks and incubators in order to promote international cooperation in the field of science & technology.

We a like to invite you to participate in this training workshop which will be held in Reijing on September 17-26. 2011 The Chinese government will cover the expenditure of accommodation and local transportation during the workshop for the participants international travel expenses will be borne by the participants themselves

Welcome to join us. We are looking forward to your kind application. Your application is due by July 1, 2011.

Truly yours.

Mrs Cheng Jun

Chang Jun

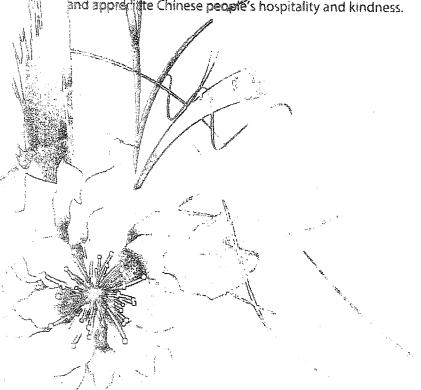
Director General of Beijing International Business Incubator

INTRODUCTION

Zhongguancun Science Park (Z-Park) is the first national hi-tech development zone which was established in 1988. It is the habitat for Chinese hi-tech human resources and the front line of hi-tech industry focused on independent innovation. The park covers an area of 232 square kilometers with the geographical layout as one park of sub-parks and industrial bases.

The Administrative Committee of Zhongguancun Science Park is a government department affiliated to Beijing municipal government, guiding and supervising the construction and development of the park. Its major functions include the followings: to study out the policies for the management and development of the park; to take part in the geographical planning as well as the industrial planning of the park; to coordinate the relevant institutions and provide services for the development of international cooperation and international trade of the companies.

The Eleventh International Training Workshop on Technological Innovation for Small and Medium-sized Enterprises Based on Science and Technology will be held in Beijing, China in 2011. The training workshop has been held successfully since 2001. There are altogether 200 participants from nearly 30 countries, All participants benefit a lot from the workshop and appreciate Chinese people's hospitality and kindness.



WORKSHOP DESCRIPTION

⇒ ∃ Objectives

The objectives of the workshop are as follows:

To introduce the successful experiences of technological innovation for small and medium enterprises based on science and technology in China;

To exchange experiences between participants;

To strengthen and promote the international cooperation in this field as well as the international science and technology cooperation.

9 2. Duration

September 17-26, 2011(10 days)

3 Location

Beijing International Business Incubator

9 Kexing Road, Fengtai District, Beijing 100070, China

s 4 Weather

September is the best season in Beijing with the average temperature of 25 C.

5. Working Language English

Classroom instruction, case studies, field visits, seminars etc.

7 Certificate

Participants who have completed study in the training workshop will be awarded a certificate jointly issued by Administrative Committee of Zhongguancun Science Park and Beijing International Business Incubator.

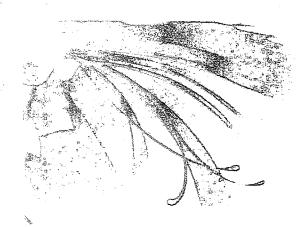
CLARIFICATION

Applicants should

- 1. Have a Bachelor's Degree or above
- 2. Have a minimum of 3 years' working experiences
- 6.3. Be capable of speaking and writing in English
- 4. Be no older than 55
- 4. 5. Be in good health.
- 6 Be in the related fields of science and technology administration, science parks and incubators etc.
 Notes.

Please submit the attached Application Form with your resume and organization introduction by July 1, 2011.

it is preferred to prepare the presentations on technological innovation policies in your country or region since we will arrange to share experiences among the participants during the workshop



EXPENSES

- 1. International travel expenses will be borne by the participants themselves fround trip tickets between his/her home country and Beijing).
- 2. Registration fee is not necessary.
- 3. Chinese government will cover the expenditure of accommodation, local transportation and training expenses during the training workshop (September 17-26, 2011) in China for the participants. However participants are advised to have some pocket money for personal purposes such as distance calls or darly necessities and so on

INFORMATION ABOUT BELIING INTERNATIONAL BUSINESS INCUBATOR

Beijing international Business Incubator is a comprehensive scientific and technological venture service institution at the national level. It provides S&T venture services for small and medium-sized enterprises from China and foreign countries in the following aspects:

- 1. Marketing analysis and research.
- 2 Policy and legal consulting
- * 3 Venture training.
- 4. Information service.
- 5 Office building.
- 6. Other agency services.

FOR MORE INFORMATION, PLEASE CONTACT

Ms. Cecha ZHU & Ms. Romi XU 9 Kexing Road, Fengtai District, Beijing, 100070, China Tel/Fax: 86-10 – 63729939 E-Mail: zjing315@126.com, xjpibi@126.com

Tentative Schedule

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Sept 17-18	Whole Day	Registration
Sept 19	AM	Opening Ceremony
		Lecture 1 "China Torch Program"
	PM	Technological Policy Presentations by Participants
Sept. 20	AM	Lecture 2. "Introduction to Zhongguancun Science Park"
	PM	Visiting Zhongguancun Science Park
Sept 21	AM	Lecture 3. 'Government Functions on Development of Innovative SME's-Case Study. Zhongguancun Science Park"
	PM	Lecture 4: "Practical Concept for Business Incubation Systems and Its Service Management"
Sept. 22	AM	Lecture 5. "Technology Transfer and Promotion:Chinese Model and Practices"
	PM	Project Introduction Show
500 pt 23	AM	Lecture 6: "The Introduction of Beijing IBI"
	P.M	On-site Visit to Enterprises
		Closing Ceremony& Farewell Banquet
Sept.24	Whole Day Sightseeing for the Great Wall and the Forbidden City	
Sept 25 26	Whole Day	Departure

