



Dear Sir or madam:

As the Director of Xi'an International Business Incubator (XIBI) and the president of APEC International Forum Organizing Committee, I would like to invite you to the APEC International Forum, to be held in Xi'an between the 18th and 20th October (interim), 2005. Following the APEC seminar of "Business Incubators Under the New Economy" in September 2000 and APEC Forum of "Venture Capital's role in Science Parks and Business Incubators" in May 2002, this is another prestigious event that XIBI is undertaking for APEC project. The topic of the forum is "Economy Globalization and Business Incubators". We have been able to gather a panel of experts and speakers of the highest international calibers from around the world to help us formulate our mutual dynamic development, which will make the forum an event of profound significance.

Having been the capital for 13 dynasties in Chinese history, for more than 1100 years, Xi'an has a long international reputation for its historical culture and is known as the cradle of Chinese civilization and culture. The rich and splendid cultural relics and interesting historical sites (such as the Terracotta Warriors & Horses), as well as its beautiful natural landscapes make Xi'an one of the most attractive cities in the world. With the advent of the so-called New Economy, Xi'an, after 11 years' rapid development, is becoming internationally known as a preeminent base of science and technology innovation and commercialization in China. Being one of the top business incubators in China, XIBI (Xi'an International Business Incubator) illustrates how Chinese business incubators have been dynamically developed.

The Forum has been scheduled in October, except the content-rich, high-quality Forum, it will be a great opportunity for you to visit world renowned cultural places and enjoy various local foods in the vicinity of Xi'an. I firmly believe that you will be glad to have the opportunity to visit Xi'an.

The attached file include:

1. Forum Description
2. Introduction to Xi'an International Business Incubator (XIBI)
3. Application Form for the Forum
4. Application Form for Financial Support

Should you need any other information, or an invitation letter through fax or post is preferred, please do not hesitate to contact us. We are looking forward to your participation, and offer you a friendly welcome.

Your soonest reply would be highly appreciated.

Truly yours,

Wang Zigeng

Director

Xi'an International Business Incubator

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FORUM DESCRIPTION

1、 Objective

- 1) Introduce experience of incubators management & technology innovation.
- 2) Promote communication and cooperation among APEC members.

2、 Duration

18th-20th, October, 2005.

3、 Location :

Sheraton Hotel, Xi'an

4、 Weather :

It is usually fine in October in Xi'an with the temperature ranging from 18°C to 26°C.

5、 Working Language :

The official language of the forum is English. Simultaneous translation into Mandarin and Vice versa are available.

STRUCTURE

This forum consists of lecture and experience exchange among participants. Main topics for Discussion are as follows:

- Competition & innovation of small and medium-sized enterprises.
- International development & challenge for business incubators.
- Operation and management of professional business incubators.

APPLICANTS

- 1、 Administrators and Managers of Science Park & Business incubators.
- 2、 Entrepreneur.
- 3、 Tenants and prospective tenants of Science Parks/Business incubators.
- 4、 Government departments involved in Science Parks /Business incubators.



APPLICATION

- 1、 Applicants should complete the enclosed Application Form (see annex 1), their resume and organization background introduction are needed as the attachment of Applicant Form. Application Form should return back to the organizer before 20th August, 2005.
- 2、 The organizing committee has taken full consideration of those APEC economies that may have financial difficulties in attending the Forum and has offered the chance of a certain number of persons who may enjoy the financial support from the organizing committee. To apply for this kind of support, it is required to fill the “Application for Financial Support”, which is seen at Annex 2.

INTRODUCTION TO XI'AN INTERNATIONAL BUSINESS

INCUBATOR (XIBI)

Xi'an International Business Incubator (XIBI) is a professional organization providing all kinds of services for small and medium-sized initiatives established enterprises. It is one of the first state level science & technology business centers and international business incubators awarded by Chinese government. Holding the principal of “to provide sincere services and create superior value”, XIBI engaged in developing pioneering platform, gathering valuable resource, providing value-added services, and incubating leading enterprises. Now, XIBI has become the biggest business incubator in China covering 260000 square meters with about 450 high-tech small and medium-sized enterprises and overseas Chinese scholars pioneering enterprises. After 11 years' effort, there are 165 enterprises graduated from XIBI and nearly 600 items science & technology achievements have been transformed.

INTRODUCTION TO XI'AN APEC BUSINESS INCUBATOR

MANAGEMENT TRAINING CENTER

Xi'an APEC Business Incubator Management Training Center is established in July of 1999 by the Administrative Committee of Xi'an High-Tech Industrial Development Zone and Xi'an International Business Incubator with the approach of the Ministry of Economy & Trading, the Ministry of Finance and the Ministry of Foreign Affairs. The project is also supported by Chinese APEC Science & Technology Industry Fund. Its purpose is to:

1. Reinforce the communication and exchange among all APEC members in science parks and business incubators, and among small and medium-sized science & technology enterprises.
2. Provide management training for all APEC members in Science Parks and business incubators, and among small and medium-sized science & technology enterprises.
3. Promote local economy development and flourishing.

Up till now, Xi'an APEC Business Incubator management Training Center has trained more than

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XI'AN PIONEERING PARK DEVELOPMENT CENTER

8000 people from 200 training classes, including the international seminar of "Business Incubators Under the New Economy" in September, 2000 and the international forum of "Venture Capital's Role in Science Parks and Business Incubators" in May, 2002.

FOR MORE INFORMATION, PLEASE CONTACT WITH:

Mr. Jia Shan, Ms. Yang Shan

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Website : <http://www.xibi.com>

ANNEX 1:

APPLICATION FORM

APEC International Forum

-----Economy Globalization and Business Incubators

Member Economy _____

Name: Family Name _____ Givern Name _____

Sex: Male Female (please delete as appropriate)

Religion _____

Date of Birth _____ Marital Status _____

Occupation _____

Postal Address _____

_____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Passport Number _____ sbmission of Presentation(Yes or No) _____

Title of Presentation (if you have) _____

Any requirement or suggestion _____

Apply for financial support (Yes or No) _____

Working Experiences (short summary of professional work)

PHOTO



Signature:

Date:

Attachment: Introduction about applicant resume and organization background
Please send the form either by fax or E-mail to the organizer:

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ANNEX 2:

APPLICATION FOR FINANCIAL SUPPORT

Name: _____ Member Economy _____

Reasons for support: _____

Content of Support:

All the local cost related with this forum after your arrival in Xi'an will be borne by XIBI, which include accommodation cost, food cost, transportation fare, conference charges and group traveling to tourism destinations in Xi'an, etc. (Personal Expenditure are not included in this financial support.)

Note:

1. This form is only for attendants outside China.
2. The form is not valid only it is signed by applicant and sent together with the Application Form (ANNEX 1).
3. The form will be evaluated by the criteria are as follows:
 - a. Priorities first go to those relatively undeveloped economies.
 - b. Applicants for this kind of support from each economy may not exceed 2 persons.
 - c. Economies that apply for this kind of support should submit at least one written presentation.



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4. The result of financial support will be informed to applicant directly by the conference steering committee by the end of July.

Signature:

Date:

Please send the form either by fax or E-mail to the organizer:

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