HKUST InnoBay

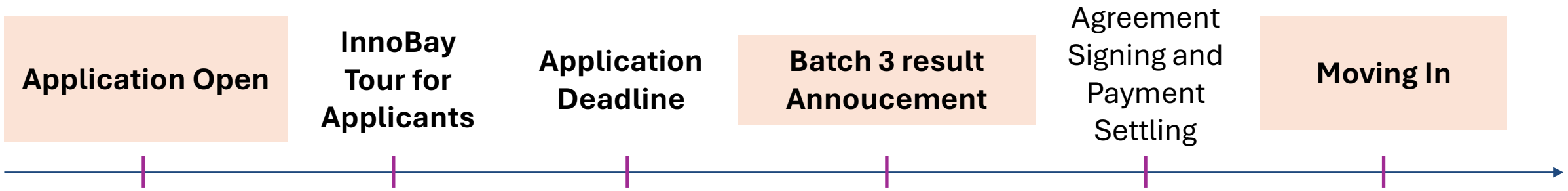
@innovation building

Recruitment Briefing for Batch 3

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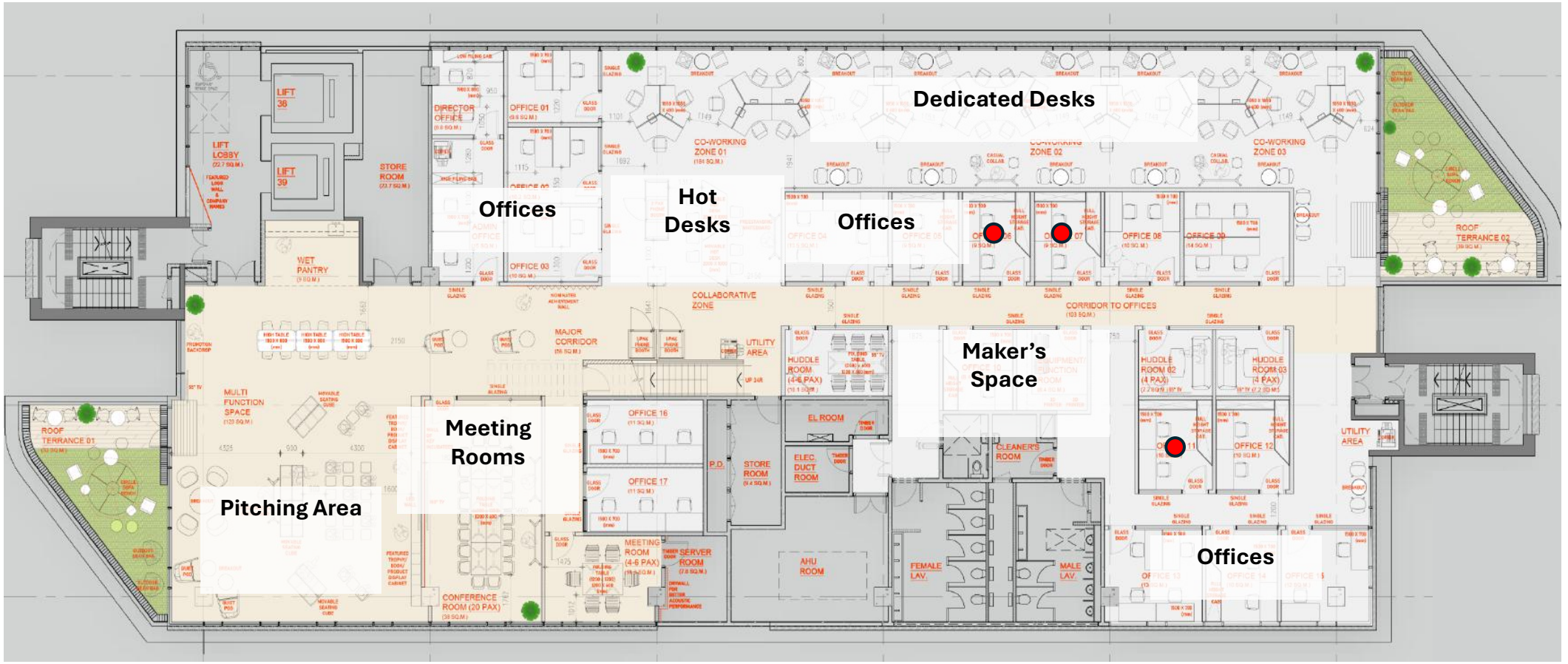


Timeline for Batch 3



Current Batch 1 incubatees (agreements expiring in December 2026) are requested to submit their renewal request by **16 October (Friday). Requests not received by the deadline will be considered withdrawn and will not be processed.

Space Available for Batch 26/27



Category	2026/27 Available
Offices	2
Fixed Desks/Seats	1
Hot desks	19

Space Available - Offices



Indication – IB 5013 & 5014



Indication – Fixed Desk – IBD 16

Event Space

- Capable of accommodating approximately 20 hot-desk seats and around 5 small casual meetings during regular periods.
- Host up to 100 participants for pitching events and trainings.



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Board Room

- Capable to accommodate up to 20 participants for business meetings and small-scaled events such as MoU Signing.
- Features state-of-the-art AV technology and acoustic panels to enhance your meetings efficiency and privacy.



Functional Corridor

- Assemble the essential functional areas:
  - Mailbox
  - Copy & Stationary Station
  - Startups Wall
  - Pantry / Meet-up area
  - Hot-desk seats
  - Quiet booths

- Open and wide work environment for startups







Maker Space

- Provides 3D printer, CNC machine, cameras, studio lights and etc. for your prototyping.



Makers Space Equip.



Co-working Space

- Capable to have 30 fixed desks with e-adjustable tables.
- Each user is assigned a personal locker and cabinet.
- Acoustic partitions ready for multiple-seat company incubates.



Service Rate Card (For reference)

Offer Description	Monthly Rate	Price Unit
Office Seat w/ window	2,200	HKD/Seat/Month
Office Seat	1,900	HKD/Seat/Month
Dedicated Seat	1,500	HKD/Seat/Month
Hot-desk Access	400	HKD/Seat/Month
Server Room (per workstation/per 3U space)	500	HKD/workstation/Month
Electricity (>1.0kW or in the server room equipment)*	1.7	HKD/kW-h
Locker & Mailbox	100	HKD/Unit/Month

Note:

- Office space and fixed desks are let **on a fixed term of one year**. Renewal for a further term is subject to space availability, performance review and HKUST approval.
- Exit may be requested only at the **5th month** or the **11th month** of the term. A request to exit at any other point in the term will not normally be accepted.
- Offices and dedicated desks come with assigned locker and mailbox by default, apply additional ones if needed.
- A separate electrometer will be installed, total consumption will be considered as machine + cooling (1.8x reading)

Eligibility

The Batch 3 will open to <u>1) Entrepreneurship Program (EP) users and 2) Non-EP users.</u>

Detailed criteria are as follow:

For EP users, before starting the application, please make sure that you have already read through the Guidelines for the HKUST Entrepreneurship Program. A company must:
a) be a HKUST Ecosystem Company with HKUST's shareholding: founded by HKUST faculty, student, staff or alumni, HKUST technology licensee with HKUST shareholding company;
b) have been established for no more than 7 years at the time of application;
c) be owned legally and beneficially in aggregate at least 10% collectively by HKUST faculty, staff, students, alumni, HKUST, or RDC.

For non-EP users, InnoBay will offer hot-desk access if you meet any of the following criteria:
a) Licensee / Co-investment Partners;
b) InnoBay Club Members;
c) Special KT Program users (e.g., Company co-founded by EMBA students/alumni with HKUST professor(s)).

Application Form



Online Application Link:
https://ust.az1.qualtrics.com/jfe/form/SV_eJpU9jtR3HeVD4q

Before start:

- Make sure the applicant read the eligibility
- Prepare the BR (Updated one)
- Prepare the Bank Account (for Charging)
- Prepare the BP file (Will be used for Incubatee Intro)
- Prepare the company logo
- Prepare the project and 2 milestone description

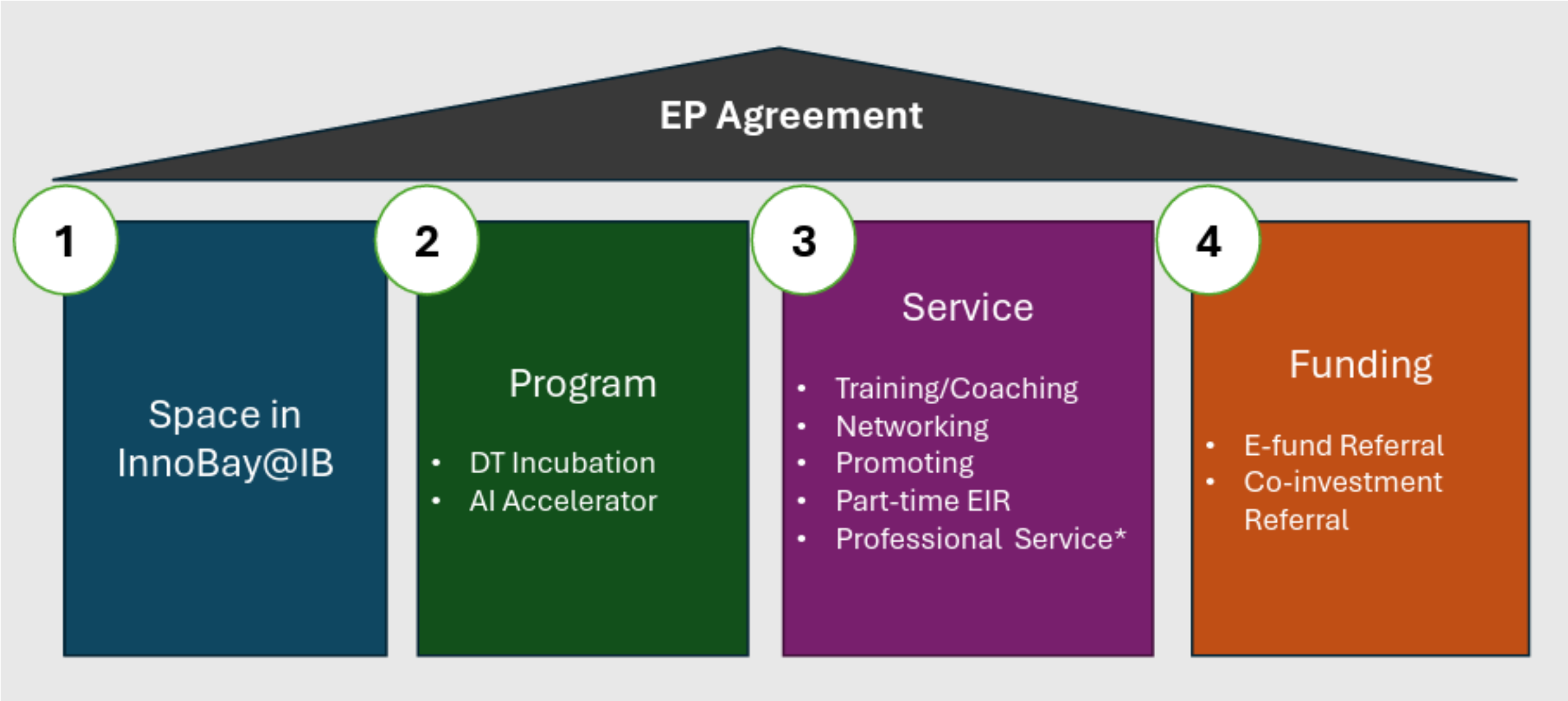
Assessment Criteria

Assessment Criteria	Score
1) Innovation, IP protection and technology content of the business.	20
2) Competency of the applicant team in business and product development and managing the company.	20
3) Commercial viability, product market fit, and go to market strategy.	20
4) Social and/or community impact of the business and alignment of the strategic I&T development.	20
5) Track records in Knowledge Transfer ("KT") grants, not-accumulated	20
	Batch 3
- Raise+ Awardees	score 20
- Company co-founded by EMBA students / alumni with HKUST professors	score 20
- TSSSU programme participant (TSSSU-O or TSSSU+)	score 10
- E-Fund invested company	score 10
- Other KT grant holders (BGF, Techship and others)	score 5
TOTAL ASSESSMENT Score	100%

Admission Committee

- Chair: Associate Vice-President for Research and Development (Knowledge Transfer): Dr. SC Kim
- Director of Entrepreneurship Center
- Vice-President of RDC
- Head of InnoBay Management
- A related OKT staff
- External consultants (if required)

The EP Users


EP Agreement
1
Space in InnoBay@IB
2
Program
DT Incubation
AI Accelerator
3
Service
Training/Coaching
Networking
Promoting
Part-time EIR
Professional Service*
4
Funding
E-fund Referral
Co-investment Referral

HKUST Entrepreneurship Program Agreement

- Upon approval, applicants will receive the HKUST Entrepreneurship Program Agreement, which sets out (and may incorporate by reference) the detailed terms and conditions governing admission and incubation services. University approval is conditional on execution of the HKUST Entrepreneurship Program Agreement; there shall be no binding agreement unless and until it is signed by the company and the HKUST EP Administrator. Services will commence only upon the Agreement's effective date and satisfaction of any conditions specified therein.

- The HKUST Entrepreneurship Program Agreement will specify, at a minimum:
  - any incubation space allocated (if applicable), the applicable service costs/fees and period;
  - the services to be provided by the HKUST incubation space or any designated collaborative incubator;
  - the terms and conditions of the Program.

Programs provided under EP

*Additional fee bearing service

Basic Service

1. Working Space, meeting room and Pantry
2. Mailing (Non-Reg Add.)
3. Maker's space
4. Events and marketing support
5. Consulting on
   a. Biz planning
   b. IP strategy
   c. Product development

Professional Service

1. Legal*
2. Company Secretary*
3. Audit*
4. Accounting, Book keeping and Salary*

Trainings and Marketing

1. Biz planning, Investment deal structuring, Pitching and Proposal writing
2. Local and overseas exhibition and events

Entrepreneur in Residence and Mentoring Program

1. Dedicated EiR/mentor to work with the team in biz planning, product development and investment
2. EiR secondment*: EiR shall have the valid contract with the startup and lead the investment and development and activities

AI Startup Acceleration Program (ASAP)

1. Computing resources
2. Dedicated EiR/mentors for the startup team/company
3. Structured Acceleration
   a. Product market fit
   b. Customer qualification
   c. IP Strategy
   d. Product development
   e. Biz planning
4. Pitching for funding

InnoBay Engagement Program

1. Industry Membership and Sponsorship
2. Overseas DeepTech Incubator Alliance
3. Alumni Engagement: MBA, EMBA and Founder's Club

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