PolyU InnoHub 2023-24
Notes for Application

Enquiries:

Knowledge Transfer and Entrepreneurship Office

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IMPORTANT NOTE

All contents in this Notes for Application are subject to change without prior notice. Please contact Knowledge Transfer and Entrepreneurship Office (KTEO) for latest updates before submitting your application.

A. **ABOUT POLYU INNOHUB**

Background

In order to further develop entrepreneurial culture and community, and support PolyU start-ups and start-up projects for their innovations and entrepreneurial venturing, a co-creation and co-working space named 'PolyU InnoHub' was launched in March 2017 on the 4/F of Jockey Club Innovation Tower ('JCIT', Core V). To further develop the GBA entrepreneurship support platform, InnoHub (Shenzhen) has also been established at the PolyU Shenzhen Base in the Nanshan District to support start-ups, tapping into the huge market, industry and government resources available in Shenzhen and the GBA.

PolyU InnoHub acts as a focal point and platform for community partnership, bringing different stakeholders together for pre-incubation/ incubation of ideas, innovations and start-ups, leveraging resources for multi-disciplinary collaborations and co-creation among PolyU members (faculties, students, graduates) and community partners.

The Knowledge Transfer and Entrepreneurship Office ('KTEO') of PolyU is the administrative unit responsible for the operation of PolyU InnoHub and the related programmes and activities.

Mission

To nurture and accelerate PolyU innovation and entrepreneurship projects and start-ups by providing infrastructure and pre-incubation/ incubation support.

B. **SUPPORTS (see Appendices 1 and 2)**

Each successful applicant will enjoy the following at PolyU InnoHub for a period of up to 12 months:

- Free Workspace at PolyU InnoHub (HK)
  Up to 4 fixed desks[1] and 6 access cards per project team or start-up

- Free Workspace at PolyU InnoHub (SZ)
  Up to 2 bookable hot desks[2] per project team or start-up

- Basic Storage in Fixed Desk Workspaces
  For example, mobile pedestal, for fixed-desk users only.

- Locker (upon request) (see Appendix 3)

- Shared amenities including bookable meeting room with video conferencing equipment, printer, common area, stable and secure Wi-Fi, shared pantry with vending and coffee machines

- Annual Membership of Industrial Centre of PolyU (upon separate application) (see Appendix 5)
  At a discounted membership fee of HK$1,000 per individual user

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[1] Fixed desk is a dedicated desk in shared office with controlled access.

[2] Hot desk is a non-dedicated desk in open workspace. Users use available desks at different times on a first-come, first-served basis.

C. APPLICATION

The 2023-24 cohort is now open for application.

Eligible Start-ups/ Projects	An entrepreneurship project team or start-up founded/ co-founded by student, alumnus or academic staff of PolyU, HKCC or SPEED[3]. They can be: ▪ PolyU academic-led start-ups[4] ▪ PolyU start-ups or projects supported by PolyU entrepreneurship programmes[5] ▪ PolyU start-ups or projects currently supported by other qualified programmes[6] ▪ Other PolyU start-ups or entrepreneurship projects Eligible project team or start-up must <u>apply through the Principal Applicant (PA)[7],</u> who should be a student, alumnus or academic staff of PolyU, HKCC or SPEED.
Application Process	Eligible project team or start-up must complete the online application form <u>through the PA</u> with the following documents uploaded on or before the application deadline. Interview with PA may be conducted. • a 15-slide pitch deck (see Appendix 4) • CVs of all team members • a copy of student ID/ graduation certificate/ staff ID of each PolyU student, alumnus or staff • Declaration of Use of PolyU Knowledge/ Innovations/ Technologies duly signed/ endorsed by PolyU academic staff, with supporting documents (if applicable) • Company Shareholding Structure (applying to PolyU academic-led start-ups only)
Application Deadline	**8 Jun 2023 (Thu) 1PM**

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[3] The student or alumnus must be pursuing or have secured degree, associate degree or diploma or any other equivalent academic qualification offered by PolyU, HKCC or SPEED (except distance learning programme).

[4] PolyU academic-led start-ups are defined as a registered start-up company that are founded/ co-founded by PolyU faculty member(s) to commercialise their academic research outcomes. In the sole opinion of PolyU, 'academic-led' is usually evidenced by:
  (a) PolyU faculty member(s)' ownership, in the form of equity shares, of the applying company; and
  (b) a duly signed licensing agreement between PolyU and the applying company on the PolyU faculty member(s)' academic research outcomes.

[5] PolyU entrepreneurship programmes include PolyU Student Entrepreneurial Proof-of-Concept (POC) Funding Scheme, PolyU Micro Fund Scheme, PolyU Maker Fund Programme, PolyVenture Angel Fund Scheme – TSSSU-O/ TSSSU+, PolyU Entrepreneurship Investment Fund (EIF), GBA Startup Postdoc Programme, Good Seed, etc.

[6] Other qualified programmes include but not limited to (1) Cyberport CCMF Scheme; (2) Cyberport CUPP Programme; (3) HKSTP IDEATION Programme; (4) HKSTP, Cyberport or HK Design Centre Incubation Programme; (5) SOW Asia i2i Programme; (6) Impact Incubator by HKCSS; (7) Eureka Nova by New World Group; (8) HKAI Lab; (9) Youth Business Hong Kong Programme and other incubation programmes by the Hong Kong Federation of Youth Group ("HKFYG").

[7] The PA MUST assume a key owner-operator role with substantial control in the applying team or company.

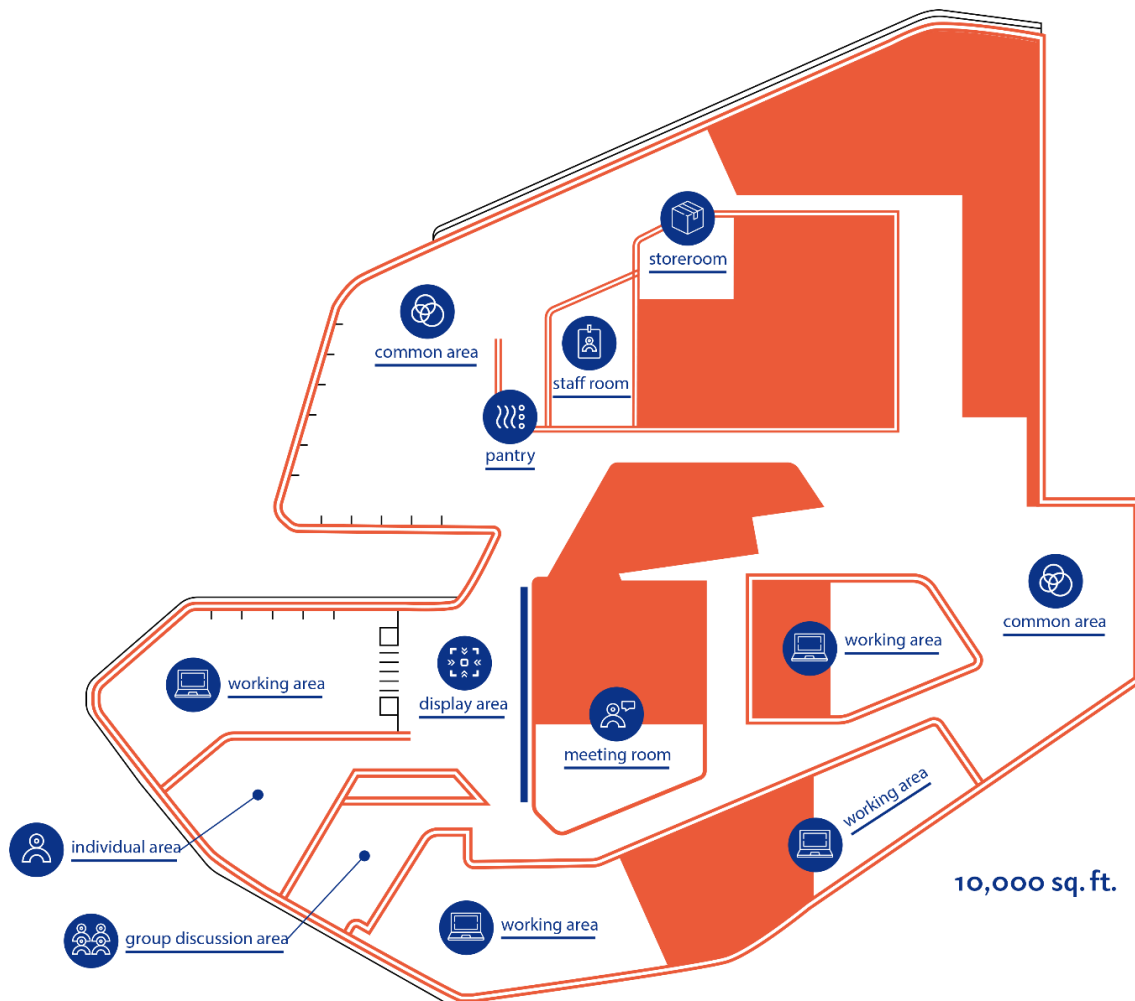|	

Assessment Criteria	The application will be assessed primarily based on the following criteria:
	
	1. Category of Applicant
	The priority will be given to entrepreneurship project team or start-up in the following order:
	    a. PolyU academic-led start-ups
	    b. PolyU start-ups supported by PolyU entrepreneurship programmes (priority will be given to those supported within 3 years)
	    c. PolyU projects supported by PolyU entrepreneurship programmes
	    d. PolyU start-ups or projects currently supported by other qualified programmes
	    e. Other PolyU start-ups or entrepreneurship projects
	
	2. Stage of Business
	In general, priority will be given to early-stage project teams or start-ups (i.e. start-ups established for less than 24 months at the time of application with less than 6 full time staff).
	
	3. Alternative Workspace
	Project teams or start-ups have no other workspaces/ offices will be given higher priority.
	
	4. Use of PolyU Knowledge/ Innovations/ Technologies
	Project teams or start-ups using PolyU knowledge/ innovations/ technologies such as class project, final year project, research project and patented technology will be given higher priority.
	
	5. Innovativeness, Sustainability and Scalability of the Business
	
	6. Impact and Reputation
	Project teams or start-ups contributing to PolyU's teaching and learning, research or knowledge transfer or enhancing PolyU reputation will be given higher priority.
	
	7. Contribution to PolyU InnoHub Community
	In the sole opinion of KTEO, the applicants will bring value to the PolyU InnoHub community through active participation of entrepreneurship activities and good interaction with students and peers. For re-application, previous InnoHub utilisation rate and any non-compliance of terms and conditions of usage will also be considered.

Period of Use	Until 31 Aug 2024
No. of Desk/ Access for Application	Up to 4 fixed desks and 6 access cards per applying project team or start-up

Administration Charge	HK$100 per individual user, non-refundable *applying to successful applicants only
Deposit (Fixed-desk only)	HK$1,000 per individual user, refundable e.g. 6 access cards for $6,000 deposit a year *applying to successful fixed-desk applicants only. *the deposit will be refunded after 31 Aug 2024 if you are not downgraded in the utilisation rate review

D. Schedule

8 Jun 2023 (Wed) 1PM	Application Deadline
Early-Jun 2023	Initial Screening of Eligibility Assessment
Mid-Jun 2023	Announcement of Result
Early-Aug 2023	Residency Starts and Move-in
1st review Nov 2023 (Aug 2023 – Oct 2023) 2nd review Mar 2024 (Nov 2023 - Feb 2024)	Utilisation Rate Review Fixed-desk users with an attendance lower than 60% of available working days will be downgraded to hot-desk users unless strong justifications are provided subject to the satisfaction of KTEO. Hot-desk users with an attendance higher than 60% of available working days may be upgraded to fixed-desk. (subject to the availability of the fixed-decks) KTEO reserves its right in its sole discretion to early terminate any access right of any admitted project team or start-up with low utilisation or non-compliance of terms and conditions of usage, etc. *To calculate the attendance, we will review the card transaction report to see the number of days each user has visited Innohub.

*Schedule is subject to change without prior notice. Please refer to the latest updates on PolyU InnoHub webpage for details.
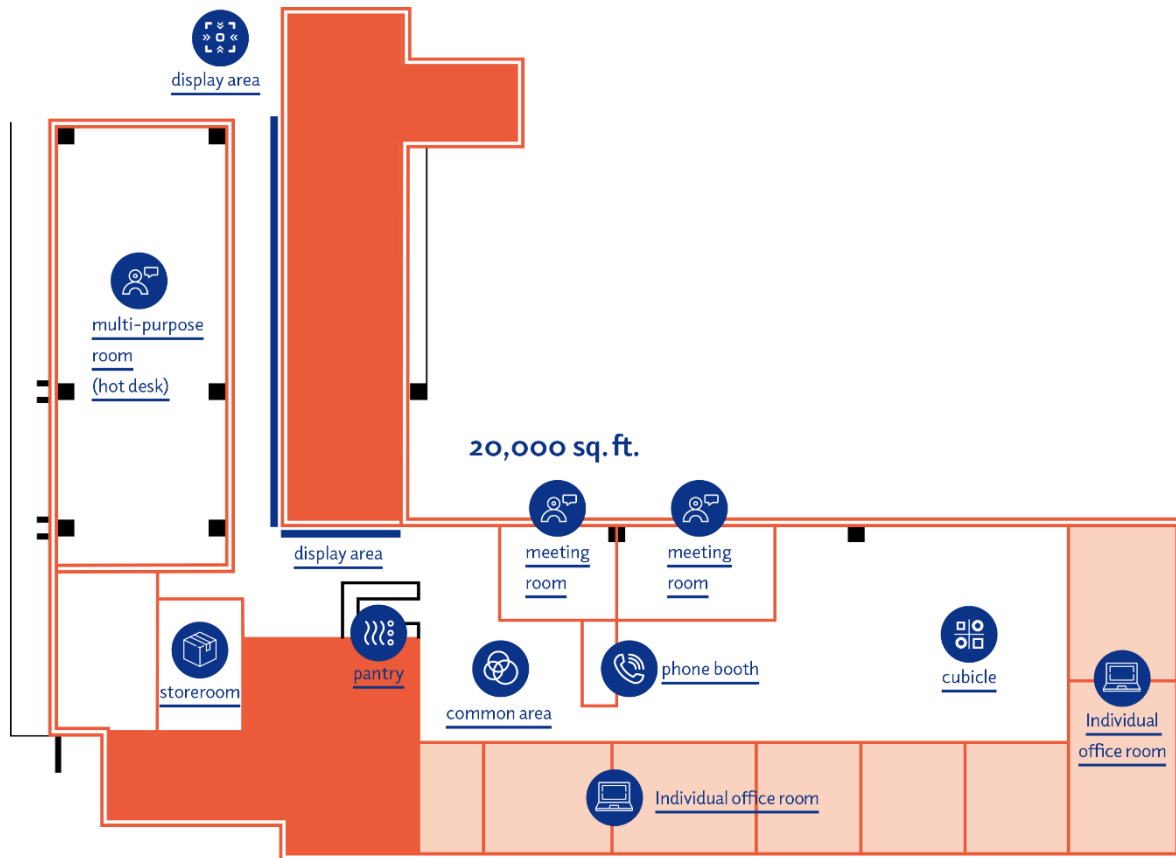
Appendix 1: About PolyU InnoHub (Hong Kong)

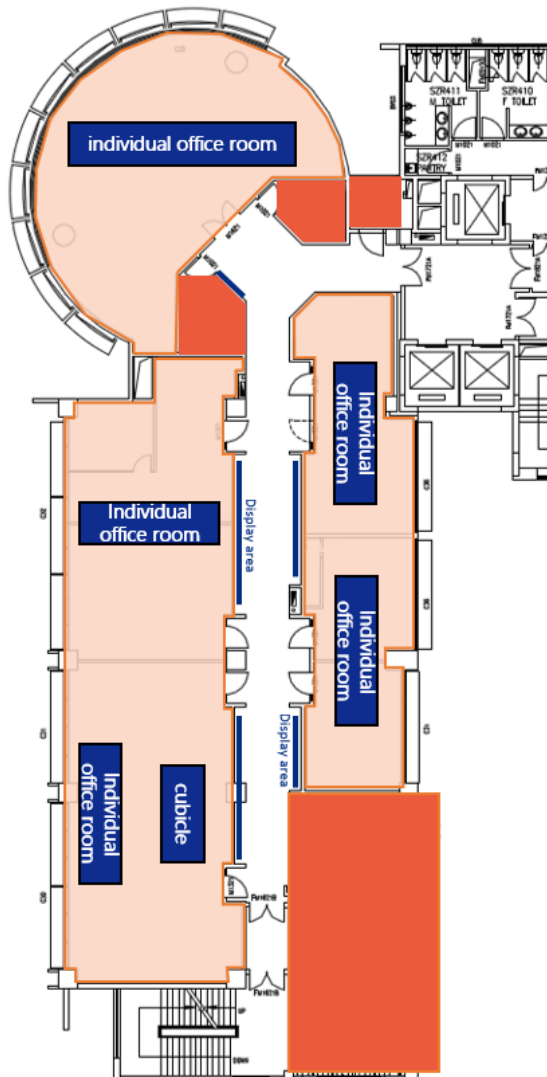|	
Location:	4/F, Jockey Club Innovation Tower, PolyU
Hours of Access:	8AM - 11PM
Size:	~10,000 sq. ft.
Workspace:	Fixed desk: ~60seats in four working areas with controlled access
	Hot desk: ~60 seats in several open workspaces
Enquiries:	+852 3400 2774; inno.hub@polyu.edu.hk

Appendix 2: About PolyU InnoHub (Shenzhen)

3/F

4/F

Location: 3/F~4/F, PolyU,18 Yuexing First Road, South District, High-tech Industrial Park, Nanshan District, Shenzhen

Size: ~33,000 sq. ft.

Workspace: Individual office rooms, cubicles and hot desks with a total of 176 seats

Individual office room: 17 (4 to 20 seats each)

Cubicle: 36 seats

Hot desk: 6 seats

Enquiries: +86 0755 22673939; yuan-a.yao@polyu.edu.hk

Appendix 3: Locker at PolyU InnoHub (Hong Kong)

Application and Allocation

1. Locker allocation will be made on a first-come-first-serve basis and priority will be given to InnoHub user without fixed desk.

2. A maximum of ONE locker would be allocated to one team.

3. For any duplicate applications, only the last entry will be regarded as valid.

Use of Locker

4. The right of use of the locker is not transferable. All locker users should not share the locker and locker key to any other PolyU InnoHub teams/ start-ups.

5. Locker users are not allowed to deface the lockers, such as putting up stickers, painting or making marks of any kind.

6. All locker users should take full responsibility for the items stored in the lockers, ensuring the locker is properly locked after use. The University or PolyU InnoHub/ KTEO will not be responsible for any loss or damage to any personal belongings stored in the locker allocated.

7. Storage of any items which are of illegal nature, or would cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment or other residents (e.g. inflammable or perishable goods, pets, weapons) is prohibited. PolyU InnoHub/ KTEO shall be free to open the lockers and dispose of any possessions in the locker in such manner as it sees fit.

8. For hygiene reason, NO food or drinks of any kind should be kept in the locker.

9. Any violation of the locker rules and regulations by the locker users may result in termination of the use of lockers.

10. Upon expiry or early termination of your residency in PolyU InnoHub, all locker users should immediately remove all their possessions, vacate their allocated locker and return the key to KTEO. PolyU InnoHub/ KTEO shall be free to open the lockers and dispose of any possessions remaining in the locker in such manner as it sees fit.

11. PolyU InnoHub/ KTEO reserves the right on the explanation of the rules and regulations on the use of lockers when necessary.

Appendix 4: Pitch Deck Writing Guidance Notes

The pitch deck should be covering key items below for the assessment:

- Your products/ services
- Your business model
- Your key milestones
- Your team introduction
- Your R&D content and planning (if applicable)

The pitch deck is expected to be engaging and entertaining with **NO more than 15 slides.** Sloppy and lengthy text gives an applicant NO advantage.

What is a pitch deck?

A pitch deck (also known as a slide deck or pitch slide deck) is a communication tool to raise money with a potential investor. It is a brief presentation, often created using PowerPoint, Keynote, or Prezi, to provide the audience with a quick overview of the business plan.

There are tons of pitch deck templates on the Internet. Applicants are **free to choose** whatever they think is appropriate. Guy Kawasaki's "10/20/30 Rule of PowerPoint" - 10 slides, 20 minutes and no font smaller than 30 points, can be a useful reference. The ten slides proposed by Guy Kawasaki should include the following topics:

1. Problem Identified
2. Your Solution
3. Business Model
4. Underlying Magic/Technology
5. Marketing and Sales
6. Competition
7. Team
8. Projections and Milestones
9. Status and Timeline
10. Summary and Call to Action

Appendix 5: Annual Membership of Industrial Centre **(IC) of PolyU**

Location of IC

Block U and Block W

Member Benefits

• Orientation tour to IC workshop (free of charge)

• Access to IC workshop (free of charge)

• Technical consultation and advice from IC (free of charge)

• Free use of IC facilities that do not carry a per-use cost[8]

Annual Membership Fee

HK$1,000 per individual (to be paid to IC directly)

A non-refundable HK$1,000 voucher will be offered to each IC member to pay for materials, expensive tooling or consumables used in IC workshops.

Period of Membership

12 months

Application Period

1 July 2023 to 30 June 2024

Enquiry to IC

+852 2766 7581; icnotice@polyu.edu.hk; whatsapp: +852 6546 6986

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[8] Appropriate engineering knowledge and skillset to operate machine, equipment, device or tools by member is required for safety concern. Member should pay for materials, expensive tooling or consumables used. Member can refer to workshop rate card which is available from IC individual Technical Stream's facility booking webpage. If Member does not have the knowledge or skill to fabricate or to operate the machine, IC can provide such service. Our IPU project rate will apply. Quotation from IC's IPU will be provided for Member to consider.

Once your application for PolyU InnoHub workspace is successful, your information will be provided to IC. IC will invite each individual applicant to make an appointment to activate the membership by signing the agreement and settling the membership fee. A label will be attached to the applicant's PolyU InnoHub access card for easy identification.