

InnoPort | InnoPeers+ Scheme

“Beyond a Desk — A Gateway to Opportunity.”

💖 Mission of InnoPeers+ Scheme at CUHK:

The **InnoPeers+ Scheme** empowers CUHK startups by providing dedicated space, networks, and opportunities. It supports promising teams, **InnoPeers+**, facing space constraints, cultivating innovation and collaboration to drive long-term success within the InnoPort community.

🎯 What We Expect from InnoPeers+ Members

Being part of **InnoPeers+** means more than having a workstation — it means being an **active contributor** to the community of InnoPort.

1. Presence & Participation

“We want the space to stay alive with real innovators at work.”

- Be present at least half of each month — just 1 hour/day counts as a full day.
- Your presence inspires others — together we keep InnoPort buzzing with energy and ideas.
- Inactive desks may be reassigned — to ensure opportunities go to teams eager to grow.

2. Engage in Community Activities

“The more you engage, the more visibility and support you’ll gain.”

- Attend **KTO/InnoPort events each year** — from networking nights to mentorship circles.
- Join community check-ins or team showcases when invited.
- Be open to contributing as a **speaker or sharer** to inspire CUHK peers (subject to your availability).

Activities to Look Forward to:

- Networking Event
- Marketing Consultation and Practicum
- Innovation & Entrepreneurship Sharing Talk
- Funding Opportunities Talk
- Mentorship Programme
- InnoPeers+ Roadshow
- Any other Innovation & Entrepreneurship activities you would like to co-host with InnoPort!

3. Contribute to your Stories

“When you shine, InnoPort shines with you.”

- Share your latest news, milestones, or events with the InnoPort team.
- Let us feature your journey on **social media, newsletters, and showcases**.
- Your story helps inspire the next generation of CUHK entrepreneurs.

A Variety of Communication Channels offered by InnoPort:

- InnoPort Promotional Materials (digital/print)
- InnoPort Social Media Channels (FB/ IG/ XHS/ Website)
- InnoPeers Newsletter Column @ InnoPort
- CubicZine e-magazine

★ Goodies for InnoPeers+

➤ A Variety of Benefits!

- ✓ Dedicated Workstation
2 seats per team
- ✓ Event Hall* & Meeting Room Reservation
**Additional rental fee required*
- ✓ 365-day Access to Co-working Space
- ✓ Lockers, Printing & More
Additional application required
- ✓ Access Card ✓ Newsletter
- ✓ Visibility as an InnoPeers+ Startup

📍 Co-Working Space
09:00-23:00



UGB

📍 Event Hall
09:00-22:00



UGA

📍 Meeting Room
09:00-23:00



2A Small



2A



2B



2A Large

Rules and Regulations for 2A Occupants "InnoPeers+"

Tenancy Application

- InnoPeers+ will have a 1-year period to use the assigned space in 2A Co-Working Space.
- InnoPeers+ must agree with Rules and Regulation for 2A Occupants "InnoPeers+". Non-compliance with rules may lead to space retrieval by InnoPort.
- InnoPeers+ must agree with the responsibilities of Seat Occupancy, Event Participation Attendance and Information Sharing.

Tenancy Review

- The tenancy of InnoPeers+ will be complete after a 1-year period.
- Reapplication is required for fixed desk use based on the review of needs.
- Fulfillment of Seat Occupancy and Event Participation Attendance is a prerequisite.

Early Termination of Tenancy

- InnoPeers+ should inform InnoPort in advance regarding any early termination of tenancy.
- Upon early termination, InnoPeers+ are required to vacate the workstation within a two-week period.
- The completed payment is non-refundable in case of early termination.

1. Seat Occupancy

InnoPeers+ must be present in 2A for at least half of the month.

- a. Definition of 1-day Attendance: Accumulatively stay in the seat for at least 1 hour.
- b. Presence records of InnoPeers+ will be reviewed monthly.
- c. InnoPeers+ who fail to meet the presence requirement will receive warnings.
- d. InnoPeers+ who consistently fail to meet the presence requirement will lose their InnoPeers+ privileges, and will be asked to leave the fixed desk co-working space.
- e. InnoPeers+ should notify InnoPort in advance if they anticipate being absent for an extended period of time.

Sensor Installation: In order to improve attendance tracking efficiency, motion sensors have been installed under each desk.

- a. Please refrain from touching or removing the under-table sensors.
- b. Any damage to the sensors will result in compensation by the seat company.
- c. Occupying seats designated for other individuals will result in penalties.

2. Event Participation Attendance

InnoPeers+ must attend events hosted by KTO/ InnoPort at least 4 times per year.

- a. InnoPeers+ must send the evidence of event participation to InnoPort as a proof.
- b. InnoPeers+ may be invited to join events hosted by InnoPort as speakers, to promote entrepreneurship with CUHKers (subject to mutual agreement on the schedule and

marketing purpose).

3. Information Sharing

InnoPeers+ must provide relevant marketing information to InnoPort.

- a. InnoPort reserves the right to share the marketing information of InnoPeers+ via promotional materials (print/ digital) and social media channels.

Co-Working Space Related

1. Facility-related

- a. The facilities at InnoPort are to be used solely for activities related to innovation and entrepreneurship.
- b. Maintain cleanliness in all areas, including lockers and meeting rooms. No additional cleaning services will be provided.
- c. Keep common areas and corridors clear.
- d. Be environmentally friendly: Switch off lights and air-conditioners when you are the last person to leave.
- e. No showering facilities available.
- f. Smoking and gambling are strictly prohibited on the premises.
- g. Users are solely responsible for their use of meeting rooms, printing rooms, pantry areas, and co-working spaces.
- h. InnoPort address is open for correspondence of InnoPeers+ for collection of letter only.
 - i. English Version: LG/A, InnoPort, Inter-University Hall, The Chinese University of Hong Kong, Sha Tin, New Territories
 - ii. Chinese Version: 新界沙田香港中文大學博文苑創博館 LGA 室
- i. Do not use the InnoPort address for company registration purposes.

2. Personal items related

- a. Mark personal belongings with your team's name.
- b. Do not store belongings in common areas. Otherwise, InnoPort will remove the items without prior notice.
- c. Inform InnoPort Team before acquiring any new equipment for use in 2A.
- d. Guest cards are non-transferable. Violation will result in the loss of InnoPeers+ privileges.

3. Additional Information

- a. CCTV surveillance operates 24/7 at InnoPort.
- b. In case of an emergency, contact the CUHK Security Unit at 3943 7999. During office hours, you are also required to inform InnoPort at 3943 0430.
- c. InnoPort Support staff is available at Reception Desk (LGA, InnoPort) on weekdays, 09:00 - 12:30 & 14:00 - 17:30, exception public holidays.
- d. InnoPort shall not be held liable for any loss or damage to personal property.

e. InnoPort assumes no responsibility for information and data transmitted or accessed over any network, including any violations of Hong Kong laws regarding trademark, copyright, patent, libel, slander, and privacy of electronic data communications.

- *The policy will be reviewed from time to time. The document of Rules & Regulations is subject to change without prior notice.*
- *By registering the InnoPeers+ application, I acknowledge that I have read, understood, and agreed to the rules and regulations regarding 2A Occupants "InnoPeers+".*

Contact Us: innoport@cuhk.edu.hk

InnoPeers+ Scheme 2025/26 – Team/Company Commitment Letter

On behalf of [Team/Startup Name:], we are pleased to confirm our participation in the InnoPeers+ Scheme 2025/26 at CUHK InnoPort. We recognize the value of being an **active contributor** to the community of InnoPort.

InnoPeers+ Scheme 2025/26

- Commencement Date: 29 Sep 2025 (Mon)
- End Date: 28 Sep 2026 (Mon) *[subject to changes]*

As a Participating Team/Company, we hereby express our commitment to the following:

- **Fulfilling Seat Occupancy**

We understand the requirements of seat occupancy and ensure consistent presence and engagement within the designated workspace.

- **Actively Engaging in Community Activities**

We undertake to participate in CUHK KTO/InnoPort activities and share our insights as a speaker or contributor.

- **Information Sharing**

We will provide relevant marketing information to InnoPort and acknowledge InnoPort's right to disseminate InnoPeers+'s marketing information through promotional materials (print/digital) and social media channels.

- **Respect Shared Space & Resources**

We comprehend the rules & regulations of the InnoPeers+ Scheme and the significance of fostering a harmonious community. We will maintain the space's cleanliness, use InnoPort facilities responsibly, and respect the boundaries of fellow InnoPeers+.

We understand that our engagement is pivotal for the success of cultivating innovation and collaboration to drive long-term success within the InnoPort community. We consider this letter a reflection of our goodwill and shared purpose. We look forward to a productive and mutually beneficial collaboration.

Sincerely,

[Signature:]

Team/Company Representative Name:

Title:

Company Name:

Date: