Instruction for the

D-8 TTEN Technology Investment Meeting

Technology Investment Meeting Instruction

1) Introduction

The Organization for the Development of Economic Cooperation between the Eight Developing Islamists (D-8) was established to establish strong economic ties between the developing Islamic countries, strengthen their influence in world markets, and maintain that country with industry.

The main goals of the D-8 Group are:
- Economic and social development.
- Strengthening the developing world economy.
- Creating new changes and opportunities in trade relations.
- Supporting international decision-making and improving the living standards of the people in the member countries.

To achieve this, cooperation in the fields of industry, trade, trade elimination, and using the capabilities of the eight countries is essential. In this regard, the Technology Investment Meeting (TIM) is an opportunity to identify member investors and take advantage of the country's opportunities based on their competitive advantage. This meeting pursues the goal of investing in innovative and technological projects by creating synergies between financial and investment sector actors, innovative companies, and prominent member companies. The main topics of this event include:

- Future opportunities.
- Industry demand and interest.
- Investment tools and innovation.
- New processes and products

2) Scope (Target)

This instruction is used to hold the Technology Investment Meeting event under the D-8 Technology Transfer & Exchange Network (D-8-TTEN) Secretariat.

3) Value proposition

The Technology Investment Summit (TIM) emphasizes the need to create synergies between countries. In addition, facilitating communication, removing investment barriers, and developing innovation and technology in member countries will be the main functions of this meeting. The primary value propositions of this event are:

- Improves awareness

- Intelligent interaction
- Professional Consultative approaches
- Learning and enabling

4) Objectives

4.1) Accelerate investments

4.2) Optimize innovation portfolios

4.3) Developing synergy between resources

4.4) Expand funding and venture network.

5) Definitions

5.1) Investment: Allocating financial resources to one or more different assets to gain more valuable resources in the future.

5.2) Startup: An economic activity formed for a repeatable and scalable business model. The most crucial difference between a startup and a classic business model is the high uncertainty that they have a new idea or product to conquer the market.

5.3) Idea: It is a creative and unique mental concept that, along with solving a problem, leads to the production of a product and generates profit.

5.4) D-8: means D-8 Organization for Economic Cooperation (among Islamic Republic of Iran, Pakistan, Bangladesh, Turkey, Malaysia, Indonesia, Egypt, and Nigeria)

5.5) Network: It means the technology transfer and exchange network of D-8 member countries (D-8-TTEN), the establishment of which was approved at the third meeting of industry ministers of D-8 member countries in Dhaka, Bangladesh in 2012.

5.6) Secretariat: According to the decision of the first session of the High Council of the Network, PARDIS Technology Park, located in Tehran, Iran, took over the responsibility of the Secretariat of the Network.

5.7) Host: Means the Focal Point that is hosting the Technology Investment Meeting.

5.8) Organizing company: An organizing company is an entity to which the host can entrust part or all of its responsibilities and supervise its progress.

5.9) Steering Committee: The Steering Committee will consist of 5 members. Two secretariat, one from the D-8 and two from the Host, will be nominated.

Note 1: If D-8 does not introduce anyone, the Secretariat will nominate a person on behalf of D-8.

Note 2: A member of the Steering Committee can be the event organizer who the host introduces.

Note 3: After finalizing the members of committee, the event host must notify them through an official letter.

5.10) Selection Committee: The Host must select the members of this committee and propose them to the Steering Committee for approval. The selection committee is formed due to the complexities of investment and financing issues in technology development at the international level. The selection committee will consist of a five-member commission composed of one industry investment expert, a financial reflection expert, a venture capitalist, and an academic technology finance expert. General characteristics of this committee are listed below:

- At least 5 years of experience in a related field.
- At least 2 faculty members of the university should be present in the committee.
- Having experiences of cooperation in industrial projects.

The committee examines the TIMcases among the technologies in the demo stage and are looking to invest in commercialization and the startups (new business models) that need capital to get started. The duties of this committee also include:

➢ Assessing the ability of technology developers, startups and industry cases
➢ Approval of key speakers of the meeting
➢ Evaluating the scientific and practical content of the lectures and presenting technology and investment companies
➢ Informing and evaluating TIMcase, pitch session and industry requests

The steps for selecting by this committee are:

1. Receive Suggestions (short list)
2. Review and approval
3. Informing Approved
4. Introducing to mentoring plan.

   Note 4: The short list will be the result of peer reviewing phase that is a phase in which secretariat and host will choose among all participants and send it to selection committee. In fact, if number of participants is more than 50 cases primary screening of the participants will be done in this phase.

5.11) Pitch Sesseion: The situation that makes the best features of startups visible. The primary purpose of this event is to present startups capabilitiy and business model to investors.

5.12) Industry Cases: The "industry case" is one of the highlights of the TIM event. Successful industrial investment in technology and innovation will be presented. A section can also be devoted to the relationship between venture capital and industry. The general concept of this part of the event is:

- Creating awareness of the capabilities of different industries in countries.
- Identify the competitive advantage of countries in the industry.
- Networking
- Creating a suitable platform for technological cooperation and investment in countries

5.13) Mentoring Plan: Mentoring plans are designed in the event to support and empower the startups and technology develoers present at the event. Mentoring plans are designed to have these goals:

- Improving and increasing the knowledge of startups and technology developers
- Informing about the objectives of pitch and TIMcase sessions
- Support and guidance of technology developers and startups

The main activities of the mentoring plan include:

- Holding online training meetings
- consulting in the field of investment and financing to startups
- Provide functional content

5.14) TIMcase: Meetings that are held to demonstrate technologies in the early stages of development and with the aim of raising capital for commercialization. The primary purposes of this TIMcase are:

- Demonstrate the capability of technology developing companies
- Networking between investors and technology developing companies
- Showing attractive technologies for development in different countries

5.15) Media Management Working Group (MMWG): The working group will consist of media representatives of the Host and other member countries. The MMWG addresses the following issues during its meetings:

- Identify influential media based on country conditions
- Determine the content of different media
- How to produce content
- Content publishing
- Determine how to receive feedback on the content provided and apply it
- Financial management of media actions
- Submit action report to Steering Committee.

Remark: The number of members of this committee can vary depending on the condition requirements.
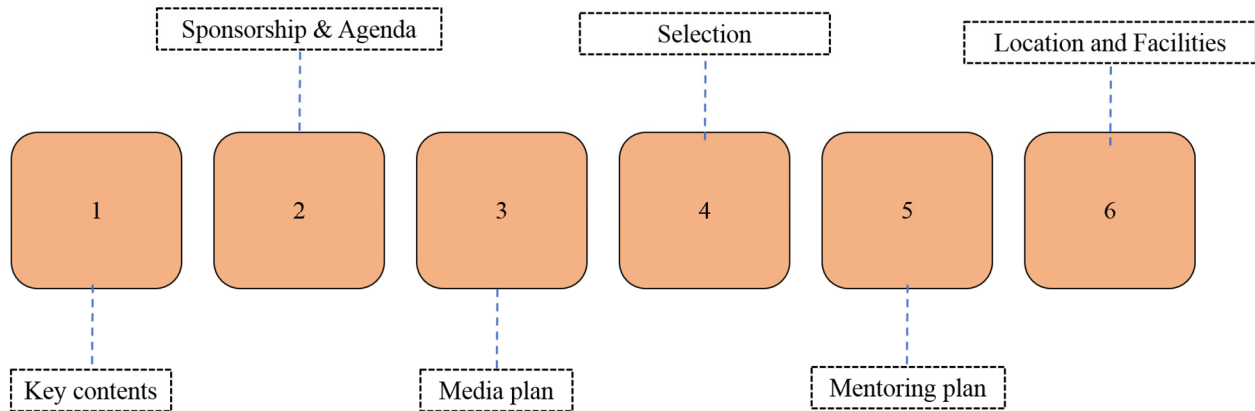
6) Description of event

This meeting will be held with the approach of developing cooperation in the field of technological investment by the D-8 Technology Exchange and Transfer Network with the presence of all stakeholders to share investment opportunities and network bilateral and multilateral cooperation. This program offers a fresh perspective on the knowledge-based economy by facilitating meetings, memoranda of understanding, and exhibitions. Several meetings, specialized panels, keynote speeches, and a contract signing ceremony will be held in this meeting.

7) Responsibilities:

7.1) Pre-event

An overview of pre-event actions is shown below. These actions ensure that the event will be held at the required quality.

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        Sponsorship & Agenda              Selection              Location and Facilities

    ┌─────┐  ┌─────┐  ┌─────┐  ┌─────┐  ┌─────┐  ┌─────┐
    │  1  │  │  2  │  │  3  │  │  4  │  │  5  │  │  6  │
    └─────┘  └─────┘  └─────┘  └─────┘  └─────┘  └─────┘

    Key contents              Media plan              Mentoring plan
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7.1.1) Key contents

The Host must identify key contents during a meeting with the help of Organizing company and have it approved by the Steering Committee.

The executive steps of this section will be as follows:

Step 1 - Formation of the event Steering Committee: A joint meeting is held between the Secretariat, Organizing companies, and the Host.

Step 2 - Determine the key topic: The event Host must determine the key topics of the meeting.

> **Note 5**: One month before the meeting to determine the key topic, the Host sends the topic proposal file to the Steering Committee members (Form Code: TIM-01).
>
> **Note 6**: The main focus of these issues includes the following:
>
> > ➢ Future opportunities
> > ➢ Demand and interest of the industry
> > ➢ Investment and innovation tools
> > ➢ New processes and products
>
> **Note 7**: The selected areas should be based on the priorities of the D-8 member countries and the PARDIS Technology Park.

7.1.2) Sponsorship & Agenda

The Host calls for sponsorship of this meeting in the member countries after determining the key topics, which are according to the agreements made with the Host and based on the event's executive requirements and objectives.

Note 8: They can be from investment funds, industries, and financial institutions, including banks.

The event agenda should be compiled by Host and send to the Steering Committee for approval.

7.1.3) Media Plan

The event media plan must be specified before the event. To this end, the event Host, with the Organizing company's help, creates an event media management working group.

Note 9: The Secretariat will monitor any media issues if required.

Note 10: The Host must hold at least two meetings with the Steering Committee on the subject of the media program and get the program approval.

7.1.4) Selection

To attract participants in different sections and mentors for the event, a call must be sent by the Host. Then by peer reviewing, a short list of the participants will be determined (Form Code: TIM-02). Then Selection Committee should select the participants of the event based on the short list.

Note 11: The website, where the Host is the administrator, should have a distinctive section for receiving the information.

Note 12: The selection committee's review and the approval period is ten days after receiving the short list.

Note 13: The Host will send the official invitation letter at least two months before the TIMcase.

7.1.5) Mentoring Plan

Depending on the different sections of the event, the mentoring program should be developed by the Host and Organizing company for each section and submitted to the Steering Committee and the Selection Committee.

7.1.6) Location and Facilities

The event Host must determine the location and assess the necessary facilities before holding the event. After deciding the general dimensions related to this issue, it should inform the Steering Committee.

Note 14: The event's location must be specified at least three months before the event, and complete information must be sent to the Secretariat.

**Note 15**: Organizers can form a committee to prepare the venue and facilities for the event if needed.

Note 16: After determining this issue, the Host must determine the mechanism of registration and participation in the event, which the Steering Committee previously approved.

Note 17: The host must pay the following fees for 2 peoples from D-8tten secretariat, 2 peoples from D-8 secretariat and all accepted participants :

- Hotel
- Local Transfer
- Logistic

7.2) Event

An overview of event actions is shown below:
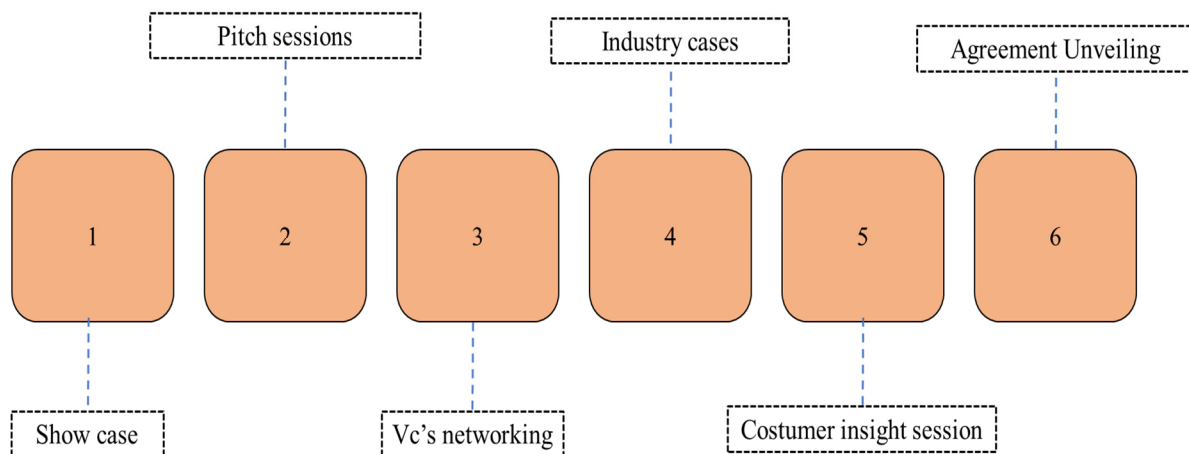
Part 1 – Show Case: In this section, 3-5 cases of demo technology are presented in a time of 15-20 minutes. Finally, investors offer suggestions for further negotiations to invest in technologies of interest.

The final report must be submitted by the Organizing company to the Steering Committee.

Note 18: On each day of the event, between 2-3 sessions can be held.

Part 2 – Pitch Session: Each session can be five to fifteen-minutes presentation by a representative of startup, in which they introduce themselves and their business model to investors.

> **Note 19**: On each day of the event, between 2-3 sessions can be held.

Part 3 – V.C's Network: In this section, B2B meetings are held between Investment Funds, V.Cs and other corporate investors in at least 4 areas (eg key content).

Part 4 – Industry Cases: In this section, 2-3 successful experiences of venture capital investment in industrial companies, investment of industrial companies in technology and innovation, successful development of scale of a start-up due to investment of industrial companies, etc. are presented.

> **Note 20**: These sessions are for getting to know the participants and recognizing similar challenges and networking, and can be held 2-3 times a day and each of these presentations should be done in 10-15 minutes.

Part 5 – TIM insight Session: This section can be followed with the help of tools such as panels, keynote speeches, etc.
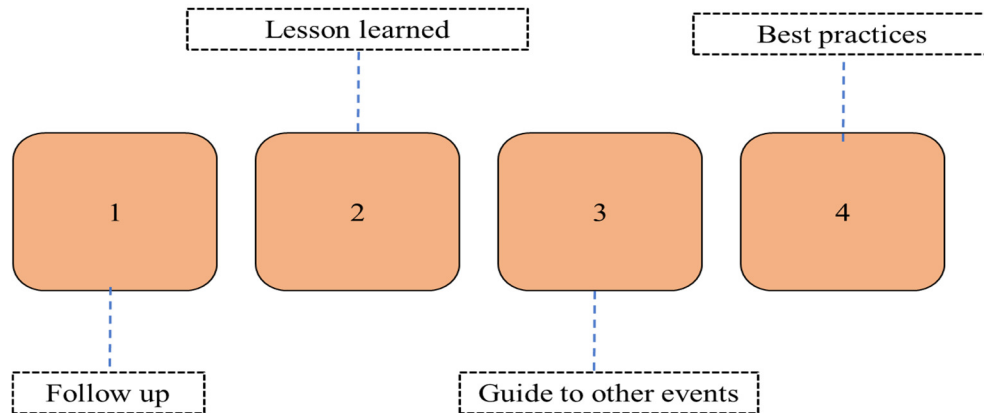
This session focuses on:

- Social Challenge
- Industry needs
- Future perspective
- Changing trends in customer needs for investment

Part 6 – Unveiling of The Agreement: If a memorandum is signed between the parties during the event, it will be unveiled in this section.

7.3) Post-event

An overview of post-event actions is shown below:

Step 1 - Follow-up: The Host and the organizing company follow up on the key players' communication results and monitor and update the cooperation between the parties. The Host should report this to the Secretariat.

Step 2 - Lessons Learned: A summary of the lessons learned from the event should be compiled by the organizing company, according to media reports, the organizing company's documentation team, and network activities, and published by the Secretariat.

Step 3 - Guide to other events: According to the summary and collaborations formed during the event, if the subsequent events are needed (like TTA and BTM) or requested by the actors, the Secretariat is ready to help hold the announcement and take the necessary measures and brings coordination.

Step 4 – Best Practices: Successful experiences of each event will be written in the form of Best Practices before the following year's event and will be provided to the Secretariat. This should be done by the Host and with the organizing company's help.

7.4) Table of total costs:

Row	Cost description	undertaking		
		Secretariat	**Host**	**Sponsor**
1	Steering Committee meetings		×	
2	Meetings of the Selection committee		×	
3	The selection and revewing fee of the members of the selection committee	×	×	×
4	Cost of Media Management Working Group members		×	×
5	Media plan costs		×	×
6	Event performance costs		×	×
7	Organizing company's costs		×	×
8	Publishing reports	×		
9	Location and facilities		×	
10	Hotel fee for specified guests		×	
11	Local Transfer costs for specified guests		×	
12	Logistic costs		×	

8) KPIs:

- Num. of candidate collaboration
- Total value of projects
- Sponsorship

9) RACI

Actors \ Activities	Secretariat	Host	Organizing company	Steering Committee	Selection committee	Media Management Working Group
Formation of the Steering Committee	C	R	C	–	–	I
Attract a sponsor	I	R	I	C	–	I
Attract a Organizing company	I	R	–	I	–	-
Write a media program	C	A	C	I	-	R
Execute media program	C	A	I	I	-	R
Formation of an MMWG	I	R	C	C	-	-
Writing Agenda	I	R	C	I	-	I
Actions related to the mentoring plan	I	A	R	C	-	I
Determine the place and time of the event	I	R	C	I	-	I
Holding a TIMcase	I	A	R	C	C	I
Holding pitch sessions	I	A	R	C	C	I
Holding V.C's network meetings	I	A	R	C	C	I
Holding industry cases lectures	I	A	R	C	C	I
Holding the TIM insight Session section	I	A	R	C	C	I

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Activities \ Actors	Secretariat	Host	Organizing company	Steering Committee	Selection committee	Media Management Working Group
Holding Unveiling of the agreement	I	A	R	C	C	I
follow-up	I	A	R	I	–	-
Lesson Learned	I	A	R	I	–	C
Guide to other events	R	C	C	C	C	C
Best Practices	I	A	R	I	–	–

10) Checklist

The action checklist includes the following:

- € Establishing an Executive Committee with experienced staff and liaising with corresponding companies in the Host country
- € Establishing the Selection Committee
- € Establishing the Media Management Working Group
- € Develop a mentoring plan and determine event mentors
- € Site management (support and uploading of information in the relevant section of the network website) and usable social networks.
- € Designing and production of posters, brochures, videos, catalogs, and other related items.
- € Careful planning and scheduling of all items
- € Informing and publishing the contents of the introduction and branding of the meeting between the target countries of the event through all channels, including site, email, social networks and other related items, examples of which include the event;
- € Informing the call for B2B meetings and attracting the requests of related companies and individuals.
- € Carrying out all registration matters for the companies targeted by the event and coordinating their presence at the meeting
- € Creating a News wave in news agencies, university telegram channels, and related centers, newspapers, and magazines, and submitting reports to the network Secretariat
- € Coordination in order to carry out environmental advertising and the implementation of the required structures of the event at the level of the parking space, if necessary
- € Coordination for filming and making clips for the event, photography, and documentary group
- € Coordinating the accommodation and transportation of representatives of selected companies in the Host country
- € Coordination for the installation and operation of the Internet network
- € Prepare a detailed schedule of meetings between the respective companies that have already been identified
- € Make initial pre-event arrangements to sign a memorandum of understanding after the meetings on matters that have been agreed upon.
- € Coordinating the presence of an experienced and fluent English speaker and translator at the same time during the event
- € Holding meetings to submit work reports to the network Secretariat
- € Follow up on the approvals of specialized meetings and submit the relevant report to the employer
- € Providing services in the field of contracting, legal advice, providing facilities, etc. in case of an agreement
- € Submit a written report on the event to the park regarding the number, scope, and other items of meetings between companies

11) Agenda

TECHNOLOGY INVRSTMENT MEETING AGENDA

Date: [Date]
Time: [Time]

Members
Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

Time	Item	Owner
Time	Welcome	Owner 1
Time		Owner 2
Time		Owner 3
Time		Owner 4
Time		Owner 5
Time		Owner 6
Time		Owner 7
Time		Owner 8
Time		Owner 9
Time		Owner 10
Time		Owner 11