

2023 AOAC SEA 2nd Annual Conference

**Call for
Volunteers**

Conference Organizing Committee

Based on the responses from the 2022 AOAC SEA 1st Annual Conference participants and sponsors in a post-event survey, the location of the 2023 conference is decided to be Ho Chi Minh City, Vietnam.

The duration of the conference will be 2 days, tentatively in the 1st week of August 2023.

Volunteer works

- ➔ Event organizer liaison
- ➔ Event registration
- ➔ Finance
- ➔ Graphic design
- ➔ Logistics (event)
- ➔ Logistics (invited guests)
- ➔ Publicity - general
- ➔ Publicity - local
- ➔ Public sector liaison
- ➔ Sponsor liaison
- ➔ Speaker liaison
- ➔ Poster session



Call for Volunteers: 2023 Annual Conference Organizing Committee

Work	Description
Event organizer liaison	Work with event organizer for the logistics/practical arrangements of the conference
Event registration	Utilize the AOAC SEA online registration system to manage the participant registration and manage the participant list, liaise with the event organizer on the on-site participant registration
Finance	Support the Section Treasurer to manage finance part of the sponsorship and event expenses
Graphic design	Design the artwork for event banners, backdrops, participant badges, etc., or liaise with the external graphic designers for such
Logistics (event)	Liaise with the event venue providers and meal providers, arrange the logistics of the 2-day conferences, pack sponsors' marketing collateral into the conference bags, and coordinate awards & thank you gifts
Logistics (invited guests)	Liaise with the travel agency/hotel on the travel, lodge, and transportation arrangement for the invited guests
Publicity – general	Promotion of the conference via AOAC SEA Newsletter, official website, and social media
Publicity – local	Promotion of the conference via local media. Arrange photo-taking and/or video-taking or liaise with event organizer on such
Public sector liaison	Liaise with the invited public sectors, arrangement of reception/accompany of the invited public sector representatives and work together with logistics (invited guests) for logistic arrangements
Sponsor liaison	Manage sponsorship package, sponsorship enrollment, arrangement of logistics related to sponsors
Speaker liaison	Coordinate the invitation of the speakers, collection of abstracts and presentation decks from the speakers, arrange the reception/accompany of the invited speakers and work together with logistics (invited guests) for logistic arrangements
Poster session	Manage the poster submission, review, acceptance, and poster session

Frequently Asked Questions

Question	Answer
Must I have the relevant event organizing experience to serve on the conference organizing committee?	No. Many of the volunteers for the 2022 AOAC SEA 1st Annual Conference learned while they were working on the event organization. Furthermore, there will be experienced volunteers to guide and work together with you as a team.
How to volunteer?	Please email annual.conference@aoac-sea.org by 28 Feb 2023 and indicate interested work(s).
Can I volunteer someone else?	Yes, but you will need to get agreement from that person. If he/she is not an AOAC SEA member, he/she will be invited to register for free individual membership at https://aoac-sea.org/ .
How much time is expected to work on the conference organizing committee?	You are expected to attend majority of the 1-hour committee meetings (biweekly from March to June and weekly in July). Additional averaged workload is 1-4 hours per month from March to June and 2-4 hours per week in July, depending on the role. For certain roles, more time may be needed during the week right before the event.
Can I still volunteer if my schedule does not allow me to work for the full period from March to August?	Yes. The work can be allocated according to your schedule.
What if I have more questions about the work before I can volunteer?	Please email annual.conference@aoac-sea.org by 28 Feb 2023.
Is there any sponsorship for the volunteers to attend the conference?	Yes. Travel sponsorship at different levels is available.

*Thank you for supporting AOAC SEA's mission of **convening government, industry and academia** to develop and validate standards, methods and technologies, and ensure the safety and integrity of foods and other products that impact public health.*

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