



2025 AOAC SEA 4th Annual Conference

Oct 2025 | Bangkok, Thailand

Call for
Volunteers

Join the Organizing Committee for the 4th Annual Conference of AOAC SEA!

WHY VOLUNTEER?

- **Expand your professional network** across government, industry & academia
- **Boost your career** by contributing to a high-profile international event
- **Receive recognition & certificate of appreciation** from AOAC SEA
- **Enjoy complimentary registration** for the conference

WHO CAN JOIN?

We welcome professionals from

- food and beverage manufacturers
- testing laboratories
- government agencies
- metrology institutions
- research organizations
- instrument and supply manufacturers

AVAILABLE ROLES AND REQUIREMENTS

Please see the next page.

HOW TO JOIN THE ORGANIZING COMMITTEE?

- State your expression of interest and relevant experience
- Send an email to strategic.engagement@aoac-sea.org
- Deadline: **21 April 2025**



*BE PART OF AN IMPACTFUL EVENT ADVANCING FOOD SAFETY & ANALYTICAL SCIENCE
IN SOUTHEAST ASIA!*

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ROLE	DESCRIPTION	REQUIREMENTS
Logistics & Operations (4 spots)	Manage venue coordination, conference logistics & on-site operations to ensure a smooth and professional event experience.	<ul style="list-style-type: none"> • Experience in event management or operations. • Familiarity with Bangkok / Thailand's local logistics, venues, and suppliers. • Strong organizational and problem-solving skills. • Ability to coordinate multiple tasks under time constraints.
Technical & Scientific Support (3 spots)	Ensure a seamless experience for speakers and attendees before, during, and after the conference.	<ul style="list-style-type: none"> • Speaker Coordination: Contact speakers, collect and review abstracts, biographies, and slide decks to ensure accuracy and completeness. • Pre- and Onsite Event Support: Perform specific technical and scientific tasks related to the conference. • Post-Event Engagement: Distribute presentation PDFs and certificates to attendees. • Feedback Collection: Gather insights from speakers and attendees to improve future events. • Strong communication and organizational skills required. • Experience in scientific programs, academic coordination, or event support is a plus.
Marketing & Outreach (3 spots)	Promote the event through social media, communications, and creative content.	<ul style="list-style-type: none"> • Experience in marketing, PR, or social media. • Ability to write engaging content, take good photos/videos, or create attractive designs. • Familiarity with digital marketing tools. • Have a good network of contacts or an influential social media presence. • Strong attention to branding and messaging.
Sponsorship & Partnerships (2 spots)	Engage sponsors and ensure a seamless experience for sponsors before, during, and after the conference.	<ul style="list-style-type: none"> • Experience in business development or industry relations. • Strong networking and relationship management skills. • Ability to coordinate sponsor deliverables and ensure visibility during the event.

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