

2024 AOAC SEA 3rd Annual Conference

**Call for
Volunteers**

Manila, Philippines | Oct 2024

Conference Organizing Committee

Based on responses from the 2023 AOAC SEA 2nd Annual Conference participants and sponsors in a post-event survey, the 2024 conference will take place in Manila, Philippines. The duration will be 2 days, tentatively in October 2024.

Volunteer works

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



Call for Volunteers: 2024 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 & invited guests)	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
	Liaise with the travel agency/hotel on the travel, lodge, and transportation arrangement for the invited guests
Publicity (general & local)	Promotion of the conference via AOAC SEA Newsletter, official website, and social media
	Promotion of the conference via local media. Arrange photo-taking and/or video-taking or liaise with event organizer on such
Public sector & Sponsor 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
	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

Call for Volunteers: 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 & 2023 AOAC SEA 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 30 April 2024 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 May to October and weekly in September/October) . Additional averaged workload is <u>1-4 hours per month from May to mid September</u> and <u>2-4 hours per week in mid September and October</u> , 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 May to October?	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 30 April 2024 .
Is there any sponsorship for the volunteers to attend the conference?	TBC. 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.*