

Welcome to Asian Consumer and Family Economics Association(ACFEA)

Local Organizing Committee

Local Organizing Committee of the Eleventh ACFEA Conference

Positions	Name(s)	Duty
Chair of Conference	Poon, Che Cheong	Responsible for communication with the advisory board of the ACFEA, call for papers, inviting conference guests, the balance of conference budget, seeking sponsorships, and looking over all activities of the event in order to ensure the quality ACFEA conference.
Vice Chairs of Conference	Yuen, Wai Kee	Call for papers, inviting conference guests, and looking over all activities of the event in order to ensure the quality ACFEA conference.
Members of Conference Advisory Committee	Yu, Fu Lai (SYU VIPs, ACFEA advisory board members, ACFEA former presidents will be added to this committee.)	Honorary positions to some VIPs
Conference Secretary	Hon, Tai Yuen	To keep in files all the submissions from participants, to handle participants' communications, to prepare the conference manual, to set up the conference programme rundown, and

		to keep all sub-committees' agenda and minutes.
Conference Treasurer	Lam, Cheung	Responsible for the banking, book-keeping, record-keeping, and is the conference cashier.
Convener of Submissions Review Committee	Li, Rita Yi Man Lee, Shu Kam	To review, provide brief comments, recommendation for acceptance or rejection of submitted conference papers and posters, and recommend papers for publishing in JFEI and JFCP special issues.
Proceedings Editorial Board	Woo, Kai Yin Tang, Chi Ho	Assisted by student helpers, to produce the abstract book and conference proceedings CD ROM and make them available one week before the conference registration date.
Transportation and Local Tours Team	Wong, Fuk Kin Hon, Tai Yuen	Assisted by student helpers, to arrange shuttle bus services between SYU and City Garden Hotel during conference days, and organize one sightseeing tour and one sightseeing tours in the afternoon of July 7 and 9.
Reception Team	Chu, Wan Ling Yeung, Wai Man Tang, Chi Ho Tsui, Tsz Kin	Assisted by student helpers, take care of our guests and participants' registration, accommodations and dinners: lunches; and prepare and serve simple buffet lunches and coffee & snack breaks, prepare the conference kit bags, and to entertain conference guest /participants, and take photos.
Venue Layout Team	Hon, Tai Yuen Lam, Cheung	To decorate the venues of reception dinner at CityGarden hotel, conference halls and

		presentation rooms, farewell dinner at JumboKingdom, displacing posters.
Leader of Student Helpers	Cheung, Ngan Ying	Assist the Conference Chair to recruit and assign student helpers to conference working teams.

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