



2025 Annual Meeting Volunteer Program

1. Background

- The 4th International Conference on Frontiers of Artificial Intelligence and Machine Learning in 2025 (FAIML 2025), organized by Hainan University, hosted by Chongqing University and China Computer Federation, will take place in Sanya China from December 3 to 6, 2025. FAIML 2025 welcomes academics, researchers, engineers, and industry professionals to an open forum where advances and trends in the related fields of artificial intelligence and machine learning can be shared and discussed.
- Artificial Intelligence (AI) and Machine Learning are disciplines of developing computers and robots capable of parsing data, learning from that data, and making informed decisions with what they've learned. The scope of topics to be covered in the conference includes significant developments, research topics and their applications.
- The Committee as a whole do our best to forge this fantastic platform where great minds gathering and excellent ideas sharing. We do hope the smooth running of the conference will benefit all participants and even their communities.

2. Scope of Work for Volunteers

The duration of the Annual Meeting Volunteer Program is approximately two months, starting from the middle of July until the end of September.

Volunteers will be assigned with certain tasks listed below based on personal skills and work requirements:

[Registration] *3

- Assist with event registration by collecting and screening audience information
- Generate reports on the number of participants from the registration system and provide daily updates to the team
- Monitor and edit registrants' details via the system's back end if needed

- Assist with collecting information for reimbursement of invited guests
- Assist speakers and other delegations with completing their registrations via the system's back end.
- Support in updating information on the AM website and App, such as program content, speaker information, hotel reservations, travel arrangements, and other AM-related information.

Member Communication Helpdesk] *5

- Act as the focal point for direct communications with a group of FAIML 2025 members via emails and phone calls
- Flag and answer queries from member delegations according to the FAQ and refine the FAQ list during the process
- Monitor and operate the Annual Meeting official mailbox
- Monitor and record the registration of the official delegations of AIIB members, including flight and hotel bookings, official session attendance, etc.
- Stand by and conduct emergency communications with Members before and during the Annual Meeting
- Support in monitoring and recording quorum throughout the Annual Meeting
- Support the preparations of the lead-up events
- Assist in the communication/trouble shooting issues with OCCs and circulation of AM related documents
- Assist in communicating with the local liaison officers in Uzbekistan.
- Monitor the registration of observers including IAP members, multilateral institutions etc.
- Support sanction checks
- Perform any other duties as assigned by the supervisor

[Protocol and Governance Helpdesk] *2

- Assist on the Heads of Delegation registration data processing for the Opening Ceremony and Airport Arrangement
- Assist in the preparation of protocol arrangements for the Opening Ceremony,
- Group Photo Session and handover ceremony
- Perform any other duties as assigned by supervisor

[Public program support] *2

- Support in development of public seminars by conducting required research or information gathering
- Support in development of seminar agenda, invitation and thank you letters, talking points summaries and other event materials
- Support in public program coordination and logistic/technical preparations, including venue layout, minute-by-minute program, and more
- Communicate with teams regarding the creation of an index of speaker biographies and images, and upload them to the website and app
- Monitor speaker information lists, including giving up-to-date data on the number of invitations still out for acceptance and the number of registrants
- Work on the daily updates of the content/information
- Support rehearsals of the seminars
- Conduct emergency communications with external stakeholders on the day of the events
- Support in the promotion campaign of the public program, including but not limited to content drafting and distribution through email and other channels of promotion
- Support the coordination of the side events
- Perform any other duties as assigned by supervisor

[Events and Engagement support] *7

- Assist with booking accommodations and managing reservations and handle any inquiries or issues related to accommodations
- Support and monitor daily travel data and address any flight-related queries or concerns
- Help with coordinating ground transportation logistics and address any transportation-related inquiries or issues
- Support Venue planning, assist with venue setup, including seating arrangements and audiovisual requirements.
- Conduct research on various green initiatives and sustainable practices
- Assist with AIIB Bank Personnel social program nomination process, side events and address any queries or concerns
- Assist with volunteer orientation, gatherings, and logistic arrangements
- Perform any other duties as assigned by supervisor

[Board Meetings Helpdesk] *2

- Act as the focal point for direct communications by email and phone calls.
- Flag, redirect, or answer queries from the Bank staff according to the Frequently Asked Questions (FAQ) and refine the FAQ list during the process.
- Monitor the Board meeting official mailbox.
- Support in monitoring the registration of the Board members, including flight and hotel bookings, attendance at events, etc.
- Generate reports from the registration system regarding attendance and provide status updates to the team.
- Assist with collecting information from the Board members such as passport copies, badge photos, etc.
- Assist with collecting information for reimbursement of invited guests.
- Assist Board members with travel arrangements.
- Perform any other duties as may be assigned by the supervisor.

3. Annual Meeting Volunteer Program Specifications

- Tentative period: Dec. 3, 2025 – Dec. 6, 2025, the FAIML program is on a rolling basis, with volunteers joining intermittently based on program workload and candidates' availability.
- Working hours: 9 a.m.–6 p.m., Mon-Fri. Overtime may be required in the final phases of preparation and during the Annual Meeting.
- Location: No. 1, Boao Gold Coast Avenue, Hainan Province, China.
- Daily allowance: CNY200/person/workday; overtime allowance is CNY 37.5/hour
- Meals: Volunteers may purchase meals in the conference canteen.
- Supervisor: Volunteers will be assigned into sub-teams, supervised by designated staff from SEC.
- Workstation and computer: Each volunteer will be assigned a workstation and necessary office supplies. A laptop will be provided for work-related usage during the program
- Leave policy: Volunteers are expected to participate in the entire program beginning from their onboard date. Leave with proper justification is allowed and shall be pre-approved by supervisors.

4. Qualifications and Requirements

- Strong proficiency in English writing and speaking and good communication skills.
- Strong attention to details and proven ability to meet deadlines.
- Good sense of execution, capable of quick learning and adapting to fast paced work schedules
- Computer literacy with strong knowledge of Microsoft Office Suite.
- Knowledge and passion for international development would be a benefit.
- Previous experience with student organizations, volunteer opportunities, and skills in event organization are highly desirable.
- Able to participate in the program for its entire duration, as time and dedication to the program are critical.

5. Procedural Statement

- Upon selection, an offer letter will be issued to the selected candidates, and an induction session will be arranged upon onboarding.
- A certificate signed by AIIB's Vice President and Corporate Secretary will be awarded upon the successful conclusion of the program.
- If a volunteer fails to perform as required and doesn't improve despite efforts and guidance, SEC has the right to terminate the participation of the individual volunteer.