

September. 25, 2019

**Subject: Technical Committee-Roles and Responsibility**

To: Mohammad Samadi Gharajeh,  
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Welcome from the Director and Congratulations! Thank you for stepping forward and joining in JCASE 2020 Technical committee.

A Technical Committee Member is responsible for ensuring a well-balanced, high-quality conference program.

Involvement with our conferences is the best way to connect with other members, build relationships, showcase your talents and acquire new skills.

Above all, you will help the JCASE 2020 achieve its mission in those ways:

- Paper Reviewing & Selecting papers to be presented at the conference.
- Solicit for papers, Promote the Conference, seek publicity for the conference
- Recommend or nominate technical committee members.
- Suggest invited speakers
- Providing other administrative services for the rest Committee Chair as needed to facilitate progress.
- Other Tasks.

**Conference Committee can enjoy the benefits we offer below:**

- 100 USD off the conference registration fee.
- Souvenirs, coffee breaks, lunch and dinner offered on conference site.
- Conference committee certificate or other materials.
- Open a tutorial with privilege.
- Icebreaker reception and other services on January 13, 2020.
- Promote your book during the event.

We hope you find your job fun and rewarding. These rules guidelines are based on the experience of past conference, but they cannot hope to cover every possible question that you may have. If you desire modifications be made from these guidelines, You are encouraged to seek out the advice of the Board. We are all interested in furthering the goals of the Association, and you should feel free to Contact us.

Sincerely,

Carrie K. Tsui  
  
Conference Director of HKSRA

