

**High Technology Crime Investigation Association – Asia Pacific Chapter  
Invitation to Tender – Conference Coordinator / Administrator**

The Asia Pacific chapter of the International High Technology Crime Investigation Association was established in late 2005, and is registered in Hong Kong as a not for profit society. The chapter is the first to be established in the Asia Pacific region and thus serves to represent all members located within the region.

In December of 2008, the chapter will be holding its second annual training conference in Hong Kong. It is our intent to make this a valuable and exciting event for our members. Due to the geographical area covered by the chapter, we require support in the administration and coordination of this event.

We are currently seeking a Conference Coordinator / Administrator with previous experience in event management and administration for a training or similar event, catering to two hundred or more.

The language requirements are written and oral English, Cantonese & Mandarin.

Duties include but are not limited to:

- Answer general queries regarding the conference
- Membership queries and processing
- Conference website management
- Conference payment processing
- Arrange General logistics, Hotels, Luncheons, conference setting, Speaker Arrangements and Presentation Materials

Please submit a detailed CV detailing your previous experience; your expected remuneration and your availability.

We intend this process to be in the form of an open tender. Please send information via email to [ec@htcia.org.hk](mailto:ec@htcia.org.hk).

The closing date for applications is 2 Sept 2008.