

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Yepes:

This is to recommend the appointment of the following faculty and staff:

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|-----------------------------|---------------------------------------|
| 1. Jessa R. Cuizon | ViSERDAC |
| 2. Chariss C. Verdida | ViSERDAC |
| 3. Reyvin N. Sabandal | ViSERDAC |
| 4. Maria Aries O. Poliquit | Department of Business and Management |
| 5. Melvin Ace P. Carcajente | Department of Business and Management |

As a member of the **Conference Venue Committee** of the 52nd National Convention of the Philippine Agriculture and Economic Development Association (PAEDA) on December 3 - 5, 2024, at Visayas State University, Baybay City, Leyte, with the **theme "Towards an Inclusive, Innovative, and Sustainable Agriculture, Aquatic, and Natural Resources (AANR)."** This event seeks to foster a collaborative platform for experts in agriculture and economic development to engage in productive discussions, address urgent issues, and highlight crucial research and development (R&D) advancements in AANR. This year's convention will cover a broad range of topics under the following sub-themes: (a) Climate-smart solutions for sustainable and resilient AANR; (b) Gender and social inclusion in AANR; (c) Technology adoption and knowledge transfer mechanisms in AANR; (d) Supply/value chains in AANR; (e) Innovation, entrepreneurship, and circularity in AANR; (f) Policy analysis and impact assessment in AANR; (g) Industry 4.0 applications in AANR; and (h) Graduate and undergraduate theses and dissertations.

With this large event and the required manpower, you are hereby appointed to the working committee. As a member of this committee, your tasks will last five months (**August 1, 2024 to December 30, 2024**), from planning and developing to carrying out events at PAEDACON 2024. Active participation during this period is essential for a successful and well-organized conference program.

As a **chair of the committee**, you are expected to perform the following duties and responsibilities:

1. Leading the process of identifying and selecting a suitable venue that aligns with the conference's goals, size, and budget.
2. Liaising with venue staff to coordinate arrangements for breakout rooms, equipment, and services, ensuring all requirements are met.
3. Overseeing the setup and layout of the venue to facilitate smooth navigation and accessibility for attendees.
4. Actively participate in the weekly committee progress meeting and PAEDA Board Meetings