



Institute and Faculty of Actuaries

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Asia Conference 2023 – Technical Content Committee - Conference Chair

The Institute and Faculty of Actuaries (IFoA) is holding the next Asia Conference in Kuala Lumpur, Malaysia on 12th and 13th September 2023. The goal is to produce a cross-practice actuarial conference for our members, non members, industry specialists and stakeholders based in Asia. We are seeking proactive, innovative volunteers to join this committee to work in partnership with the IFoA executives, to help source the technical content of the conference.

There will be eight (maximum) meetings of the Technical Content Conference Committee, via conference calls. The first meeting will be held in mid-March 2023. It will be attended by representative of the IFoA Asia Pacific Team.

The Conference Chair is expected to attend every meeting.

“Person” and “Task” Specification:

“Person” Specification

Candidates will ideally:

- be working in Asia Pacific, or have substantial experience working in this region
- have an excellent awareness of relevant trending topics/topics of interest, particularly in the prominent practice areas for the geographical location of the conference. – Life Insurance, Healthcare, General Insurance, ESG (particularly around climate), Data, Technology and Risk Management
- be a member of the Institute and Faculty of Actuaries. We are primarily looking for Fellows and Associates, however, we want to capture all views and a place on the committee may be awarded to a student member or a lay (non member) who can demonstrate they have relevant experience and ideas on technical content
- be able to attend all meetings by conference call. The format and agenda for each meeting will be set by the IFoA and issued in advance of the call
- be able to devote time equivalent to two working days per month, including following up on actions to meet event schedule deadlines
- join committee meetings with ideas for current trending topics, relevant technical content and meet deadlines in between meetings
- help source and suggest plenary speakers
- act as ambassadors for the conference and promote to the wider actuarial, non-actuarial and financial community
- be able to attend the conference and be willing to take their turn to act as the Chair of a workshop/plenary at the conference. Please note, unfortunately the IFoA will be unable to reimburse any travel expenses, or accommodation expenses, incurred by the volunteer for this conference

In return, the volunteers will:

- receive a complimentary delegate place for their attendance at the conference in 2023
- if asked to chair a workshop/plenary at the conference, be offered guidance and support from the IFoA Executive
- have their name, and their employer's name, promoted in the conference programme and on our website
- be able to claim CPD for some of the activities associated with this role, if they meet the criteria set out in the CPD Scheme

If you intend to use the time spent on this activity when recording your CPD, remember it must be relevant to your work or role and address a personal development need. You should record an appropriate learning outcome. This is in accordance with the CPD Scheme.

All organisation (logistics) of the conference will be the responsibility of the IFoA event team. A percentage of the conference content will be sourced by the IFoA, which could include regulation, policy, research, regional activity and/or working party updates and a professionalism plenary.

“Task” Specification

Tenure

All appointments to this committee are for one year.

Role of the Conference Chair:

- all recommendations and decisions of the Chair shall be made by consensus
- to lead this volunteer committee to ensure all committee members are permitted to voice their opinions and participate fairly within meetings
- ensure that the group work closely, collaboratively, and effectively with the IFoA staff to deliver on the Terms of Reference
- to lead the delivery of an event of excellence, in terms of content, delegate numbers and post conference feedback
- ensure that the technical content provides an overall relevant contribution to the life-long learning experience for our IFoA members and is attractive to non-members
- ensure there are no obvious overlaps within workshop streams
- lead on suggestions for plenary topics
- all recommendations and decisions of the Chair shall be made by consensus
- to work closely with IFoA executives (Asia) on the development of programme, content, topics, and speakers
- chair the conference in Kuala Lumpur.

January 2023