Institute and Faculty of Actuaries

Data Science Conference Programme Committee 2018/2019

During 2018/2019 the Institute and Faculty of Actuaries (IFoA) is planning to deliver a series of up to three workshops on the Data Science theme. The IFoA will seek to work in collaboration with other partners to deliver cutting edge member events that our global audience can actively take part in, through the use of virtual conferences and webinars.

We are seeking proactive, innovative volunteers to join this committee to work with the IFoA's Executive staff and to help shape the themes and content of the programmes.

The organisation of the conferences will be handled by our experienced event management team and we are seeking to appoint a Chair, plus another four volunteer committee members to work with this team to input into the content, theme and speakers for these events.

There will be five/six meetings of the Conference Programme Committee, via conference calls. The first meeting will be held during the first half of June 2018.

"Task" and "Person" Specification:

"Task" Specification

Candidates will be asked to contribute to the following areas:

- assist with appropriate wording for call for papers/speakers as part of marketing text for the IFoA website and newsletters
- suggest additional plenary speakers that are appropriate to topic/objectives for the event
- act as ambassadors for the conference to the wider actuarial and financial community
- be able to meet strict project deadlines
- be willing to seek feedback/input from colleagues and peers in relation to ideas for the conference and to encourage members to attend
- undertake peer review of the content once received as part of the call for papers/speaker process.

Time committment

Time equivalent to approximately a half a day should be allowed for each meeting. This will include pre-meeting preparation time. Volunteers must be able to devote time equivalent to one to two working days per month, for working on follow-up on actions following the meetings. Volunteers will need to deliver their actions for the event schedule deadlines. This will be particularly important in the first six months when planning will be at its most intense.

Tenure

All appointments to this committee are for one year.

"Person" Specification

The successful candidate(s) will ideally:

- have experience of either working or teaching in Data Science
- have relevant and up to date experience of Data Science
- be a collaborative worker
- have a commitment to shape these 2018/2019 conferences and events into relevant information resource and networking platforms which is deemed to be a success, and which has delegates wishing to sign up to a 2019 conference
- be able to attend the first meeting in June by conference call (date to be agreed by mutual consent)
- be able to dial in to attend the four/five subsequent meetings, throughout the year. The format and agenda for each meeting will be set and issued, in advance
- join committee meetings armed with ideas for current hot topics, themes and content and ensure deadlines and commitments are met in between meetings.

In return, the volunteers will:

- have the satisfaction of knowing they have contributed to the introduction of an new initiative of Lifelong Learning and CPD calendar of events
- be provided with excellent professional event management support
- if asked to chair a workshop/plenary at the conference, be offered guidance and support as to best practice
- have their name, and their employer's name, promoted on the committee members list in the conference programme and on our website
- have the opportunity 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.

Role of the Chair

The IFoA is seeking to appoint an experienced, proactive and innovative volunteer to take on the role of Chair. This volunteer will either be a Fellow of the IFoA or a lay member (i.e. non member of the IFoA) with extensive relevant experience in the Data Science area. Ideally applicants should have a good industry profile and an excellent network of contacts. They will be someone who feels able to take an overview of the content for the entire conference, to ensure we are selecting the right topics and the right blend of topics. This volunteer will also be someone who is keen to work closely with the IFoA's Executive staff and to lead the committee. In addition, they will be someone who is interested in helping to shape and drive forward this committee to ensure the 2018/2019 conference is a successful one with sustainability for the future.

Discounted delegate rate

Committee members will receive 10% discount on the delegate fee. Please note that committee members will be required to pay their own travel and accommodation when attending this event. Further details will be confirmed by the Head of Events or an IFoA Event Manager.

April 2018