



Institute and Faculty of Actuaries

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Asia Conference 2020 - Technical Content Committee

The Institute and Faculty of Actuaries (IFoA) is holding the next Asia Conference in Kuala Lumpur, Malaysia on 24 and 25 June 2020. 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 and President-elect, Tan Suee Chieh, to help source the technical content of the conference.

We have one volunteer vacancy for the Conference Chair, four volunteer vacancies for practice area Technical Content Chairs, plus a further four practice area Technical Content committee members to work with the practice area Technical Content Chairs to confirm content and speakers for each practice area.

There will be eight (maximum) meetings of the Technical Content Conference Committee, via conference calls. The first meeting will be held at the end of November 2019. It will be attended by Caryn Chua, IFoA South-East Asia Representative, Amanda Davey, IFoA Head of Events, an IFoA Event Manager, Tan Suee Chieh, President-elect and the Conference Chair.

“Person” and “Task” Specification:

“Person” Specification

Candidates will ideally:

- be working in South East Asia, or have substantial experience working in this region
- have an excellent awareness of relevant hot topics, particularly in the prominent practice areas for the geographical location of the conference. – Life Insurance, Healthcare, General Insurance, Investment/Pension/Retirement benefits 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 hot 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 2020
- 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
- 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](#).

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:

- leading 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 their Terms of Reference and to ensure they design a conference which attracts a growing number of delegates this year and which receives excellent feedback after the event
- 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
- chair the conference in Kuala Lumpur.

Role of the practice area Technical Content Chairs and practice area Technical Content committee members

Ideally we would like to appoint a practice area Technical Content Chair for each prominent practice area. The Chair will be the practice area lead and advise the Conference Chair on the best papers submitted for the conference within their practice area. They will be assisted in their choice of papers by the practice area Technical Committee members.

The process is as follows:

- the call for workshop papers and speakers is advertised on our website and through the newsletters
- practice area Chairs and practice area volunteers read through submissions and select the most appropriate topics and papers into a shortlist for the conference
- practice area Chairs and volunteers discuss the shortlist with the content committee and the Conference Committee Chair
- the Conference Committee Chair and the content committee select the most appropriate topics and speakers from each practice area shortlist
- IFoA contact successful speakers
- practice area Chairs and volunteers review the speaker presentations and papers before the conference and advise the speakers on amendments to the presentations

- all content committee members discuss possible speakers for plenaries and work in partnership with the IFoA to secure the most relevant speakers for the conference.

We are looking for content committee members for, but not exclusively:

- Life Insurance
- General Insurance
- Investments/Pensions
- Risk Management
- Healthcare/Benefits
- Wider fields such as data analytics, resource and environment

September 2019