



## The Institute and Faculty of Actuaries

### Mortality and Longevity Symposium Technical Content Sub-committee - members

#### “Task” and “Person” Specification

The Institute and Faculty of Actuaries' (IFoA's) Mortality Research Steering Committee (MRSC) will be hosting the 2019 Longevity and Mortality Symposium. The MRSC has formed the Technical Content Sub-committee to organise the programme for this event, which will be held in the UK during June 2019. The principal role of the volunteers is to provide a technical actuarial and academic resource to review and select sessions, to produce a balanced programme from a technical point of view and to support the peer review of the final submissions to ensure a high standard of presentation.

#### “Task” Specification

##### The role

The Symposium will be held alongside the Protection Health and Care Annual Conference in 2019.

Volunteers are required to assist in the tasks outlined below:

- ownership and shaping of the technical programme content within the Mortality and Longevity Symposium
- be able to join one meeting per month, plus spend time between meetings reviewing workshop submissions and gathering plenary speaker ideas (equivalent of half a day per month)
- participate in sub-committee meetings, bringing ideas for current hot topics, themes and content and to ensure deadlines and commitments are met
- be able to meet strict project deadlines
- seek feedback/input from colleagues and peers in relation to suggestions for topics and areas of improvement for the conference
- ensure dissemination of 'call for speakers'. View the [current call for speakers](#)
- help source and suggest outstanding plenary speakers/speakers for the workshops
- assess speakers' abstract submissions. This includes confirming the process and criteria of vetting
- accept, modify or reject abstracts
- peer review of a proportion of the final workshops and plenary sessions
- assist the Chair in selecting speakers for five plenary sessions, some of which will be shared with the Protection, Health and Care Conference
- undertake relevant additional tasks as required by the Chair
- be willing to chair a workshop or plenary at the Symposium
- act in an advisory role to provide feedback to the IFoA Events team on their plans for the conference in relation to communications, marketing, and images, if requested.

## Reporting

Members of this sub-committee will report to the Chair of the Mortality and Longevity Symposium.

## Tenure

This appointment is to commence in February 2019 and close in December 2019. This will allow delivery of the Symposium and allow for any post-Symposium Conference activities.

## Time commitment

All participation in meetings will be by conference call and follow up actions can be done at a time to suit each volunteer. It is anticipated that you will require to devote time equivalent to two to three days per month during peak activity periods. This will be made up of attendance at one conference call per month, rising as conference deadlines approach.

## “Person” Specification

We are seeking support from IFoA members and non-members with relevant skills and experience, including academic expertise. Candidates will ideally have the following skills and experience:

- experience of shaping the content of conferences, workshops, seminars, symposia or similar events
- an interest/background in the area of longevity and mortality and/or related fields
- a network of contacts pertaining to longevity, mortality and/or related fields
- a desire to help shape the 2019 Symposium into a relevant information resource and networking platform.

***Non-technical aspects of the conference will be the responsibility of the IFoA Executive.***

### In return, the volunteers will:

- receive a discounted delegate rate for their attendance at the symposium in 2019. This discounted rate can be up to 10% and is awarded at the IFoA's discretion. This will only be offered if the sub-committee member has attended and participated in at least half of all committee meetings. Further details will be confirmed by the Event Manager
- be provided with (from the Executive team) professional event management support
- be able to enjoy the satisfaction of knowing that they have helped shape the 2019 symposium
- be offered guidance and support, if asked to chair a working party and/or a workshop/plenary at the Symposium
- appear on the Committee Members list (name and employer's name) in the printed programme and on our website.

## January 2019