



## Contribute to the Innovation Lab

Have you got something to say that you'd like other actuaries to hear? If so, the Innovation Lab would love to hear from you.

Please take a read of the guidelines below before submitting your content.

### Making your recording

When you make your recording:

- Focus on your views and experiences on one of the following three themes: the economy, planet or population
- Make sure your video is no longer than two minutes in length
- Ensure the total file size of your recording does not exceed 12mb in size
- Film in landscape, in a neutral and light space
- Try to find a quiet location with no background noise
- Keep the camera focused on you
- Film yourself using a stable surface e.g., if you are using your smartphone, please use a stand or ensure it's appropriately propped up.

Please send your video to [innovationlab@actuaries.org.uk](mailto:innovationlab@actuaries.org.uk).

When you submit your video, please include a couple of lines stating what the video is about, along with your name, job title, company and IFoA member status.

### Please also note the following information

**By submitting your video for publication on the Innovation Lab of the IFoA website you confirm that:**

- (a) You (and/or other named contributors) are the sole author(s) of the content submitted and the content is not confidential in nature
- (b) The content you submit is original and has not previously been published or promoted (unless you specifically advise us to the contrary)
- (c) You haven't previously licensed the use of the content you submit



(d) So far as you are aware, the content submitted will not infringe any third-party rights, be defamatory or in any way illegal.

All views expressed by the contributor(s) remain the responsibility of the contributor. The IFoA does not accept responsibility or liability for views expressed in videos or related content.

By submitting your video to us, you are understood to be allowing us to publish the video on the IFoA's website. However, submitting a video does not automatically guarantee publication. The IFoA reserves the right to review and select videos for publication on the Innovation Lab and does not have to give reasons for not publishing videos.

All videos are understood to be contributed **free of charge**. For the avoidance of doubt, the IFoA will make no payment for videos.

While the IFoA will look to upload videos in a timely manner, we are not bound by any specific publication dates or times. Please say in your covering email if your video is time sensitive and the reasons why.

Please be aware that the IFoA is an international organisation with members in over 110 countries so relevant international perspectives are welcome, if appropriate.

Last but not least, please ensure that you provide us with full contact details, including telephone, mobile and email. We will only use this data to contact you, if necessary, with regards to your video, its use in the IFoA Innovation Lab or any other promotional opportunities.

Any personal data collected by the IFoA as part of your contribution/participation in the Innovation Lab will be processed in accordance with applicable data protection laws and the IFoA's Privacy Policy which can be found here <https://actuaries.org.uk/privacy-policy>