



# Institute and Faculty of Actuaries

## Institute and Faculty of Actuaries

### IFoA Middle East Conference 2025 – Content Committee – Members

The Institute and Faculty of Actuaries (IFoA) is holding its second Middle East Conference in Riyadh, Saudi Arabia from 3 – 5 May 2025. The goal is to produce an innovative cross-practice actuarial conference for our members, non-members, industry specialists and stakeholders based across the wider Middle East region. We are seeking proactive, innovative volunteers to join this Committee to work in partnership with the IFoA executives, to help source the content of the conference.

There are up to eight volunteer vacancies for Conference Content Committee Members to work with the Conference Chair to confirm content and speakers and sponsorship for the conference.

The meetings of the Conference Content Committee will be via conference calls. The first meeting will be held in November 2024. It will be attended by the Conference Committee Chair, representatives of the IFoA Strategic Member Committee and members of the IFoA Middle East and Africa Executive Team.

Content Committee Members are expected to attend all meetings.

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

#### “Person” Specification

##### Candidates will:

- be working in the Middle East, or have recent substantial experience working in this region, and ideally
- have an excellent awareness of relevant trending topics / topics of interest, particularly in the prominent content areas of interest and relevance for the geographical location of the conference
- be a member of the Institute and Faculty of Actuaries. We are primarily looking for Fellows and Associates, however, we want to capture all interest and 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 content
- be able to attend all meetings by conference call. The format and agenda for each meeting will be set by the IFoA Middle East and Africa Executive Team and the Conference Chair 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 content and meet deadlines in between meetings
- help promote the conference, using their networks and contacts, supporting the delivery of the conference marketing plan
- help source and suggest speakers, plenary and other and encourage them to respond to the Call for Speakers / Call for Papers
- act as ambassadors for the conference and promote the conference and sponsorship of the conference to the wider actuarial, non-actuarial and financial community

##### In return, the volunteers will:

- receive a complimentary delegate place for their attendance at the conference in 2025
- if asked to Chair a workshop / plenary at the conference, be offered guidance and support from the IFoA Executive
- 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 Global Events 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 / or a professionalism plenary.

## **“Task” Specification**

### **Tenure**

All appointments to this Committee are for seven months (to cover the time leading up to the Conference in May 2025 and shortly thereafter).

### **Role of the Content Committee Members**

To assist the IFoA and Conference Chair in choosing the most appropriate content for the conference.

The process is as follows:

- the Call for Speakers / Papers is advertised on our website and through the newsletters and emails to members and also by members of the Content Committee
- submissions are anonymised by the Global Events team who manage the Call for Speakers / Papers process
- Content Committee members read through submissions and select the most appropriate topics and papers into a shortlist(s) for the conference
- Content Committee volunteers discuss the shortlist with the Conference Chair and select the most appropriate topics and speakers from the shortlist(s)
- the Global Events team then disclose the names and other relevant details of the authors of the submissions
- IFoA contact selected speakers
- Content Committee volunteers and the Conference Chair 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 sessions and work in partnership with the IFoA to secure the most relevant speakers for the conference

**22 October 2024**