



Institute and Faculty of Actuaries

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India Conference 2025 – Content committee – Chair and members

The Institute and Faculty of Actuaries (IFoA) is holding the 2025 India Conference in New Delhi, India, on 8 – 9 December. The goal is to produce a cross-practice actuarial conference for our members, non-members, industry specialists and stakeholders. We are seeking proactive, innovative volunteers to join the Content Committee to work in partnership with the IFoA executives, to help source the technical content of the conference.

We are seeking to appoint one Committee Chair and 9 Content Committee members.

There will be a maximum of nine Committee meetings of the Content Committee, these will be held via video conference calls (Teams). Meetings will be hosted by representatives of the IFoA Executive and the Conference Chair.

Person Specification

Candidates will ideally:

- Ideally, candidates will be working in India, or have substantial experience working in the region.
- Have an excellent awareness of relevant trending topics/topics of interest, particularly in the prominent practice areas for the geographical location of the conference, but not exclusively – Life Insurance and Pensions, General Insurance, Health and Care, Climate Change / Environment, Sustainability and Governance (ESG), Artificial Intelligence (AI) / Data & Technology, Cross practice areas: Finance, Investment and Banking, Risks.
- 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 Content Committee may be awarded to a student member who can demonstrate they have relevant experience and ideas.
- Be able to devote time equivalent to two working days per month, including following up on actions to meet event schedule deadlines including peer reviewing conference presentations/slide decks, giving feedback to speakers for amendments and ensuring that any presentations submitted are true to abstract submission and avoid overly promoting the company they are representing and the services they provide.
- Join meetings with ideas for current trending 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/moderator of a workshop/plenary at the conference if required. **Please note, unfortunately the IFoA will be unable to reimburse any travel expenses, or accommodation expenses, incurred by the volunteer for this conference.**

In addition to the above person specification, the Content Committee Chair will be required to:

- Lead on the content selection ensuring that all Content Committee members are permitted to voice their opinions and participate fairly within meetings.
- Open and close the conference alongside the IFoA President.
- Attend every meeting. The format and agenda for each meeting will be set by the IFoA and issued in advance of the call.
- Work with all Committee members to ensure the programme for the conference has an appropriate balance of topics and provides an overall relevant contribution to the life-long learning experience conference attendees.
- Ensure there are no obvious overlaps within workshop streams.
- Lead on suggestions for plenary topics.
- To work closely with IFoA Executives (India and Global Events Team) on the development of the programme, content, topics, and speakers.

In addition to the above person specification, the Content Committee members will be required to:

- Work with other Content committee members, IFoA Executives (India and Global Events Team) to shortlist the most relevant/appropriate abstracts to present to the Committee Chair to achieve a balanced programme.
- Attend every meeting of the Committee.

In return, all volunteers will:

- Receive a complimentary delegate place for their attendance at the 2025 India conference.
- If asked to Chair/moderate a workshop/plenary at the conference, be offered guidance and support from the IFoA Executive (India and Global Events Team).
- 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, 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 the logistical organisation of the conference will be the responsibility of the IFoA Events Team and India 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.

March 2025