



Institute and Faculty of Actuaries

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Middle East Conference 2025 – Conference Committee Chair

The Institute and Faculty of Actuaries (IFoA) is holding the second IFoA Middle East Conference in Riyadh, Saudi Arabia from Saturday 3 – Monday 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 Middle East region. We are seeking a proactive, innovative volunteer to work in partnership with the IFoA executives, to help drive forward and lead on the technical content and sponsorship of the conference.

The meetings of the Content Committee will be via conference calls. The first meeting will be held in November 2024. It will be attended by representatives of the IFoA Middle East and Africa executive and the newly formed Middle East Member Strategic Committee.

The Conference Chair is expected to attend every meeting.

“Person” and “Task” Specification:

“Person” Specification

Candidates will:

- be working in the Middle East region, or have recent substantial experience of 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 a Fellow, however, we do want to ensure that we capture all interest
- be able to attend all meetings by conference call, the format and agenda for each meeting will be agreed 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 technical content, and creative sponsorship ideas and meet deadlines in between meetings
- help source and suggest plenary speakers
- help promote the conference, using their networks and contacts, supporting the delivery of the conference marketing plan
- 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 2024
- 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 events team with input welcome from the Chair. 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

The appointment to this role is for seven months (to cover the time leading up to the Conference in May 2025 and shortly thereafter).

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 Committee work closely, collaboratively, and effectively with the IFoA staff to deliver on the Content Committee Terms of Reference
- to lead the delivery of an event of excellence, in terms of content, delegate numbers and post conference feedback
- 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

22 October 2024