

19 March 2019

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AAE WEBINARS

GUIDANCE NOTE

The Actuarial Association of Europe (AAE) increasingly organises webinars on various topics. These guidelines are intended as useful information for the AAE (sub) committees that are planning to organise a webinar.

Purpose and responsibility

1. The relevant AAE committee is responsible for the programme and in charge of arranging speakers.
2. The chairperson of this (sub) committee is in the lead and will – in general - act as moderator during the webinar.
3. The purpose of organising webinars is to provide in-depth information on current and/or relevant topics to AAE delegates.

General

1. AAE webinars attract 120 participants on average. There is a restriction of max. 190 participants per webinar.
2. Webinars are free of charge and only accessible to actuaries who are members of one of the AAE Member Associations.
3. Participants as identified above at 2. must be registered at the AAE website in order to register and to have access to materials and recordings.

Organisation

1. The organisation is implemented by the AAE Secretariat in cooperation with the European Actuarial Academy (EAA).
2. The EAA provides the technical facilities and support.
3. The AAE Secretariat provides the organisational and logistical support.
4. A flyer/programme is produced by the AAE secretariat in cooperation with the chairperson of the (sub) committee/moderator.
5. A recording is made of the webinar. The recording will only be available to registered members on the AAE website.
6. A short survey will be issued to the participants shortly after the webinar.

Timing

1. In order to ensure that the EAA facilities and speakers are available, it is essential to schedule an early date, preferably a few months in advance.
2. A webinar usually lasts approx. 2 hours, with at least 20 minutes for Q&A.
3. Tuesdays and Thursdays (from 10am to 12am CE(S)T) appear to be preferred days to hold webinars.

Speakers

1. It is recommended that speakers be physically present at the EAA office in Cologne, Germany. If this is not possible, they must attend the webinar from the same device as used in the (mandatory) test session.
2. A test session for speakers is organised between 2-4 weeks prior to the webinar and lasts about 45 minutes. Attendance is mandatory and must be run from the same device as used for the webinar. This test session is organised by the EAA to test the technical settings and to inform speakers about the options in the tool.
3. Presentations need to be ready no later than 5 days before the webinar. These need to be delivered in *.ppt and *.pdf to Monique Schuilenburg (at moniques@actuary.eu).
4. A chat function is available for participants to use for their questions during the webinar. The moderator is responsible for selecting the questions. The moderator ideally travels to Cologne.

Participants

1. A test session for participants is organised between 1-2 weeks prior to the webinar (approx. 30 minutes). Attendance is mandatory to prevent technical problems when logging in to the webinar.
2. The EAA will provide technical information which can be shared with the participant's IT department if necessary.
3. Participants receive the link to the test session and the webinar from the EAA.

CPD

1. Participants can count the participation in the webinar as CPD, depending on their association's CPD requirements/rules. Proof of participation can be provided on request.