

ARRANGEMENTS FOR ANNUAL MEETINGS

GUIDELINES FOR HOST ASSOCIATIONS

The Annual Meeting of the Actuarial Association of Europe, and its associated committee meetings, represent a major event in the Association's calendar. It is important, therefore, to provide an opportunity for as many representatives as possible to attend. At the same time, it is essential that attendance at the Annual Meeting does not involve unnecessary cost, either in travelling time or financial expenditure.

Within an organisation such as the Actuarial Association of Europe, it is also important that each member association should feel able not only to be represented at the Annual Meeting but also to offer to host an Annual Meeting. There is a risk that the potential cost of the social programme which accompanies the Annual Meeting might discourage smaller associations from offering to host the Annual Meeting. The Annual Meeting should be arranged to optimise economy both for the host association and participants.

It is also important that certain business facilities are available for the Annual Meeting.

In order to assist member associations in planning to host an Annual Meeting, the following information and guidelines are provided. ***It should be emphasised that these are for guidance only.***

1. The annual meeting and the associated Committee meetings normally attract approximately 120 delegates and accompanying persons.
2. The annual meeting consists of the General Assembly of the AAE itself, together with meetings of its Committees (Professionalism, Insurance, Pensions, Risk Management and Education), sub-committees (Social Security Subcommittee), working groups, Task Forces and Joint meetings of the Insurance, Pensions and Risk Management Committees as well as the Education and Professionalism Committees.

The meetings take place over 2-3 days (Wednesday-Friday), with potentially some Committees meeting on more than one day. The Thursday evening is reserved for the AAE Annual Dinner and the host association may offer an informal welcome event including drinks and snacks on the Wednesday evening.

3. The venue chosen for the annual meeting should be able to provide a comfortable environment to accommodate these meetings. The rooms should have appropriate seating in U-shape style¹ (inner circle), and additional seating outside the U-shape style (outer circle - chairs only), for the following numbers:

¹ The length of the sides of the U-shape may vary depending on the actual meeting space available

Meeting	Time period	U-shape seats (min)	Additional (observer) seats
Lunch Board	12:00-14:00	not applicable	17
Board meeting ²	14:00-17:00	not applicable	17
Social Security Subcommittee ³	08:00-11:00	not applicable	18
General Assembly	Half day	40	10-20
Professionalism	Half day	30	10
Insurance	Full day	35	10
Pensions	Full day	20	10
Risk Management	Full day	25	10
Education	Half day	20	10
Joint Meetings ⁴	11:00-12:30	35	35
Plenary Social Event			Total number of seats
Informal welcome	Evening	not applicable	80-100
Annual dinner	Evening	not applicable	100-130

The seating plan for the committee meetings and the General Assembly will be that only the official delegates will have a seat at the inner table. This will improve the Chairperson's overview in meetings (who are speaking on behalf of their association and who are not). It will also allow the official delegates to have a proper seat at a table with sufficient space for themselves, a laptop and access to electricity.

Observers and other attendees will have a seat available outside the inner table area. This will also allow us to make a more efficient use of the often limited room space.

Note that the several committees normally meet concurrently and so will require separate rooms. This essentially means that the following number of rooms will be needed:

- Wednesday: one meeting room
 - Thursday: three meeting rooms
 - Friday: two meeting rooms (but depending in the chosen format, potentially only one)
- Depending on the actual demand additional meeting rooms may be necessary for meetings of sub-committees, working groups or Task Forces.

Also note that only delegates will be seated at the main U-shaped table; observers will be in the outer ring (usually seats along the walls or in the back of the meeting room).

4. All meeting rooms should also have suitable audio-visual facilities to permit PowerPoint presentations to be made if required. For this reason it is requested that the host association supplies laptops for each committee meeting, unless stated otherwise. It is important to have adequate temperature/climate control (ventilation/AC) in the meeting rooms. For the larger meetings consideration should be given to the acoustics of the meeting rooms in order to ensure that all discussions are clearly audible. It may be

² Times are indicative

³ Times are indicative

⁴ Times are indicative

necessary to have microphones available.

5. Following the experience gained during the Covid pandemic, the venue should be able to provide facilities to conduct the meetings in a hybrid format (both in-person attendance as well as online attendance). In the preparation for the meeting this should be taken into account (but it may not be used).
6. The venue should be able to provide photocopying and computer printer facilities as well as sufficient power outlets as almost all delegates nowadays bring their own laptops. Stable and fast Wi-Fi access should be available throughout the meetings.
7. While it may be more convenient to hold the meetings in the same location as the majority of delegates' hotel accommodation, there may be advantages in holding them in business offices (for example, an insurance company) where appropriate facilities are more readily available.
8. Host associations are asked to bear in mind the possible requirement to provide wheelchair/disabled access at the location chosen for the meetings.
9. Smaller associations may wish to participate in a 'consortium' to share the cost of hosting an Annual Meeting.
10. Host associations may, if they wish, charge for any social programme including dinners. In addition, they may charge for dinner for accompanying persons (*but not for Honorary Members or their partners*).
11. Host associations may seek sponsorship from appropriate companies, but this must be used discreetly. (In the past this has taken the form of providing meeting rooms free of charge, or sponsorship of social events, for example the annual dinner).
12. A choice of at least two price categories of hotel should be offered to delegates (normally 5* and 2*/3*). Please note that delegates will take care of their own travel and/or hotel arrangements.
13. Ideally, the venue should have convenient access to an international airport (say, 75 kms or 1½ hours maximum) and other public transport.
14. Registration will be arranged exclusively by the AAE Secretariat.

The Secretariat will be pleased to advise in all matters concerning arrangements for the Annual Meeting. Please contact Monique Schuilenburg at moniques@actuary.eu.

Attached is a schematic overview of meetings.

Schematic overview of meetings

Annual Meeting, city, country, dates

Welcome coffee and morning/afternoon breaks will be arranged

Wednesday		Thursday			Friday		
Meeting room [name]		Meeting room [name]	Meeting room [name]	Meeting room [name]	Meeting room [name]	Meeting room [name]	
8:00 8:30		8:00 8:30			8:00 8:30		
8:30 9:00		8:30 9:00			8:30 9:00		
9:00 9:30		9:00 9:30	TF/WG	Social Security Subcommittee	9:00 9:30	Professionalism Committee	
9:30 10:00		9:30 10:00	TF/WG		9:30 10:00	Sustainability (ScR) WG	
10:00 10:30		10:00 10:30			10:00 10:30		
10:30 11:00		10:30 11:00		Education Committee	10:30 11:00	Professionalism Committee	
11:00 11:30		11:00 11:30			11:00 11:30	TF/WG	
11:30 12:00		11:30 12:00	Joint meeting IC-PC-RMC		11:30 12:00		
12:00 12:30	Lunch Board	12:00 12:30			12:00 12:30		
12:30 13:00		12:30 12:45	LUNCH	LUNCH	12:30 12:45	LUNCH	
13:00 13:30		12:45 13:00	LUNCH	LUNCH	12:45 13:00	LUNCH	
13:30 14:00		13:00 13:30			13:00 13:30	LUNCH	
14:00 14:30		13:30 14:00			13:30 14:00		
14:30 15:00		14:00 14:30			14:00 14:30		
15:00 15:30	AAE Board meeting	14:30 15:00			14:30 15:00		
15:30 16:00		15:00 15:30			15:00 15:30	General Assembly	
16:00 16:30		15:30 16:00	Insurance Committee	Pensions Committee	15:30 16:00		
16:30 17:00		16:00 16:30		Risk Management Committee	16:00 16:30		
17:00 17:30		16:30 17:00			16:30 17:00		
17:30 18:00		17:00 17:30			17:00 17:30		
18:00 18:30		17:30 18:00			17:30 18:00		
18:30 19:00		18:00 18:30			18:00 18:30		
19:00 19:30		18:30 19:00			18:30 19:00		
19:30 20:00		19:00 19:30			19:00 19:30		
20:00 20:30	Welcome drinks	19:30 20:00	(Gala) Dinner			19:30 20:00	
20:30 21:00		20:00 20:30				20:00 20:30	
21:00 21:30		20:30 21:00				20:30 21:00	
21:30 22:00		21:00 21:30				21:00 21:30	
		21:30 22:00				21:30 22:00	