

ARRANGEMENTS FOR SPRING MEETINGS

GUIDELINES FOR HOST ASSOCIATIONS

The Spring meetings of the Actuarial Association of Europe 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 Spring meetings 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 Spring meetings but also to offer to host Spring meetings. There is a risk that the potential cost of organising such meetings might discourage smaller associations from offering to host Spring meetings. Spring meetings should be arranged to optimise economy both for the host association and participants.

It is also important that certain business facilities are available for Spring meetings.

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

1. The Spring meetings and the associated Committee meetings normally attract approximately 100-120 delegates and accompanying persons.
2. The Spring meetings consists of the Professionalism Committee, the Insurance Committee, the Pensions Committee, Risk Management Committee, the Education Committee and the Social Security Subcommittee. Some additional working group or Task Force meetings may be planned around the Committee meetings, as well as a Joint meeting of the Insurance, Pensions and Risk Management Committees.

The meetings take place over three days (Wednesday, Thursday and Friday) depending on the number of Committee meetings and the required meeting time. On Wednesday the AAE Board will have their meeting.

The host association traditionally offers an informal dinner on Thursday evening. The host association may offer an informal welcome event including drinks and snacks on the Wednesday evening.

3. The venue chosen for the Spring meetings should be able to provide a comfortable environment to accommodate these meetings. The rooms should have appropriate

seating in U-shape style¹, and additional seating outside the U-shape style (chairs only), for the following numbers:

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
Joint Meeting ³	11:00-12:30	35	35
Education	Half day	20	10
Social Security Subcommittee ⁴	08:00-11:00	not applicable	18
Insurance	Half day	35	10
Pensions	Half day	25	10
Risk Management	Half day	30	10
Professionalism	Half day	35	10
Plenary Social Event			Total number of seats
Informal welcome	Evening	Not applicable	50-60
Informal dinner	Evening	not applicable	90-120

The seating plan for the committee meetings will be that only the official delegates will have a seat at the inner or main 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 or main table area. This will also allow us to make a more efficient use of the often limited room space.

Note that the 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 – afternoon only
- Thursday: three meeting rooms
- Friday: two meeting rooms (but depending in the chosen format, potentially only one large meeting room)

Depending on the actual demand additional meeting rooms may be necessary for meeting of sub-committees, working groups or Task Forces.

So again, please 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).

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

² Times are indicative

³ Times are indicative

⁴ Times are indicative

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 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. 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 Spring meetings.
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 an informal 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 Spring meetings. Please contact Monique Schuilenburg at moniques@actuary.eu.

Attached is a schematic overview of meetings.

Schematic overview of meetings

AAE Spring Meetings

Date

Room

8:00 8:30
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 21:30 22:00

Board meeting

Social event - networking (TBC)

Date

Room	Room	Room
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7:45

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 21:30 22:00

Joint meeting IC-PC-RMC	Education Committee	Social Security Subcommittee
Option for WG/TF		
Option for WG/TF		
LUNCH	LUNCH	LUNCH
Insurance Committee	Risk Management Committee	Pensions Committee

Dinner at (TBC)

Date

Room	Room
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Option for WG/TF	Professionalism Committee
Option for WG/TF	
Option for WG/TF	
LUNCH	LUNCH
Nominations Panel	