**Expression of Interest**

**Hosting the AAE Spring or Annual Meetings**

The Spring and Annual Meetings of the Actuarial Association of Europe represent major events in the Association’s calendar.

Any Full or Observer Member of the AAE wishing to host a Spring or Annual Meeting is welcome to express their interest, for consideration by the AAE Board of Directors.

For the organization of these meetings, the AAE has developed Guidelines, which you can find on [the AAE website](https://actuary.eu/community/hosting-aae-spring-and-annual-meetings/) under Members Only. Please make sure to log in first before accessing the link.

Type of meetings:

* **AAE Spring Meetings** are usually organized in April
Spring meetings may include a Presidents’ Meeting on Friday afternoon.
* **AAE Annual Meeting**, including the General Assembly are usually organized in October

Please complete below table:

|  |  |  |
| --- | --- | --- |
| 1. | Name of association |  |
| 2. | Country of association |  |
| 3. | Contact information: |  |
|  | Name |  |
|  | Email address |  |
|  | Phone number |  |
| 4. | Type of meeting | Spring/Annual |
| 5. | Preferred meeting dates – 1st choice*(Wed thru Friday) respecting potential national holidays and/or other events that may need to be taken into account (e.g. IAA Council & Committee Meetings)* |  |
|  | Preferred meeting dates – 2nd choice |  |
| 6. | Will the AAE meeting be held in conjunction with a special event within your association? |  |
| 7. | Proposed city and a (list of possible) event venue(s) |  |
| 8. | Initial ideas for venues of the Meet & Greet/welcome event (Wed) and the (gala) dinner (Thu). |  |

## Duties of the national association

As a local host, the national association will support:

* selecting the venue by suggesting
	+ a city and the meeting venue(s) (event facilities as well as accommodations) plus
	+ a venue for the Meet & Greet/welcome event and the (Gala) Dinner,
* by interacting with local service providers and to provide translation if necessary.

The national host will work closely together with the AAE Secretariat and will be supported by the AAE in fulfilling the duties listed above.

For further questions, please contact moniques@actuary.eu and/or annette@actuary.eu.