

REGULATIONS OF THE  
31st INTERNATIONAL CONGRESS OF ACTUARIES  
BERLIN, GERMANY – 2018

The Regulations of the Congress are to be approved by the Council of the International Actuarial Association (IAA).

**Article 1. Organisation, Date and Place of the Congress**

The 31<sup>st</sup> International Congress of Actuaries will be hosted by the Deutsche Aktuarvereinigung e.V. (DAV) in conjunction with the Council of the International Actuarial Association (IAA). It will be organised by the Deutsche Aktuar-Förderprojekte gGmbH (DAF) which has been constituted for this and other non-profit purposes of the DAV.

The Congress will take place in Berlin, Germany, from 4 to 8 June 2018.

**Article 2. Objectives of the Congress**

The objectives of the Congress are:

- To promote the strategic objectives of the International Actuarial Association.
- To promote the development of actuarial research and its applications in the professional field through the presentation of papers and discussions with a significant technical, scientific and professional content.
- To provide meaningful continuing technical and professional education opportunities for actuaries.
- To offer a forum in which to share and discuss the evolution of actuarial thought.
- To demonstrate the relevance of actuarial activity in the development of modern societies, including the so-called developing world.
- To strengthen and broaden professional and personal communication of actuaries at the international level.
- To facilitate interaction among actuaries of the world.

**Article 3. International Steering Committee**

An International Steering Committee appointed by DAV and IAA takes responsibility for the organisation of the Congress.

The International Steering Committee consists of the President of the DAV, the Chairman of the DAV International Committee, a member of the Management Board of the DAV, a representative of the IAA Executive Committee, a representative of the IAA Secretariat and the Chairman of the National Organising Committee, as well as such other persons the Steering Committee decides to appoint.

#### **Article 4. National Organising Committee**

A National Organising Committee appointed by DAV will organise and operate the Congress. The Chairman of the National Organising Committee will be appointed by the Executive Board of the DAV.

Members of the National Organising Committee are the Chairman, the Chairs of the Scientific Committees as well as the Chairs of the Budget & Finance, Public Affairs & Marketing, Sponsorship & Exhibitors, Social Programme and Logistics & Technology committees.

The National Organising Committee may appoint an Advisory Board in order to strengthen the commitment of national institutions and stakeholders of the actuarial profession.

#### **Article 5. Congress Correspondents**

The IAA Correspondent of each IAA member association will act as the Congress Correspondent and will be authorised by the International Steering Committee to act as intermediary between that Committee and the individual members of his or her association. In addition, the Congress Correspondent will stimulate interest in the Congress, and encourage participation and the submission of scientific papers.

#### **Article 6. Honorary President**

The National Organising Committee is authorised to invite, with the approval of the International Steering Committee, a person of high distinction to be the Honorary President of the Congress.

#### **Article 7. Inaugural and Closing Meetings of the Congress**

The President of the IAA and the Chairman of the National Organising Committee will open and close the Congress.

#### **Article 8. Programme and Organisation of Meetings**

The purpose of the Congress is to hold informed debates on the themes proposed by the National Organising Committee after consultation with the IAA Sections and Committees and with actuarial associations.

The organisation and the proceedings of the meetings, which may include plenary sessions and parallel sessions, will be determined by the National Organising Committee. All Congress participants may take part in the discussions in accordance with the guidelines established by the National Organising Committee.

The Congress programme will be divided in two parts, with technical sessions organised in such a manner that members with specific areas of interest can attend either half of the Congress.

The afternoons of Tuesday, 5 June 2018, and Thursday, 7 June 2018, will be reserved for networking opportunities, including social and cultural activities.

### **Article 9. Special Meetings**

Within the framework of the Congress, the International Steering Committee may arrange special meetings to cover matters of topical interest or in response to the needs of IAA Committees and IAA Sections or for other specific purposes.

Any participant or group of participants wishing to discuss a subject of special interest not included in the official programme of the Congress must give notice of the proposed subject to the National Organising Committee before January 1, 2017.

Colloquia of the various IAA Sections may be incorporated in the Congress programme. The National Organising Committee and each Section will jointly select the subjects to be discussed at a Colloquium of that Section.

Such special meetings will take place within the general framework of the Congress at the times and places determined by the National Organising Committee.

### **Article 10. Congress Languages**

The official language of the Congress is English.

Papers submitted by individual authors shall therefore be written in English. Also written materials produced, displayed or distributed by the National Organising Committee shall be written in English.

During the discussions, lecturers, presenters and panellists must speak English.

### **Article 11. Text of the Papers**

Any person wishing to submit a paper must notify the National Organising Committee of the title and abstract of the paper by July 31, 2017. Papers shall be submitted in such format and by such a date as the National Organising Committee may prescribe. The National Organising Committee is authorised to refuse a paper, in particular if it does not comply with the standards or conditions required or if it is not received within the time limit prescribed.

The IAA shall hold a full non-exclusive copyright to all papers accepted for presentation at the Congress.

### **Article 12. Participation in the Congress**

Participation in the Congress will be open to all.

### **Article 13. Registration for the Congress**

Applications are to be submitted directly to the National Organising Committee no later than the deadlines to be stipulated by the National Organising Committee. If an applicant decides to withdraw, he or she should immediately notify the National Organising Committee.

Application for participation in the Congress will imply acceptance of the Regulations of the Congress and of the IAA.

#### **Article 14. Congress Fees**

After consultation with the International Steering Committee, the National Organising Committee will set the amount of the Congress fees before distribution of provisional application forms.

Any person wishing to participate in the Congress onsite or online must include the Congress fee with his or her application.

The Congress fee comprises – depending on the participation model chosen – Congress meetings, official Congress events and / or access to electronic Congress formats to be determined by the National Organising Committee.

The Congress fee will be reimbursed if the application is not accepted. Each participant may be accompanied at all official Congress dinners, social/cultural events and Scientific Plenary sessions by accompanying persons, in which case an additional fee must be enclosed with the application.

Congress fees shall be waived for the following individuals and one accompanying person each: IAA Officers and IAA Executive Director.

#### **Article 15. Bursaries**

The IAA will have responsibility for managing and operating the bursary program whereby delegates can apply for financial support to attend the Congress, including responsibility for selecting the persons who will receive bursary support and the specific nature and amount of that support. Bursary recipients shall be entitled to participate in the same Congress events as non-bursary Congress participants.

IAA and the National Organising Committee will coordinate regarding the process of completing the Congress registration forms for bursary recipients:

Bursary support for Congress registration fees will be paid by IAA to the National Organising Committee.

Bursary support for hotel rooms will be paid by IAA to the National Organising Committee in accordance with the Congress's contractual room rate at an appropriate lower cost hotel, and the National Organising Committee will pay the hotel directly for the agreed room nights for each bursary recipient.

Bursary support for travel and other costs will be paid by the IAA to or on behalf of bursary recipients without the involvement of the National Organising Committee.

The National Organising Committee shall establish a discounted registration fee that shall be charged to the IAA for up to 120 bursary recipients, and the National Organising Committee shall waive the remainder of the Congress registration fee for these bursary recipients, absorbing this remainder within the Congress budget.

The discounted registration fee that shall be charged to the IAA for bursary recipients shall be established by the National Organising Committee and approved by the International Steering Committee with due consideration to the estimated marginal costs associated with the number of delegates receiving bursaries.

### **Article 16. IAA Council and Committee Meetings**

The National Organising Committee will collaborate with the IAA Secretariat in planning and managing the logistics of the IAA Council and Committee meetings.

The cost of one dinner for IAA Council and Committee Delegates, including any transportation costs, will be considered as expenses of the Congress, to be met out of the Congress budget. All other expenses of the IAA Council and Committee Meetings will be the responsibility of IAA and not considered as expenses of the Congress; if any such expenses (meeting space, audio/visual, food and beverage) are paid through the Congress budget, the IAA will reimburse the National Organising Committee for such expenses.

### **Article 17. Disposal of Surplus**

Any net surplus generated by the Congress, after the payment of all Congress expenses will be distributed as follows:

- 25 % of the net surplus will be transferred to the Congress Reserve Fund of the IAA;
- 25 % of the net surplus will be transferred to the IAA Special Fund for use in financing Committee and Council meetings, and in supporting the IAA's initiative to fund travel costs of delegates from developing countries to attend IAA Committee and Council meetings;
- 25 % of the net surplus will be transferred to DAF for the establishment and maintenance of a content-based electronic platform promoting actuarial knowledge and professional development for actuaries worldwide; and
- 25 % of the net surplus will be transferred to DAF as an unrestricted contribution for its programmatic activities.

However, if the net surplus generated by the Congress is less than 10.000 € in total, 100% of the net surplus will be transferred to the Congress Reserve Fund of the IAA.

Any net loss generated by the Congress will be absorbed by DAF.

### **Article 18. Final Report**

A final report on the outcome of the Congress, including financial results, will be submitted by the National Organising Committee to the IAA Council within nine (9) months following the Congress.