Expressions of Interest for Hosting an International Congress of Actuaries

The Executive Committee (EC) invites expressions of interest to host the 32nd International Congress of Actuaries (ICA) that will take place in 2022.

The ICA attracts on average 1500+ attendees from around the world and has typically rotated across regions of the world (Canada/United States, Europe, Rest of the World). Congresses shall be/have been hosted in the following locations: Berlin, Germany (2018); Washington, United States (2014); Cape Town, South Africa (2010); Paris, France (2006); Cancun, Mexico (2002). The full list of past ICA can be consulted on the IAA Website.

The host association will be responsible for all aspects of the congress. The budget revenue will be generated from delegate registrations, exhibition sales and sponsorship. There will be no funding from the IAA except with regards to providing bursaries for eligible individuals from developing countries.

Key Dates and Outline of the Selection Process

- **Stage 1 (May 1, 2013):** Letters expressing interest are submitted to the IAA Secretariat. *Submissions must include the required information as outlined in this document.*

- **Stage 2 (August 15, 2013):** Final proposals are submitted to the IAA Secretariat. *Submissions must include the required information as outlined in this document. All submissions will be reviewed by the Secretariat for completeness.*

- **Stage 3 (September 5, 2013):** Submissions that meet the criteria are considered by the Executive Committee (EC) and a short-list of candidates is established.

- **Stage 4 (September 9, 2013):** EC advises all candidates of their decision for the short-list.

- **Stage 5 (October 13, 2013):** Short-listed candidates make a presentation to EC meeting in Singapore.

- **Stage 6 (January 27, 2014):** EC submits final recommendation to Council for approval at meeting in Washington, USA in March 2014.
STAGE 1 – EXPRESSION OF INTEREST REQUIREMENTS

Associations interested in hosting an ICA should send a formal Expression of Interest letter by **May 1, 2013** to the IAA Secretariat for the attention of Christian Levac at christian.levac@actuaries.org. **Please include in the email subject field “ICA 2022 Expression of Interest”**.

This letter must be signed by the President or the Chairman of the prospective host association and should clearly state the association’s interest in being the host for ICA 2022.

Prospective host associations shall include in their Expression of Interest all information that they deem relevant, including (but not limited to) the following:

- a. The full name of the association
- b. Proposed dates and location, including possible alternatives
- c. Names of proposed convention and destination venues, indicating any previous experience in working with these venues

*Participation in the Congress must be entirely free from restrictions of gender, race, nationality, social class, religion, ethnicity or any other demographic categories. Therefore, sites that do not allow individuals from one or more demographic categories to participate will be excluded from consideration.*

STAGE 2 – PROPOSAL REQUIREMENTS

After sending an Expression of Interest letter, the proposing association must submit a written proposal by **August 15, 2013**, which must include the following:

- a. Name and overview of association.
- b. Proposed theme and objectives.
- c. Proposed Congress Chair and Scientific Committee Chair (with information about his/her qualifications for filling these important roles).
- d. Proposed program schedule (the ICA 2014 [program schedule](#) can be consulted as a model).
- e. Letters of support (e.g. Convention bureaus, City, Government, etc.).
- f. Proposed budget, including plans for registration fees and sponsorship.
- g. Commitment to host the IAA Council and Committee meetings, and the Official IAA Dinner.
- h. Commitment to cover expenses of IAA Officers and Executive Director to attend the Congress.
- i. Proposed date and city (with supporting rationale for their selection).
- j. Proposed ICA venue (convention centre).
- k. Proposed accommodations for attendees (including distance from proposed venue, available means of transportation to reach venue, and the range of per-night costs for accommodations).
- l. Estimated travel costs and means of transportation from major world cities such as New York City, São Paulo, London, Paris, Cape Town, New Delhi, Tokyo, Beijing, Sydney, etc.
- m. Proposed social events and pre/post Congress tours.
- n. Advantages of the proposal (describe why the IAA should select your proposal).