Expressions of Interest for Hosting an International Congress of Actuaries

Date Issued: 1 March 2023

The Executive Committee (EC) invites expressions of interest to host the 34th International Congress of Actuaries (ICA) that will take place in 2029.

The ICA attracts on average 1500+ attendees, largely driven by local involvement, but also including participants from around the world. The Congress has typically rotated across regions of the world (Canada/United States, Europe, Africa/Latin America/Oceania/Asia). The following list includes the latest locations: Tokyo, Japan (2026); Sydney, Australia (2023); Berlin, Germany (2018); Washington, USA (2014); Cape Town, South Africa (2010); Paris, France (2006); Cancun, Mexico (2002), Birmingham, UK (1998). The full list of past ICA is featured 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 (1 May 2023):** Deadline to submit formal Expression of Interest letter to the IAA Secretariat.  
  *Submissions must include the required information as outlined in this document. The IAA Secretariat will confirm receipt of the letter.*

- **Stage 2 (15 September 2023):** 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 IAA Secretariat for completeness.*

- **Stage 3 (October 2023):** Submissions that meet the criteria are considered by the EC and a short-list of candidates is established. Contingent on the volume of proposals, the EC reserves the right to appoint a task force to evaluate the proposals. EC advises all candidates of their decision for the short-list.

- **Stage 4 (18 November 2023):** Short-listed candidates make a presentation to EC meeting in Lisbon, Portugal.

- **Stage 5 (January 2024):** EC submits final recommendation to Council for approval.
STAGE 1 – EXPRESSION OF INTEREST REQUIREMENTS

Associations interested in hosting the ICA should send a formal Expression of Interest letter by email no later than 1 May 2023 to Christian Levac at christian.levac@actuaries.org. Please indicate “ICA 2029 Expression of Interest” in the email subject field.

This letter must be signed by the President or Chair of the prospective host association and should clearly state the association’s interest in being the host for ICA 2029.

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

a. The full name of the association.
b. Proposed dates and location, including possible alternatives.
c. Commitment by the association for the financial viability of the Congress, and for any loss that might ensue.

Following receipt of this letter, the Secretariat will provide applicants with the Evaluation Criteria for Proposals document, that the Executive Committee will use to evaluate the proposals.

Participation in the Congress must be entirely free from restrictions of gender, race, nationality, social class, religion, ethnicity, or any other demographic category. 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 15 September 2023 to Christian Levac at christian.levac@actuaries.org. Submissions should be no longer than 50 pages, with additional supporting materials included in appendices (e.g. Letters of Support).

Please indicate “ICA 2029 Proposal” in the email subject field.

The proposal must include the following items, as outlined in the Evaluation Criteria for Proposals:

a) Name and overview of your association, including its involvement in the work of the IAA and past experience in organizing large events.
b) Proposed theme and objectives.
c) Proposed Congress Chair and, if known, the Scientific Committee Chair (with information about his/her qualifications for filling these important roles).
d) Proposed date and city (with supporting rationale for their selection).
e) Proposed venue (convention centre).
f) Proposed overview of the program, including commitment to support hybrid/virtual participation.
g) Proposed budget, including plans for registration fees and sponsorship.
h) Proposed overview of the marketing plan.
i) Letters of support (e.g. Convention bureaus, City, Government, etc.).
j) Commitment to cover expenses of the Official IAA Dinner to be held in conjunction with the IAA Council and Committee meetings held prior to the Congress. Note: Costs related to the Council and Committee meetings are borne by the IAA.

k) Commitment to cover expenses for the following individuals to attend the Congress:
   - President and Executive Director (plus one guest each): registration fees and hotel accommodations;
   - President-elect and Immediate Past President (plus one guest each): registration fees; and
   - Executive Committee liaison to the Organizing Committee and three Secretariat staff members: registration fees.

l) 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).

m) Estimated travel costs and means of transportation from major international cities such as Toronto, New York City, São Paulo, London, Frankfurt, Cape Town, New Delhi, Tokyo, Beijing, Sydney, etc.

n) Proposed social events and, optionally, pre/post Congress tours.

o) Advantages of the proposal (describe why the IAA should select your proposal).

What you submit in your proposal and in your presentation to EC (Stage 4, for short-listed organizations) is expected to be retained in the implementation phase. Significant deviations from the original proposal must be submitted for review to the Executive Committee (EC).

Further information about Stages 3 to 5 will be provided to short-listed organizations in due time.

**AFTER APPROVAL OF THE PROPOSAL**

The ICA 2029 host organization will be required to be present at ICA 2026 in Tokyo to host an exhibition booth. This serves as the first marketing phase to promote the congress. In addition, the closing event of ICA 2026 will include a handover ceremony from the current host to the next.

The ICA 2029 host organization and the IAA will establish binding Regulations which will define their joint involvement in ICA 2029. These Regulations will be prepared collaboratively, then reviewed by the Executive Committee and submitted to Council for approval.