

European actuarial academy

an initiative of the 'Deutsche Aktuarvereinigung', the Dutch 'Actuariel Genootschap',
the 'Schweizerische Aktuarvereinigung' and the 'Aktuarvereinigung Österreichs'

Guidelines for EAA- Seminars





- EAA regularly organises successful seminars for further education since 2002.
„It is the vision of EAA to develop a modern training and further education programme for actuaries. Special consideration will be given to the requirements in the “Central Eastern European” (CEE) countries and the CIS states....”
(statues of EAA)
- On invitation of your actuarial association, EAA will be happy to hold one of the next seminars in your country!



- EAA asks for hotel offers and appreciates the local association's help in search for and negotiations with the hotel if needed (on demand).
- Representatives of EAA travel to the destination and choose the hotel together with the local association.
- The contract with the hotel is signed by EAA.





- The topic of the seminar is chosen in co-operation by EAA and the local actuarial association.
- EAA will provide speakers, but local guest-speakers are welcome.
- The format of the seminar is 2,5 days.
- The seminar includes a welcome reception, formal dinner and social event.





- EAA will
 - send out the announcement
 - organise registration
 - organise general administration and billing
 - correspond with the hotel, speakers and participants
- Please advertise the seminar via
 - the website of your actuarial association,
 - via e-mails to the members and students in actuarial education or other persons who might be interested in the seminars,
 - during (committee) meetings of the actuarial associations,
 - in actuarial journals.

If a participant needs a visa, please issue a letter of invitation (on demand).





- Please recruit national sponsors for the seminar. EAA offers three sponsorship packages



3,500 €

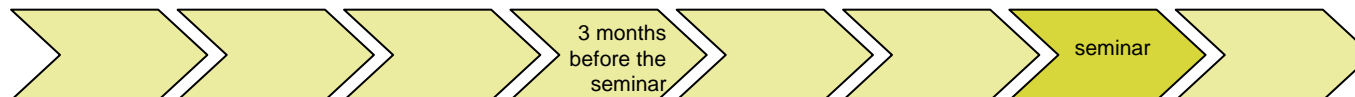


2,500 €



1,000 €

- Please find details in our sponsorship flyer.





- The local actuarial association organises the formal dinner:
 - restaurant: EAA's tables all in one room
 - arrange busses if transport is needed, start (at 7 o'clock) from and return to hotel
 - mix participants by drawing numbers, for social networking
 - 3-course dinner/buffet with different main courses (meat and fish)
 - 3 glasses of wine/juice per person, additional water
 - entertainment: e.g. music, dance, ...
 - last change in number of participants: 3 days before dinner
 - max. total budget: 45 € per person incl. taxes





- Please arrange the social event:
 - sightseeing tour or social/cultural event via bus/on foot in English, start (at 7 o'clock) from and return to hotel
 - max. groups of 25 - 30 persons
 - at the end or in between: finger-food snacks and min. 2 drinks per person
 - last change in number of participants: 3 days before event
 - max. total budget: 25 € per person incl. taxes





- Please organise a professional photographer. He should be present at:
 - welcome reception
 - start and end of seminar
 - during one speech of each lecturer
 - one workshop
 - one coffee break
 - formal dinner and social event (partial)
- Delivery
 - 2 copies of CDs/DVDs, doubles already deleted
 - dark pictures lightened up
- Payment
 - max. budget 400 € incl. taxes





Chairperson and Participants Free of Charge

- Two participants named by the local association are free of charge. Please let us have their names, full addresses and e-mail one month before the seminar.
- All additional participants from the local actuarial association pay the regular seminar fee. They register via our website.
- One of the two persons free of charge serves as a chairperson during the seminar.





- During the seminar, the two participants free of charge offer organisational support during registration etc.
- The duties of the chairperson are to:
 - greet the participants at the welcome reception
 - open the seminar on each day
 - close the seminar on each day





- EAA will pay via bank transfer on invoice after the seminar. Please arrange all invoices (restaurant, guide sightseeing, busses, copy shop, photographer) as following:
 - addressed to EAA
 - in English
 - stating the exact service and date
 - net and gross amounts and VAT explicitly mentioned
 - mentioning an invoice number
 - giving IBAN- and Swift-codes as well as bank details





- EAA will remunerate the local actuarial association with
 - 50 € for each local participant
 - 10 % of the sponsoring amount of local companies
- The remuneration is not applicable for no-shows or non-payments.
- EAA will pay the total sum via bank transfer after the seminar.



Thank you!

European actuarial academy
developing actuaries



Thank you very much for your support. We are looking forward to our co-operation and to another successful seminar!