

Conference Committee – Terms of Reference

Purpose

- Organise the NZSA's biennial conference.

Scope

- Recommend venue to the Council for approval.
- Engage the services of a conference manager.
- Arrange programme including speakers and social events.
- Manage the conference budget with an objective to break even.
- Promote the conference within the Society and wider Actuarial audience.
- Organise registration process.

Council Approval

Council requests that the following items are submitted to Council for approval:

- Location/venue of conference
- Dates for the conference
- Budget, including delegate fees

Council Reporting

Council requests that the following items are provided to Council as part of the routine reporting:

- Theme/branding of the Conference
- Invited plenary speakers
- Planned social events
- Sponsors

Other Information

- The NZSA AGM takes place at the conference. It has been found in the past that having the AGM at the start of the conference is more effective than at the end.
- In the past, certain days of the week for the conference have been tested. It has generally been found that Sunday – Wednesday has been the best at maximising delegate numbers. While this is not mandated for the committee, it is recommended.
- The conference has traditionally alternated between the North Island and South Island. Venues away from the main centres has led to the more successful conferences. With the numbers of delegates the conference attracts, there is a limit on the facility sizes in some locations which restricts where the conference can be held.
- The Council lead liaises with the Conference Committee to ensure the conference aligns with the strategic objectives of the Society.