***NOTE: Please supply as much information as possible to assist us in making all the necessary logistical arrangements and ensuring your event requirements are met.***

1. **Event Logistics:** *(All fields marked with an asterisk are mandatory)*

|  |  |  |  |
| --- | --- | --- | --- |
| \*[**Choice of Event Date(s):**](https://web.actuaries.ie/event-availability-calendar)  *(Please refer to* [*online Calendar*](https://web.actuaries.ie/event-availability-calendar) *for availability. Where possible, please provide more than one date).* |  | | |
| **\*Requested from (Committee):**  **\*Committee Contact:** |  | | |
| **\*Title of Event:**  (Supply a working title, if necessary) |  | | |
| **Short Description of Event or Agenda:**  (For posting to website) |  | | |
| **Speaker(s):**  **Short Bio for Speaker(s):** |  | | |
| **\*Event format:** | Presentation followed by Q&A session  Panel Discussion  Group discussion / Workshop (breakout rooms required)  Boardroom  Other *(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
| **\*Timing:** | Preferred Start time:  Preferred Finish time: | | |
| **\*Attendees:** | **Would this event be of interest to a non-actuarial audience?**  *(i.e. should the event be open to non-members of the Society of Actuaries in Ireland)?*  YES  | NO | | |
| **\*Venue:** | **What size room is required?**  *As standard, the Society will book a meeting space that can accommodate approx. 120 attendees in theatre style. If you feel your event would need a larger or smaller room than this, please indicate your estimated number of attendees here.*  *Estimated number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **What room layout is required?**  Theatre Style  Cabaret Style  Classroom Style  Boardroom Style  *Please see the* [*style guide*](https://web.actuaries.ie/sites/default/files/2019-09/Seating_Style_Guide.pdf) *for reference*  **Is more than one room required (e.g. for breakout or parallel sessions)?**  YES  NO  **If yes, how many extra rooms are required?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Targeted Audience:**  (Is this event only open to a particular group?) | Chief Risk Officers  INEDs (Directors’ Interest Group)  Heads of Actuarial Function (Life)  Heads of Actuarial Function (Non-Life) | Heads of Actuarial Function (Life & Non-Life)  PRSA Actuaries  Scheme Actuaries  Students  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Relevant Practice Area(s):** | Aviation Finance  Banking  Cross-Practice  Data Analytics  Demography  Enterprise Risk Management  Finance & Investment  Healthcare  Life | | Life Reinsurance  Non-Life  Non-Life Reinsurance  Pensions  PRSA  Wider Fields  Other *(please specify)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Event Badging:**  *(note: hover over each option for the definition)* | **Does this event fall under any of the categories for lifelong learning?**  [Deep Dive](file:///C:/Users/sheila.normanly/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2Z6878OX/CPD%20Event%20Booking%20Request%20Form%20-%20DRAFT.docx)  *This is an event that aims to create a more in-depth technical understanding of a topic*  [Personal Development](file:///C:/Users/sheila.normanly/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2Z6878OX/CPD%20Event%20Booking%20Request%20Form%20-%20DRAFT.docx)  *This is an event which aids members with their professional growth and development at different career stages*  [Professionalism Training](file:///C:/Users/sheila.normanly/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2Z6878OX/CPD%20Event%20Booking%20Request%20Form%20-%20DRAFT.docx)  *This is an event which enhances understanding of professional obligations and ethical dilemmas*  **Is this event suitable for LIA and IOB accreditation?**  [LIA](https://www.lia.ie/)  [Institute of Banking](https://iob.ie/) | | |
| **SAI Competency Framework:** | The SAI Competency Framework was developed to support members in the identification of their learning and developmental needs.  Please indicate below which competencies will be covered in this presentation so that we can highlight them when promoting this event.  We will also develop a Competency Wheel slide to include in the Chairman’s opening remarks.  Please tick the relevant competencies from the list below:   |  |  |  | | --- | --- | --- | | Skills:  Data analysis  Modelling  Solution design  Communication  Risk management | Attributes:  Accountability  Collaboration  Resilience  Judgement  Professionalism | Knowledge  Industry issues  Regulatory matter  Actuarial standards  Functional expertise  Commercial awareness | | | |

1. **Technical Consents:**

|  |  |
| --- | --- |
| **AV equipment:** | **As standard, the Society provides the following Audio and Visual equipment for each event:**  Screen | Projector | Laptop | Microphones (podium and lapel mics) | Clicker with laser pointer  If any other AV equipment is required for your event, please list it here so that we can request it in advance.  Any other AV required:  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

1. **Please list any other relevant information relating to your event here.**

|  |
| --- |
|  |

**Please email a copy of your completed form to** [**events@actuaries.ie**](mailto:events@actuaries.ie)

**Society of Actuaries in Ireland**

**75 Merrion Square South**

**Dublin 2, D02 KP92, Ireland**

**Phone: 01 634 0020**