***We plan to continue running most events virtually. However, if there is a particular event that you think should be run as an in-person event, please let us know and we can discuss logistics with you. Please*** [***click here***](https://web.actuaries.ie/sites/default/files/2022-08/SAI%20User%20Guide%20for%20Zoom%20webinars%20-%20Presenters_50th%20logo.pdf) ***to read the process document on how SAI webinars are organised and run. 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)*

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| --- | --- |
| \*[**Choice of Event Date(s):**](https://web.actuaries.ie/event-availability-calendar)*(Please refer to the online 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):** |  |
| **\* Chair for event** (if known): |  |
| **\*Event format:** | [ ]  Presentation followed by Q&A session [ ]  Panel Discussion[ ]  Group discussion / Work shop (breakout rooms required)[ ]  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 [ ]   |
| **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:** | **Does this event fall under any of the categories for lifelong learning?**[ ]  [Deep Dive](file:///C%3A/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%3A/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%3A/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/)  |

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| **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 |

 |
| **Is this event suitable for recording?***We will require consent from all speakers before the event* | YES [ ]  | NO [ ]  |

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

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|  |

**Please email a copy of your completed form to** **events@actuaries.ie**

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