



12th Global Conference of ACTUARIES



Rules for submitting paper / presentation for 12th GCA:-

1. The papers/ presentations to be contributed for the GCA may preferable be related to the theme of the GCA, but papers presentations on other issues of contemporary interest to the actuaries and finance professionals are welcome.
2. Papers should normally not exceed 15 sheets of A4 size in length, however, relevance and quality of paper would weigh over the size constraint.
3. The details of the paper format would be as follows:
 - i) Page setup: Top margin: 1.00 ; Bottom margin: 1.00; Left margin: 0.75; Right margin: 0.75
 - ii) Paper size: (A4) as mentioned above
 - iii) Font type : Times New Roman, Line spacing 1.5
 - iv) Font size : Subject heading - 14 in bold with upper case
Author name - 11 in Title case
Paragraph Heading - 12 in bold with Title case
Subject - 11 in Title case
 - v) Header : 12th Global conference of Actuaries
 - vi) Other requirements :
 - a) Formulae used in the papers should preferably in Math Type
 - b) Diagrams / PPT / Graphs be with white background as those are to be printed in black and white
- 4 Only one paper / presentation shall be accepted from a participant. If there are more than one author for a paper/presentation, all the authors would be considered as having contributed a paper/presentation for the GCA and no other paper/presentation will be accepted from them for the 12th GCA.
- 5 Papers / presentations shall be in English as all the proceedings at the GCA will be in English.
- 6 A paper / presentation shall not attempt to project the employer of the author/s. However, name and logo of the employer can be used on PP presentation templates.
- 7 References, if any, may be mentioned at the end of the paper. Super-script numerals may be used inside the paper to notify references. The references mentioned at the end of the paper may be as per the following standards:
 - For books : Author/s , title of the book, publisher, year of publication and place of publication
 - Papers published in Journals: Author/s, title of the article / paper, Journal name and volume number and year of publication.
- 8 It would be the responsibility of the author/s to obtain permission for reproduction of material, tables, figures or graphs previously published with copyright restrictions.



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- 9 The paper/presentation should not have been presented earlier at any conference/seminar or printed in any publication.
 - 10 Papers shall have "Executive Summary" not exceeding one A4 size sheet at the beginning of the paper.
 - 11 Brief CV of the author/s of the papers / presentations be given at the end of the paper and separately in respect of presentations.
 - 12 The authors must send their "Expression of Intention" to contribute paper / presentation for the GCA to the Institute of Actuaries of India (IAI) latest by December 10, 2009.
 - 13 The papers / presentations for the GCA, complete in all respects, must reach the IAI latest by January 10, 2010. No paper / presentation received by the IAI after January 10, 2010 will be considered.
 - 14 The final decision of selecting paper / presentation for presentation at the GCA or for publication in the GCA souvenir shall rest with IAI. The decision of the IAI in this regard will be communicated to the authors in advance.
 - 15 The papers in MS Word format / presentations shall be mailed to the Institute