

**22<sup>nd</sup> India Fellowship Seminar Instruction document,  
18 – 19 December, 2014**

## **Instructions to participants seeking Fellowship**

### **A The Case Studies:**

- 1) Every Case Study & presentation will have a designated Key Presenter who will be assisted, in the presentation, by at least one more participant and together they will constitute a Group.
- 2) Each Group will have a designated Guide out of participants in the programme. The entire responsibility for preparation of the presentation / Paper is that of the participants and the dependence on the Guide should be minimal. However the final presentation/Paper has to be cleared by the Guide. The Guides are advised that they should not clear the presentation/Paper if it does not adhere to these instructions.
- 3) Presentations will have to be by PowerPoint.
- 4) The Key Presenter of the case study would present the situation of the case study, highlighting key aspects. The 2nd and 3rd presenters would give their interpretation and discuss key issues/challenges/dilemmas faced by the concerned actuary arising out of professionalism, ethical, conflict of interest issues. If any alternative view point/s are possible, they should also be presented. The Key Presenter will give a brief summary of the issues emerging.
- 5) The case study should be considered within the context as set out in the case study. Participants should not make additional assumptions that limit the scope of the case study.
- 6) Effort should be made, wherever possible, to highlight issues in the context of the Indian market and profession. However, where a case study is particular to a non-Indian market, the case study should be addressed primarily in that context, and additional comment should be made on how the issues would differ in an Indian context. The presentation should make it clear whether the particular issue/s dealt with, are in the Indian or non-Indian context.
- 7) The case study analysis should draw from and make references to the Professional Conduct Standard of the Institute.
- 8) Presentations are to be concluded strictly within the time frame provided. The Chair should keep a close watch on this. However, it is the professional responsibility of the participants to ensure that the amount of material they have included in their presentation is consistent with the time allotted. Adequate preparation should go into rehearsing by the Group whether the material would adequately cover the Case Study within the time allotted.
- 9) The participants seeking Fellowship will be evaluated by PEC members attending the Seminar and their collective decision will be final whether the participant has been successful or not. While one of the candidates in a group may be designated as the “Key presenter” to facilitate the presentation and discussions, all candidates are expected to participate fully in both the case study and the subject specific presentation as they carry equal weightage in the assessment.
- 10) Papers where ever mentioned and the PowerPoint presentations should reach Binita Rautela ([Binita@actuariesindia.org](mailto:Binita@actuariesindia.org)) latest by **10<sup>th</sup> December, 2014**.

## **B The Subject Specific Projects:**

- 1) It is required that the presentation should be by PowerPoint and preferably should be accompanied by a paper. However it is not compulsory to prepare a paper along-with the Power Point.
- 2) The length of the paper is not limited, but the depth of the content and its brevity of presentation should decide the length.
- 3) Each such Subject has to be handled by a Group of at least two student participants and the PowerPoint/Paper will have to be cleared by the designated Guide. As pointed out above in the case of the Case Study, the dependence on the Guide should be minimal.
- 4) Participants are strongly reminded that their presentation should be limited to the specific subject allotted. Those participants seeking Fellowship will be assessed on the extent to which the material they present is relevant to the allotted topic.

**C. All Sessions are mandatory and have to be attended by all the participants seeking Fellowship and by those seeking CPD credit. Those seeking Fellowship are particularly reminded that they will be assessed not only on the Case Studies and Subject Specific Projects that they present, but also on the quality of their contribution to the discussions throughout the Seminar.**