

ARIA – APRIA – EGRIE – Geneva Association 2nd Meeting of the Organisation Committee of the World Risk and Insurance Economics Congress

8 December 2003

FFSA, 26, Bd Haussmann, FR-75009 Paris

as of 11 December 2003

Present:

- ARIA: Jim Carson and Harold Skipper
- APRIA: Jean Kwon
- EGRIE: Christian Gollier
- Geneva Association: Christophe Courbage and Patrick Liedtke

1. Welcome and Modification/Approval of the Proposed Agenda

Patrick Liedtke welcomed everyone to this 2nd meeting of the Organisation Committee of the World Risk and Insurance Economics Congress. Christophe Courbage was asked to prepare the minutes of this meeting, charge that he kindly accepted.

The attending committee members unanimously approved the proposed agenda, as well as the minutes of the intermediate meeting held in Denver on 10 August 2003.

2. Local organization

Hotel arrangements

Jim Carson made a short presentation of the logistical elements already in place for 2005 in Salt Lake City. A number of rooms are blocked for the event. ARIA has already reserved 7 seminar rooms for 50 and 100 persons as well as a large meeting room for a maximum of 350 attendees. ARIA also blocked 900 room-nights at the price of \$135. It was decided to reduce that figure to 500 rooms-nights in line with previous discussions and the original reservation.

A large room for a maximum capacity of 350 persons is reserved for receptions on Sunday, Monday, Tuesday and Wednesday evenings. At the moment nothing has been booked for the dinners, but the hotel would be ready to accommodate the delegates.

Arrangements have been made for breakfasts and lunches for the period of the congress (for more details see ARIA internal plans – Jim Carson). ~~The contact person for the conference hotel at Salt Lake City is Greg Merrill.~~ Craig Merrill will be asked (by Jim Carson) to examine the facilities at the conference hotel in Salt Lake City.

As financial commitments were discussed, the attendees' committee members felt it would be important to discuss the liabilities of each organization with respect to the potential benefits or losses that may result from the organisation of the WRIEC. It was decided to share the responsibilities as follows: 1/2 ARIA, 1/6 APRIA, 1/6 EGRIE and 1/6 The Geneva Association.

Jim Carson also said it would be necessary to make a deposit to secure hotel rooms, receptions, lunches, breakfasts and so on at the hotel. Patrick Liedtke agreed to make a deposit of CHF15'000 on behalf of The Geneva Association. He emphasised that this amount would also correspond to the total financial contribution of The Geneva Association as a sponsoring organisation of this event. Then it was decided to create a separate bank account for the WRIEC on which all-financial operations and transactions linked to the organisation of the congress should be done.

Social parts of the programme

Harold Skipper made a short presentation on the possible social activities that could be organised so as to facilitate networking amongst participants. He proposed the following: field event (including for example games, shooting, hiking, drinks, and snacks), "Mascot exchange", Karaoke, Round table discussion, Theme night (sport/game night, casino night, beach jam night, or mystery night), Olympic Park City related events.

He also asked the participants to suggest some other ideas. Patrick Liedtke proposed to develop grandfathering (i.e. newcomers being assigned a chaperon to facilitate direct contact). He also suggested organising lunch/dinner with fix but random seating (i.e. you draw a number so as to be seated randomly at table). Christophe Courbage suggested it would be interesting to organise an activity linked to the Mormon culture.

After lengthy discussion, it was decided that the social ex-programme activities, like the Olympic site or Mormon culture, should be outsourced.

It was also decided that Tuesday would be the most suitable evening to organise a social evening. Finally it was decided to outsource the activities devoted to partners. Harold Skipper was given responsibility for summarising the proposals for the social activities and for emailing them later to the Organisation Committee members.

The Organisation Committee members thought that it would be important to have an attractive Thursday programme to ensure that conference participants would not leave earlier and would participate in the morning sessions. After some discussion, the members decided to change the Thursday programme and suggested having only two concurrent sessions the morning with no lunch after. It was agreed that the basic meeting structure should be as follows.

	07.08.05	08.08.05	09.08.05	10.08.05	11.08.05
	Day 0	Day 1	Day 2	Day 3	Day 4
AM 1		Plenary	Concurrent	Concurrent	Concurrent
AM 2		Plenary	Concurrent	Concurrent	Concurrent
PM 1		Partial Plenary	Concurrent	Concurrent	
PM 2		Partial Plenary	Plenary	Plenary	
EVENING	Welcome dinner	Dinner	Reception	Reception/Dinner	

3. Call for papers

The Organisation Committee members unanimously thanked Jean Kwon for the high quality call for papers as well as the WRIEC web site he set-up.

Regarding the call for papers, some changes were requested. In particular, it was agreed that the proposals should be sent in PDF format and not MS word. Some modifications were also asked regarding the time frame: deadline for submission of proposal: 5 January 2005; notification of papers accepted: 1 April 2005; deadline for full paper submission: 1 July 2005.

Others changes were asked for such as e-mail addresses, specification of the host organisation, the order in which organisations are listed and presented (first ARIA as host, then APRIA, EGRIE and The Geneva Association).

Finally, the Organisation Committee members discussed when and how to give the \$500 travel financial aid. It was decided to give the money in cash during the congress registration.

Jean Kwon said he would integrate the modifications of the call for papers as soon as possible and send the new version to all Organisation Committee members for further comments.

4. Scientific Committee

The Organisation Committee members stressed that the chairman of the APRIA Scientific Committee has not been appointed and should be designated very soon.

They also discussed possible incentives to encourage communication between the three regional Scientific Committees. It was decided that the three regional Scientific Committees should report on their selection procedure to the Organisation Committee before August 2004.

The Organisation Committee members enumerated the key points they wanted the regional Scientific Committees to be informed about. These key points are:

- Regarding concurrent sessions: the deadline for proposal submission, the procedure to deal with multiple submissions, process for reviewing papers, notification to authors and Organisation Committee members, topic grouping of concurrent sessions, full papers to be put on the website, mix-up of regional Scientific Committee acceptance papers in sessions.

- Regarding plenary sessions: how to organise them, the deadline for speakers, finding speakers and topics.

The Organisation Committee members thought it would be important to provide guidance to the Scientific Committee regarding the number of papers accepted. It was decided that the maximum number of papers to be accepted would be 180. If the Scientific Committee wanted more, they should notify the Organisation Committee. No minimum threshold was fixed so as to ensure high-quality procedure.

The Organisation Committee members encouraged the Scientific Committee to make available a report of their progress by July 1 2004.

Finally the Organisation Committee members felt it was important to have a label on the final programme informing which regional Scientific Committee had accepted the paper. It was also said that the WRIEC ~~general~~ Scientific Committee and not the regional ones would notify papers acceptance.

5. First day of the Conference

It was decided to deal with this subject at a later date, namely the end of January.

6. Financial issues

Harold Skipper, Chief Financial Officer of the WRIEC, made a short presentation on financial issues. He said that it would be important to have a small number of contributors for the social events. He stressed that Patrick Liedtke might be the anchorperson to make contacts so as to find institutions to sponsor the congress. Patrick Liedtke said that it would be very important to have ready an information package by early next year to propose to potential sponsors. Jean Kwon is currently working on this package based on APRIA ones.

It was decided that during the forthcoming general assembly of The Geneva Association in Madrid, Patrick Liedtke and Harold Skipper would use Jean Kwon's information proposal package to approach Geneva Association's members so as to propose them to sponsor the congress.

Finally, it was decided to create a list of organisations potentially interested in sponsoring the congress that the Organisation Committee could contact.

7. Information and marketing

Journals

Once the final version of the call for papers is ready, it was agreed that it would be sent to all main journals and publications linked to risk and insurance economics.

Database creation

In a past meeting, Patrick Liedtke had said that The Geneva Association would be ready to handle this task. Yet, in the meantime and due to internal changes at The Geneva Association budget and different priorities, it was no longer practical to do so. The point was then kept for later.

Further activities, marketing campaign

Jean Kwon stressed that it would be a good thing to have a common letterhead with the four logos of the organisations. He also said that it would be important to have a catch phrase or/and a common logo for WRIEC. The Organisation Committee members discussed the point but no precise outcome was decided. Jean Kwon and Harold Skipper offered to come up with ideas for a logo and will share them with the other Organisation Committee members.

The Organisation Committee members also discussed publishing the conference proceedings or editing a special publication of the conference papers. The Organisation Committee members stressed that it would be nice to have a tangible outcome of the conference in the form of a publication. The discussion went on the form this publication could take, the incentives for authors, copyright issues and so on. It was decided to take a decision on this issue at a later occasion.

8. Others

The Organisation Committee agreed to meet at the next ARIA conference in Chicago (from 8-11.8.04) and organize conference calls in the meantime if necessary..

It was agreed that Christophe Courbage should draw up the minutes of this meeting and circulate them in their draft version to all Organisation Committee members for comments before making them available on the WRIEC web site.

The meeting ended at 8.00 pm and Patrick Liedtke thanked everybody who had attended this very useful and productive 2nd meeting of the WRIEC Organisation Committee.