



Actuaries  
Institute.

# 2025 Actuarial Hackathon

## Participation Guidelines for Volunteers

Thank you for choosing to participate in the Actuarial Hackathon. The purpose of the Actuarial Hackathon is to empower volunteer actuaries to use their skills to make a positive impact on society by contributing to a data-related project for a not-for-profit organisation (NFP). To ensure we get the best outcome for the volunteers and NFPs we are working with, we have put together a summary of guidelines for your reference.

### Key dates

|            |   |
|------------|---|
| 16 May     | Team allocations finalised  |
| W/c 19 May | Volunteers provided with problem and contact details distributed            |
| 2 June     | Signed non-disclosure agreements returned and data sent to volunteers       |
| W/c 9 June | <b>Hackathon commences with a Meet and Greet</b> connecting you to your NFP |
| 7 July     | Midway checkpoint meeting with NFP  |
| 25 July    | Draft results provided to NFP for feedback                                  |
| 1 August   | Final results provided & Showcase presentation due                          |
| 5 August   | Hackathon Showcase: Volunteer team presentations and Q&A.                   |

The Showcase provides an opportunity for teams to present their solution and hear about other NFP challenges and solutions. This event will be in person at the Actuaries Institute in Sydney (although if you are not able to attend in person, a link will be provided for virtual attendance).

### Additional information

- Unlike traditional hackathons, this event is not a competition. However, the spirit of this event is to provide the best possible outcome for the NFP and for you to have fun doing it. Modest incentive prizes will be awarded. In the past, prizes were awarded for:

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- Best dressed team
  - Most unique presentation
  - Team with the best pun/joke
  - Individual showing the best communication skills
  - Award for individual showing the largest contribution
- Prior to the Hackathon's commencement, an organising committee member has reviewed the scope of the problem and any data provided by the NFP to ensure the task is achievable. We have allocated teams to match the required skill sets, location, and availability of the volunteers to the charity and nature of the problem.
  - A non-disclosure form will be signed by each team member and returned to the NFP before the start of the Hackathon. Any data you will be provided with has been appropriately de-identified in accordance with the NFP's Privacy Policy.
  - The NFP will also sign an agreement declaring that:
    - The output of any work produced by the team members can only be used for the permitted purpose(s) stated in the scoping document. Any use outside of the scope must be agreed upon by the team members;
    - Volunteer team members are not liable for any loss or damages caused by any consequential use of the analysis or findings from the above work; and
    - Any Intellectual Property that is created by the team members is owned by the team members unless stated otherwise in the terms and conditions outlined on your project scope.
  - You will be expected to attend an initial (virtual) meeting with your allocated NFP at the start of the Hackathon period to talk through the details of your project and agree on expectations.
  - You will also be expected to attend a (virtual) midway check-in with your NFP to discuss draft results and address any concerns or feedback.
  - A Hackathon organising committee member will be monitoring and checking in with the progress of the team throughout the Hackathon. If you have any concerns during the Hackathon, please don't hesitate to reach out to the committee member.
  - Your NFP may ask you to provide some additional support after the conclusion of the Hackathon period. It is expected that ongoing support will be minimal and within the defined project scope. Any additional support can be negotiated between the NFP and the volunteers outside of the Hackathon.
  - This event is supported by the Actuaries Institute. Any work or advice provided is not necessarily endorsed by either the sponsors, the Actuaries Institute, its members, directors, officers, employees or agents. The sponsors, volunteers, members of the organising committee or the Institute accept no responsibility, nor liability, for any action taken in respect of advice given and/or work undertaken.