

MOHHoldings

MOH Holdings Pte Ltd (Reg No: 198702955E)

TITLE:

Sponsorship For Overseas Conferences

EFFECTIVE DATE:

18 May 2009

REVISION DATE:

8 February 2010

PAGES: 5

PROCESS OWNER:

Clinical Manpower Division

APPROVAL:

**Director, Clinical Manpower Division
Chairman, Professional Sub Committee**

OBJECTIVE

1. This policy provides guidelines on the application for sponsorship of overseas conferences. The term 'conference' refers to similar events that may be known as congress, symposium, workshops, and seminars.

POLICY

2. This policy sets the approval procedure for the sponsorship, claimable items and reimbursement of expense claims.
3. All MOHH-employed House Officer and Medical Officers who undergo posting exercise are eligible to apply for this award.
4. Sponsorship provided by MOHH is intended as a form of financial assistance to the medical staff. It may not cover all expenses that arise and the staff may expect to incur some expenses on his/her own.

APPLICATION CRITERIA

5. Applicants presenting a paper / poster at conferences will receive priority for sponsorship and is limited to one meeting per year. Applicants applying for more than one sponsorship per year may be granted approval only under exceptional circumstances e.g. presenting a 1st author paper in a Tier 1 Journal.
6. The closing date for applications will be on **30 June** (for conferences held in the period of August, September and October), **30 September** (for conferences held in the period of November, December and January), **31 December** (for conferences held in the period of February, March and April) and **31 March** (for conferences held in the period of May, June and July).

APPLICATION PROCESS & APPROVAL

7. In order to be eligible for sponsorship, applicants are required to complete the 'Overseas Conferences Sponsorship Form for Applicant' (Appendix A) and **obtain approval before leaving for the conference.**
8. All applications must be accompanied by a recommendation by The Head of Department (Annex A, Section II) and the application form has to be sent to the Professional Sub-Committee for evaluation via MOHH Clinical Manpower Division.
9. The completed form together with the following documents is to be submitted to Secretariat of the Professional Sub-Committee:
 - Copy of Abstract(s)
 - Acceptance letter from the Organizer stating the day of presentation (if available)
 - Flyer / Brochure of the conference
10. The application will then be forwarded to the Professional Sub-Committee for approval.

11. Application forms should be sent to the Professional Sub-Committee by fax or email and original copies should be followed up by mail or via the MOHH drop boxes.
12. The applicant will receive an email upon receipt of the forms and notification on the outcome of application will also be via email.

CLAIMABLE ITEMS

13. Airfare
 - 13.1 The applicant is entitled to the most direct, economical route to the training destination.
 - 13.2 Stopovers due to personal cause have to be borne by the staff.
 - 13.3 Medical Officer Trainee can engage their preferred travel agent to purchase tickets. 3 written quotations are required for values exceeding \$2,000.
14. Subsistence Allowance
 - 14.1 Staff shall be provided with a daily Subsistence Allowance for the duration of the conference. Please refer to the 'Rates of Subsistence Allowance' list which will be updated from time to time by the Public Service Division (PSD). For one-day conferences i.e. depart and return on the same day, subsistence rate will be 30% of the full day rate for that country.
 - 14.2 For those days that free meals and lodging are provided, an allowance equivalent to 10% of the eligible subsistence allowance will be paid, but not less than \$10.00 per day to cover incidental expenses.
15. Registration Fee
 - 15.1 Personal Training Fund should be used to pay for registration fees.
 - 15.2 Registration fee is granted to attend main event.
 - 15.3 Purchase of course and conference materials will not be considered as part of MOHH sponsorship.
 - 15.4 Where the activity is social and non-academic, the staff is expected to bear the cost if he/she intends to attend the activity.
16. Travel Insurance
 - 16.1 Travel insurance is granted only for coverage for the actual duration of training, including one day before and after the training.
 - 16.2 Cost will be covered for standard/basic travel insurance plans only.
 - 16.3 Staff will bear the travel insurance premium (if any) for extended trips that are not related to the purpose of the overseas conference and course.
17. Poster Charges

SPONSORSHIP

18. Sponsorship will be capped at **S\$ 4,500** for International Conferences and **S\$ 2,000** for Regional Conferences. The term 'International' refers to direct flights of 6 hours or more, and 'Regional' refers to direct flights of less than 6 hours.
19. If a paper has already been presented at a conference (local or international), the staff is not eligible to apply for sponsorship for the same paper in other conferences.

20. Where several staff jointly author a paper, the sponsorship will be provided to only one applicant.
21. All other forms of sponsorship by external parties or other sources MUST be declared on the application form.

REIMBURSEMENT

22. Reimbursement claims should be submitted within 1 month from the return of the conference.
23. The original receipts/invoices have to be sent to the Professional Sub-Committee Secretariat for processing of claims.
24. Payment will be credited into staff's payroll.

ENQUIRY

For enquiries, please contact:

Ms Cerina Wong
physician@mohh.com.sg
DID: 6622-0987

Fax: 6720-0980

Address:
Professional Sub-Committee
c/o MOH Holdings Pte Ltd
1 Maritime Square
#11-25 HarbourFront Centre
Singapore 099253

**APPLICATION FOR SPONSORSHIP
OF OVERSEAS CONFERENCES**

Section 1: To be completed by Applicant

Name : _____ MCR No.: _____

Email : _____ Contact No.: _____

Medical Officer Trainee (Speciality : _____)

Medical Officer House Officer

Current Posting Hospital/Dept : _____

Details of Conference *(Please attach course details/brochures)*

Conference Title : _____

Capacity in which you are attending the event:

Oral Presentation Poster Presentation

Title(s) of Presentation at Conference :

Country : _____ Duration : _____ Days

Start Date : _____ End Date : _____ Date of Presentation : _____

Regional (less than 6 hours direct flight) International (more than 6 hours direct flight)

Registration Fee : _____ Airfare (estimate) : _____

Have you applied for any other sponsorship?

No Yes Please specify : _____

I confirm the above paper has not been presented at any local/international conference before No Yes

I confirm the above paper has not been presented by other co-authors at any local/international conference before No Yes

I declare that the information which I have provided in this application is true and that breach of regulations or inaccurate information in the application will result in liability for severe punishment. I understand that approval of funding is conditional and subjected to the approval of Chairman, Professional Sub-Committee and Director, Clinical Manpower Division.

Applicant's Signature

Date

Section 2: To be completed by Head of Department

Recommended Please specify relevance/benefits of training programme to Applicant's job functions and development needs

Not recommended _____

Name/Designation/Signature

Date

Section 3: To be completed by Approving Personnel

Approved

Not Approved Reasons for not approving : _____

Chairman, Professional Sub-Committee
Signature & Date

Director, Clinical Manpower Division, MOHH
Signature & Date

Instructions :

Application forms should be forwarded to the Professional Sub-Committee by

Fax: 6720-0980 Or Email: physician@mohh.com.sg

Original copies should be followed up by mail or via the MOHH drop boxes.

Mail : Professional Sub-Committee
c/o MOH Holdings Pte Ltd
1 Maritime Square, #11-25
Harbourfront Centre, Singapore 099253

Or

MOHH drop box at your Institution.