

Singapore Psychological Society Speaking Engagement Plan for Members (SEPM) and Visit Experts Scheme (VES).

1. The primary objective of the SEPM is to develop Singapore Psychological Society's members' capabilities to meet their evolving professional needs.
 2. The VES enables overseas experts, in the psychological and related fields, to come to Singapore to share knowledge and skills with Singapore's psychologists and trainees.
-

Coordinator – Liaison and Host

The Coordinator is the person from SPS appointed to act as host and contact person. He or she will liaise with you on your engagement arrangements, which may include venue and logistics, travel arrangements, booking of accommodation, planning of your SEPM and address any other issues relating to your engagement.

He or she will act as your host and is responsible for the coordination of the sessions in your SEPM programme, unless otherwise stated. It is of utmost importance for you to work closely with your Coordinator regarding all aspects of your engagement.

The coordinator may not necessarily be the person who invited you for the engagement. He or she may be a staff or council member. Do ensure that you have the correct person to correspond with.

Terms of Sponsorship for Local Experts

These are the terms of engagement for SEPM:

- Stipend or Per Diem
 - You are provided with a stipend of SGD\$150 per day.
 - This is to meet out-of pocket and other incidental expenses.
 - When engagement is by the hour, the stipend is pro-rated.
- Honorarium
 - You are provided with an honorarium of SGD\$200 per working day.
 - This is a token of appreciation for your kind participation in the programme.
 - Your honorarium will be calculated on a per working day basis.
 - When engagement is by the hour, the honorarium is pro-rated.
 - The stipend and honorarium paid by SPS are token payments and not intended as remuneration for services. If you require further clarification, please ask your Coordinator.
 - You are also not allowed to receive any additional allowance, except those provided by SPS, during the official period of your SEPM engagement.

- Office Working Hours
 - Your active participation and inputs are crucial to the success of a SEPM programme that brings maximum benefits to the professionals and members of SPS.
 - The designated working hours are from Mondays to Fridays from 9.00 am to 5.00 pm (or an equivalent 8-hour working day).
 - These may change according to the schedules and needs of the engagement.
 - The number of lectures and operating sessions (if any) shall be decided and agreed upon, in advance, by yourself and your Coordinator.

- Photography and Videography
 - Your agreement to accept the sponsorship gives SPS the permission to take photographs during the engagement for use in publicity materials and platforms.
 - You also give SPS the permission to video record the engagement and prepare the edit the recording for publicity.

- Report Submission
 - SPS requires a one-page report from you within 3 weeks after the end of your engagement.
 - Please include your feedback, recommendations and report to suggest improvements to SPS growth and development from your discipline or specialty.
 - Your report will be circulated to SPS Council Members where relevant and also to the relevant professional committees for information and follow-up if deemed necessary.
 - To facilitate your report writing, your coordinator has been informed to allow for some time to write this report after your SEPM programme.
 - You can also debrief and draft your reports together.

- Reimbursement
 - All payments payable to you (or your designated payee) will be made through electronics transfer.
 - You are required to submit your bank account details needed for the transfer. You should submit through your Coordinator at least 6 weeks before your engagement.
 - If you are uncomfortable in sending your bank details through email or fax, you may submit it to your coordinator personally once you meet your Coordinator. However, do take note of possible delay in processing the monies payable to you.

- Return of monies to SPS
 - If in the unfortunate event that your engagement has to be cancelled, due to unforeseen circumstances, SPS will require you to return the monies paid out to you.
 - We require all payments to be made through electronic transfer. Do approach your Coordinator for assistance (if necessary).

Terms of Sponsorship for Overseas Experts

These are the terms of sponsorship for the VES:

- Stipend or Per Diem
 - You are provided with a stipend of SGD\$170 per day
 - This is to meet out-of pocket and other incidental expenses. Stipend will be calculated on a per day basis, including 1 day before the start of your programme, and up to 1 additional day after the end of your programme.
 - Stipend for rest days within the period of your programme, including weekends and public holidays, will be covered.

- Honorarium
 - You are provided with an honorarium of SGD\$300 per working day.
 - This is a token of appreciation for your kind participation in the programme.
 - Your honorarium will be calculated on a per working day basis.
 - The stipend and honorarium paid by SPS are token payments and not intended as remuneration for services. If you require further clarification, please ask your Coordinator.
 - You are also not allowed to receive any additional allowance, except those provided by SPS, during the official period of your SEPM visit.

- Airfare
 - You are provided with a single Economy Class seat on a round trip from your city of embarkation to Singapore.
 - Your airfare entitlement is based strictly on the most direct route to/from city of embarkation.
 - You are encouraged to purchase the air ticket from your country of residence, and subsequently seek reimbursement.
 - You will have to produce your confirmed flight itinerary and payment receipt for purpose of reimbursement.
 - If your selected flight transits over multiple stops, the reimbursement by SPS will still be based on the most direct route.
 - Alternatively, you may also contact your Coordinator to purchase the tickets on your behalf, from Singapore. To do so, please advise him/her of your intended flying dates, and where you intend to fly from.

- Accommodation
 - You are provided accommodation for the whole duration of your SEPM programme, and if necessary, up to one day before the start and one day after the end of your programme. Your entitlement is capped at the prevailing rates of SPS designated hotel which is inclusive of daily breakfast and unlimited broadband access.
 - Any other incidental charges, including extension of stay, will be at your own expense.
 - You may opt to stay at either SPS's hotel, or an alternative hotel of your own choice.

- Designated hotel:
 - SPS current designated hotels are:
 - The Moon Hotel
 - Oasia Hotel
 - Studio M
 - Lloyd's Inn
 - In the event of flight cancellation or delays, please inform your coordinator immediately so he or she may notify the hotel accordingly. This is to prevent unnecessary penalties being incurred due to no-show.
 - If you chose not to stay at the designated hotel, you will need to undertake the following steps. You can make the hotel arrangements yourself, or approach your Coordinator for assistance.
 - You are required to bear the cost of accommodation, and subsequently seek reimbursement. You have to produce the original invoice to your Coordinator, upon checking out of the hotel.
 - Reimbursement of accommodation is subjected to a capped amount, as determined by SPS. You may approach your Coordinator for more information.
 - Before proceeding to book your accommodation, do consult your coordinator with the actual terms of reimbursement. Any cost above your entitlement will be at your own expense and will not be reimbursed by SPS.
- Ground Transfers to/from Airport
 - Transfer to/from your residence and airport are fully reimbursable
 - When you are taking transport for your visits and itinerary on your own, please produce your official transport receipt(s) to your Coordinator upon arrival in Singapore. This should cover most transfers via:
 - Airport limousine;
 - Bus;
 - Taxi;
 - Train.
 - SPS does not reimburse the cost of mileage from using your own transport, as only receipts, tickets or invoices can be used for reimbursement. Also, the cost of parking, e.g. if you were to park your vehicle at the airport, is not reimbursable by SPS.
 - Office Working Hours
 - Your active participation and inputs are crucial to the success of a programme that brings maximum benefits to the professionals and members of SPS.
 - The designated working hours are from Mondays to Fridays from 9.00 am to 5.00 pm (or an equivalent 8-hour working day).
 - These may change according to the schedules and needs of the engagement.
 - The number of lectures and operating sessions (if any) shall be decided and agreed upon, in advance, by yourself and your Coordinator.

- Participating in other events outside of the official SEPM programme
 - If you are concurrently invited to speak or facilitate in any other conferences/seminars/meetings besides or outside of the Official SEPM Programme, please inform your Coordinator immediately.
 - The organization inviting you to participate in its event may not be aware that you are invited to Singapore as part of the SEPM Visiting Expert Scheme. Please inform the organization to contact your coordinator as SPS cannot fund the component outside the planned SEPM schedule.
 - Additional remunerations or sponsorships:
 - It is important that you inform your Coordinator in writing, at the earliest instance, if you are or would be receiving any additional remunerations or sponsorships, as a result of your participation in these events as dual funding is not allowed for SEPM Programmes.

- Social Programme – Sightseeing and Cultural Immersion
 - Singapore has often been described as a thriving cosmopolitan city that's brimming with diversity, as well as a multiplicity of culture, language, arts and architecture. Just like other destinations, our city has her own unique set of offerings that sets her apart from everyone else.
 - Apart from your official duties as a visiting academician, we welcome you to experience some of the highlights e.g.:
 - The Singapore Zoo (<http://www.zoo.com.sg>)
 - The Night Safari (<http://www.nightsafari.com.sg>)
 - Singapore Flyer (<http://www.singaporeflyer.com>)
 - You may read more on tourism in Singapore at the Official Singapore Tourism Website (<http://www.yoursingapore.com>). If you are interested in visiting any of these attractions, feel free to approach your Coordinator for assistance.

- Travel Insurance
 - You are strongly advised to purchase travel insurance which includes personal accident, medical and emergency medical evacuation coverage. This is at your own expense.

- Visa Requirements
 - Please access the website at http://app.mfa.gov.sg/2006/idx_consularinfoForVisa.asp if you should require information on visa requirements for your country.

- Visiting Report Submission
 - SPS requires a report from you within 3 weeks after the end of your visit.
 - Please include your recommendations and report to suggest improvements to SPS growth and development from your discipline or specialty.
 - Your report will be circulated to SPS Council Members where relevant and also to the relevant professional committees for information and follow-up if deemed necessary.
 - To facilitate your report writing, your coordinator has been informed to allow for a half-day to write this report on the last day of your SEPM programme.
 - You can also debrief and draft your reports together.

- Reimbursement
 - All payments payable to you (or your designated payee) will be made through electronics transfer.
 - You are required to submit your bank account details needed for the transfer. You should submit through your Coordinator at least 6 weeks before your visit.
 - If you are uncomfortable in sending your bank details through email or fax, you may submit it to your coordinator personally once you arrive in Singapore. However, do take note of possible delay in processing the monies payable to you.

- Return of monies to SPS
 - If in the unfortunate event that your visit has to be cancelled, due to unforeseen circumstances, SPS will require you to return the monies paid out to you.
 - We require all payments to be made through electronic transfer. Do approach your Coordinator for assistance (if necessary).

- Photography and Videography
 - Your agreement to accept the sponsorship gives SPS the permission to take photographs during the engagement for use in publicity materials and platforms.
 - You also give SPS the permission to video record the engagement and prepare the edit the recording for publicity.