



SINGAPORE  
**HEALTH &  
BIOMEDICAL**  
CONGRESS 2023



National Healthcare Group  
Adding years of healthy life

# TRANSFORMING FOR A HEALTHIER POPULATION

12 - 13 October 2023





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# **SHBC 2023**

## **Registration Guide**

### **IMH Staff**

# NOTE

- Staff to register via i-Connect
- Reporting Officer (RO) to approve staff's application in i-Connect
- HRD to submit staff's details to SHBC Secretariat for registration
- Staff will receive 'Registration Confirmation' email after SHBC Secretariat has processed the application
- Abstract submitters to log into SHBC account to submit abstract
- All enquiry pertaining to abstract submission, please email to [SHBC\\_Secretariat@nhg.com.sg](mailto:SHBC_Secretariat@nhg.com.sg)
- No up-front payment is needed from you. All payment will be charged back to department L&D Training Budget

# 1. Guidelines for Registration



## 2. Registration Steps via i-Connect

### STEP 1

Login to i-Connect and select “My Learning”

### STEP 2

Key in “SHBC” and click “Search”

### STEP 3

Search Result showing “Singapore Health and Biomedical Congress”

### STEP 4

Click “Select Course”

### STEP 5

Click “Select Date”

### STEP 6

Click to “Submit Application for Approval”

### STEP 7

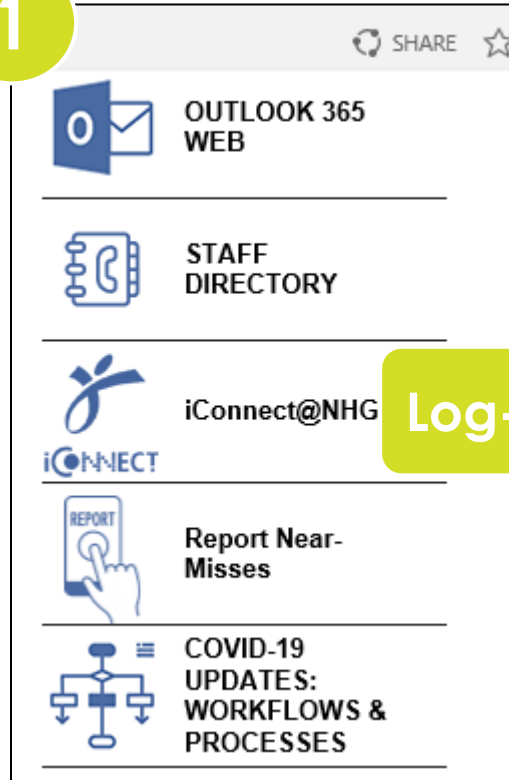
RO and LD Admin to approve in i-Connect

### STEP 8

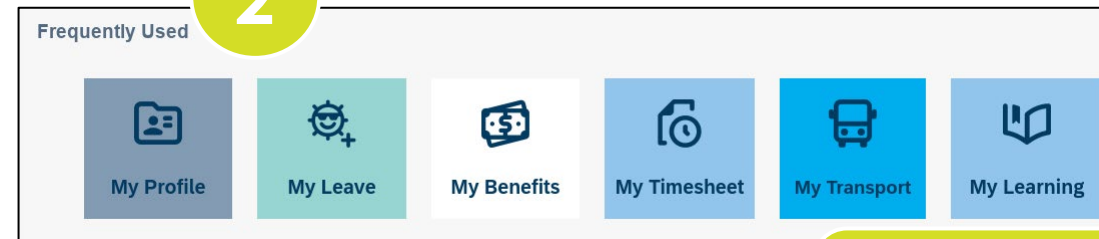
HRD to submit staff’s details to SHBC Secretariat for registration

# 3. Search & Register for SHBC in 7 easy steps

1



2



# 3. Search & Register for SHBC in 7 easy steps

**3**

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Learning ▾

Find Learning

Search for SHBC

Search

Browse all courses >

My Learning Assignments

Sort By Date | Priority ▾ Filter

Keyword Course name or ID Select All All Assignment Types

⚠ You have pending approval requests

You don't have any assignments.

Learning History

Overview of All Learning History

Download certificates from 1 Jan 2023 onwards

Select Course

**4**

SHBC

Singapore Health & Biomedical Congr...  
(CONF/CONGR/SEM IMH\_SHBCSHBC)  
16 hour(s), 0 minute(s) •

Assign to Me

↓ More




# 3. Search & Register for SHBC in 7 easy steps

My Learning / Library / Singapore Health & Biomedical Con...

## Singapore Health & Biomedical Congress (SHBC)

Recommend Assign to Me



**Course Information**  
Type: Instructor-Led  
Duration: 16.00 hours

**Course Details**

**Description**  
Course Provider: NHG  
+++++  
Course Registration:  
HR L&D will submit staff's details to SHBC Secretariat.  
You will receive a 'Registration Confirmation' email after SHBC Secretariat has processed the application.  
Log into SHBC account via dashboard to submit abstract.

If you have registered and subsequently tenders notice of resignation or is serving notice of termination, Kindly work with your Reporting Officer to find another staff as a replacement where possible.

**Upcoming Classes**

Thursday 12/10/2023	Friday 13/10/2023	
09:00 AM	05:00 PM	200.00 SGD
External Locations		300 seats available

**Related Topics**  
LOCAL

Select Date

& Biomedical Con... / Available Classes / Class Details

## medical Congress (SHBC)

External Locations 200.00 SGD  
300 seats available

Registration closes 31/08/2023 at 12:00 PM  
Approval Required

**6** Register

**Submit application for approval**

Reporting Officer: Tan Lay May  
Approvers: Tan Lay May

OD: Soong Heng-Mei  
Approvers: Soong Heng-Mei

&D Admin: Kwek Siew Lee Serene, Tan Lay May, Ng Li Chu  
Approvers: Kwek Siew Lee Serene, Tan Lay May, Ng Li Chu

Friday 13/10/2023 05:00 PM  
External Locations  
200.00 SGD

Review Cancel



### 3. Search & Register for SHBC in 7 easy steps

7

- RO / HOD approve
- L&D acknowledge



- L&D register with SHBC



- Staff will receive a registration email from SHBC

**Course  
application**

**Registration**

**Confirmation  
Email**

Once SHBC has processed your registration, you will receive a registration confirmation email with your log-in details.

# 4. Delegate Dashboard

Registered delegates may log into the dashboard to:

- Submit abstracts
- View and print confirmation letter
- View and print receipt
- View and print congress badge (Closer to event)
- View and print E-Certs with registered name (After the event)
- Vote for best artwork (Medical Humanities)
- Vote for best poster for each category, poster and oral (Scientific Competition)

# 5. Contact Details

DESCRIPTION	CONTACT PERSON	EMAIL ADDRESS
Registration related matters	Claudia Ng	<a href="mailto:claudia_lc_ng@imh.com.sg">claudia_lc_ng@imh.com.sg</a>
	Serene Kwek	<a href="mailto:serene_kwek@imh.com.sg">serene_kwek@imh.com.sg</a>
All other SHBC related matters	SHBC Secretariat	<a href="mailto:SHBC_Secretariat@nhg.com.sg">SHBC_Secretariat@nhg.com.sg</a>

DESCRIPTION	DEADLINES
Registration Closing Date	20 Sep 2023, 2359hrs
Scientific Competition Closing Date	4 Aug 2023, 1400hrs



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# Thank you