



## ASIAN PACIFIC FEDERATION OF SOCIETIES FOR SURGERY OF THE HAND

Website: <https://www.apfssh.net/> Email: [admin@apfssh.net](mailto:admin@apfssh.net)

### APFSSH VISITING PROFESSORSHIP

#### Aims:

The aim of this Visiting Professorship is to assist with the funding for a member society to attract a senior surgeon to attend their scientific meeting and to visit and teach in 1-2 other institutions before or after the conference. Ideally the Visiting Professor will be a keynote speaker for the conference and would be expected to make a significant contribution to the host meeting but does not have to have the title of Professor.

#### Application:

The conference organizing committee of member society will send requests to the APFSSH Education Committee outlining the name of the surgeon for whom they are applying, what is to be expected from the Visiting Professor and a program for the pre- or post-conference visits by the Visiting Professor.

The organizing committee of the member society conference will have already invited the speaker and established a program for them. Once the speaker has accepted the invitation then the organizing committee will apply to the APFSSH educational committee outlining their program and seek funding.

It is expected that the organizing committee will provide free registration for the Visiting Professor and assist where possible with travel and accommodation costs as well as assisting them in organising the additional education program.

The APFSSH Visiting Professor should be recognised as an expert in their field and be a published author. It is preferable that the Visiting Professor is from an APFSSH member nation.

The application should be received by the APFSSH Education Committee via the Secretariat before 1<sup>st</sup> December of the year prior the member society conference. Each member society may apply for only one Visiting Professor for the year.

#### Selection Criteria:

The decision of the Education committee will be based on the perceived value of the education program for the Visiting Professor and their planned contributions to the conference and the institutions that they visit.

**Support:**

The APFSSH will support one Visiting Professor to the value of SGD \$5000 each year paid to the organizing committee. The successful surgeon will be acknowledged in all advertising as the APFSSH Visiting Professor. Whilst additional funding for this Professorship may be sought from trade partners etc. this will not impact on the naming rights for this position.

**Reporting:**

It is a requirement of the Professorship that after the conclusion of the Visiting Professorship that the organizing committee provides a report to the APFSSH Education Committee on how the funding was used and what the Visiting Professorship achieved.

It is also expected that either the Visiting Professor or a member of the host organizing committee will present their experience of the Visiting Professorship at the following APFSSH congress or in the APFSSH Newsletter.

**Liability:**

The successful organizing committee and member society will indemnify the APFSSH and the Executive for any adverse events that may occur during the course of the Visiting Professor's travels.

**Email applications:**

To: admin@apfssh.net

cc.: Dr Clara Wong, Email: [clara.wongclara@gmail.com](mailto:clara.wongclara@gmail.com)

<b>APFSSH Visiting Professorship Application Form</b>	
Name of National Hand Surgery Association/Society organising the Conference/Meeting:	
Date of Application (DD/MM/YYYY):	
Name of Congress/Meeting to attend:	
Date of Congress/Meeting:	From (DD/MM/YYYY):  To (DD/MM/YYYY):
State & Country where Congress/Meeting is to be held:	
Full name of candidate for Visiting Professorship:	
Name of National Hand Surgery Association/Society of the Visiting Professor:	
Has the speaker (Visiting Professor) accepted the invitation?	Yes / No

<b>No.</b>	<b><u>Check lists – Documents to Submit</u></b> <i>Please ensure all the following have been completed.</i>	<b><u>Checkbox</u></b>
1.	Application form has been completed and signed by the President of the Organising Society and the Organising Chairman.	<input type="checkbox"/>
2.	Attached a letter from the Organising Society supporting this application, outlining the program for the pre- or post-conference visits by the Visiting Professor.	<input type="checkbox"/>
3.	Attached a budget on how the SGD5,000 sponsorship will be utilised (exact amount not required as it will be reviewed on expenses submission).	<input type="checkbox"/>

## **Acknowledgements**

- (1) We will acknowledge the support of APFSSH in all presentation and publication arising out of the Visiting Professorship.
- (2) Post Professorship obligations:
  - a. Submit a written report on how the funding was used.

- b. Submit a written report to the Education Committee, APFSSH, what the Visiting Professorship achieved including photos.
  - c. Either the Visiting Professor or a member of the host organizing committee will present their experience of the Visiting Professorship at the following APFSSH congress or in the APFSSH Newsletter.
- (3) Reimbursement will only be provided after obligations (a) and (b) have been fulfilled.
- (4) We will indemnify the APFSSH and the Executive for any adverse events that may occur during the course of the Fellowship

**President of Society**

I, \_\_\_\_\_ (full name) accepts and acknowledge the above.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

**Organising Chairman / Secretary**

I, \_\_\_\_\_ (full name) the Organising Chairman/Secretary (delete as required) accepts and acknowledge the above.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_