



Secretariat Service & Event Management

- Event company since 2002
- Secretariat to SPMI since 2009

General Office Management

- Provide secretariat support in handling incoming postal mail
- Provide Customer Services Support for phone and e-mail enquiries
- Send Electronic Direct Mailers (eDMs) including REPs Event Updates / Individual SPMI Events / monthly e-Newsletter. 24 hours upon receipt of content and final approval from respective Function Leads.
- Reconciliation of bank statements with Accountant, SB Tan. Update Treasurer on invoices and payments received.

Ad-Hoc Basis

- Post/courier postal mails on a regular basis to the office of the Secretary.
- Run errands on occasions as required (errands such as) Deposit cheques received by post to DBS Bank, Purchase of plaques for events, Purchase of stationery and other important items for event support
- Issuance of hardcopy invoice and or e-invoicing on occasions as required Payment received would be tracked and recorded accordingly.

Other services on monthly basis

- Uploading new PMI member list to SPMI website and maintenance of website database via email broadcast – ProDEP.
- Follow-up with dropped membership and regular event attendees (non-members) via email call – to understand the reason for not joining SPMI membership.
- Recording of Minutes of Meeting for Council Meetings.
- Sending Council Meeting invites to Board of Directors and arrange for F&B and venue booking for Council Meetings.

Events Coordination Services

- Liaise with respective Function Leads on event details and logistics (venue, catering booking, plaques for presenters and lucky draw prizes, if any)
- Creation of Article, Event Calendar and Registration Page at SPMI website.
- eDM draft of each individual event. Email blast would be sent to database contacts accordingly – 24 hours upon receipt final approval from respective Function Lead, Communication Lead and Editor.
- Manual checking on individual event registration along with PayPal payment made to ensure no registrations are missed / no shortage of payment.
- Regular report updates to council on RSVPs and financial status.
- Post event report of individual event includes:
 - Members' attendance against registration received;
 - Reconciliation of PayPal payment received;
 - Expenses breakdown of event.
- Tracking of Paypal and payment and refund. PayPal transaction history would be downloaded and saved in Excel File on monthly basis.
- Sending Council Meeting invites to board members once event has been confirmed.
- All planned event must be given at least 2-3 weeks prior notice to the secretariat for event execution.

Our Team

Kayla Kim Tay, Events Director

Joanne Wong, Project Manager

Casey Ong, Senior Project Executive

Trina Lee, Project Executive

Vanessa Tay, Project Administrator

Eny M, Account Services

Marcel Walean, Account Services

Jellita Wu, Administration Executive

Our Clients

Aspen Tech

Amazon

Avnet Technologies

Cisco Systems

Cisco Consumer Product

Clozette.com

CEL

Citrix Systems

Data Dimension

Forrester Pte Ltd

HCL

IDA, Singapore

NEC

Oracle Corporation

Orient Global

PMI Singapore Chapter

PTC System

Siemens Pte Ltd

SP Setia Bhd

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UEL

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