

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
2nd Executive Committee Meeting
10 March 2009, 6:30 PM - 8:00 PM
2/F Conference Room 1, HKPC**

MEETING MINUTES

1. Call to Order/Roll Call (Heather)

Heather called the meeting to order at 6:45pm.

ExCom Attendees: Xiaoling HU, Heather MA, Bryan SO

Apologies: William HAU, Kevin HUNG, Edmund LAM, Alfred YU

2. Approval of the Agenda (Heather)

The adoption of the agenda was proposed by Xiaoling HU and seconded by Bryan SO.

3. Approval of the Meeting Minutes of November 3, 2008 (Heather)

The adoption of the meeting minutes was proposed by Xiaoling HU and seconded by Bryan SO.

4. Report on IEEE HK Section AGM (Heather)

A summary of activities completed by IEEE EMBS HK Chapter in 2008 was sent to the IEEE Headquarters. The completed activities include 8 technical seminars, 1 industrial visit and supporting of 2 conferences.

As there was quite a fruitful year of 2008 with numerous of activities completed, it has been decided our Chapter would apply for the IEEE-EMBS Best Chapter, which was a competition among all Chapters under EMBS worldwide. It would be free of charge to join the competition, with the winner cash prize at USD1,000. Heather would gather further information from Advisors.

5. Update on WACBE 2009 Conference (Xiaoling)

Deadline for abstract/paper submission was postponed to end of Feb 2009.

Discount for members of IEEE EMBS HK Chapter to join the Conference would be explored by Xiaoling.

IEEE EMBS HK Chapter logo was incorporated in all promotional materials of WACBE.

6. Discussion on IEEE EMBS HK Chapter Best Paper Awards (Heather)

It was proposed that the date and time for the Best Paper Awards would be on 29 Aug 2009 (Sat) at 9am to 1pm, subject to availability of venue, either in HKPC or HKPolyU. Availability and cost for the Awards venue would be confirmed by Bryan and Xiaoling.

It was target to set a judging panel with 4-6 reviewers. Potential reviewers to be invited as follows:-

YT ZHANG (CUHK) – follow up by Heather
ZHANG Ming (HKPolyU) – follow up by Xiaoling
Paul CHEUNG (HKU) – follow up by Heather
Peter YU (CityU) – follow up by Bryan
I-Ming (HKUST) – follow up by Bryan

First contact to the potential reviewers would be followed up by Heather, Xiaoling and Bryan, followed by formal invitation to be sent by Secretary. Another nomination from the same university was expected to be offered by the target reviewer, in case any of them was not available to serve the panel.

Prizes for winners would be in a form of Cash-Prize and 1 Year Student Member Annual Subscription Fee to IEEE-EMBS HK Chapter (USD25 per head per year). Prize details as follows:-

First : HK\$800 + 1 Year Annual Fee to IEEE EMBS HK Chapter
Second : HK\$400 + 1 Year Annual Fee to IEEE EMBS HK Chapter
Third : 1 Year Annual Fee to IEEE EMBS HK Chapter

15 submissions were expected, with 6-9 finalists to be selected based on abstract submission. All winners would be presented with Certificate issued by IEEE EMBS HK Chapter. 3 Merits Certificates would also be awarded to outstanding students.

Abstract submission template would be prepared by Xiaoling, with instruction including font in New Times Roman size 10, double space in 1 A4 page, with margin at 2.54 mm. Attachment of chart or table in 1 A4 page would be allowed. No copyrights would be hold. Paper published earlier than 2 years would not be accepted.

Overall budget for the Awards would be HK\$4,000, with HK\$1800 for cash and annual fee, HK\$1200 for souvenirs for panel (HK\$200 x 6), HK\$200 for refreshment, HK\$780 for venue.

Time line for the Awards would be :-

Mar 23 - Get the call for submission published
Jul 19 - Deadline for submission
Aug 29 - Awards

Circulation of the Awards details by Newsletter of Section to be explored by Secretary.

7. Discussion on PWH Hospital Visit (Heather/ Bryan)

The Hospital Visit to be jointly organized with HKIE-Biomedical Division would be scheduled on one of the Saturday morning in May 09. Target presenters including Dr KY CHEUNG (Physicist PWH), Dr David YEUNG, a Professor from Dept of O&T of CUHK, and a Professor from Dept of Cardiology of CUHK would be invited. Each presentation would last for 15mins, followed by another 1.5 hours guided tour in PWH. Date and details to be confirmed by email.

8. Discussion on Other Upcoming Programs (All)

As invited by HKIE-BMD, a free training workshop titled "Technical Workshop on Advanced Imaging Techniques on Dental and Cranio-Maxillo-Facial Application" would be jointly organized by IEEE - EMBS HK Chapter on Mar 27, 2009 (Fri) 2:30-5pm at HKPC.

All members were invited to propose any income generating events for discussion in the next meeting.

9. Next Meeting

Venue: 2/F Conference Room 1, HKPC

Time: 6:30pm – 8:00pm, May 12, 2009 (TUE)

10. Adjournment

The meeting was adjourned at 7:50pm.