

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
3<sup>rd</sup> Executive Committee Meeting  
12 May 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 6:40pm.

ExCom Attendees: William HAU, Xiaoling HU, Kevin HUNG, Edmund LAM, Heather MA, Bryan SO, Alfred YU

Apologies: Nil

**2. Approval of the Agenda (Heather)**

The adoption of the agenda was proposed by Edmund LAM and seconded by Alfred YU.

**3. Approval of the Meeting Minutes of March 10, 2009 (Heather)**

The adoption of the meeting minutes was proposed by William HAU and seconded by Xiaoling HU.

**4. Report on IEEE HK Section 2nd Executive Committee Meeting in 2009 (Heather)**

It has been reported that Heather MA and Bryan SO have joined the 2<sup>nd</sup> ExCom Meeting of HK Section. Heather reported the major issues discussed including the report of financial status by e-form and the transition to new web server of HK Section. Other ExCom members of the Chapter were also encouraged to join the Meeting in the future.

**5. Update on WACBE 2009 Conference (Xiaoling)**

It has been reported by Xiaoling HU that discount would not be offered to members of IEEE EMBS HK Chapter for joining the Conference. Since all working members of the organizing committee for the Conference would also need to pay. The Conference information has been posed on web, more circulations would also be made to encourage the participations from members of the Chapter.

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

The Awards would be held on 29 Aug 2009 (Sat) at 9am to 1pm at HKPC. Details for registration have been posted to Chapter's webpage. Promotion through IEEE HK Section News and Webpage has also been made.

The confirmed reviewers for the judging panel include ZHANG Ming (HKPolyU), Peter YU (CityU) and I-Ming (HKUST). Heather would also follow up with YT ZHANG (CUHK) and Paul CHEUNG (HKU).

It has been recapped that around 15 submissions were expected. 6-9 finalists to be selected based on abstract submission. Abstract submission template has been posted on web. As the deadline for submission would be on Jul 19, ExCom members would try promoting and lining up submissions from their corresponding faculty and department.

Tailor made souvenirs for the Awards would be prepared, with lead time around 2 weeks. Souvenirs would be engraved with the names of the recipients, where Xiaoling HU would further discuss with the production workshop on the design and costs.

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

The updated schedule of Hospital Visit was June 6 (sat) 9:00am-12:30pm with four presentations, each for 15-20mins, followed by guided facilities tour. Certificates and courtesy lunch at PWH would be offered to speakers as appreciation. Expenses to be equally shared between IEEE EMBS HK Chapter and HKIE-BMD as co-organizers.

[Post-meeting Notes: Due to the precaution alerts in hospitals against swine flu, the Hospital Visit was postponed. The rescheduled date of visit would be further discussed with PWH, when the alerts are lessened.]

## **8. Discussion on Other Upcoming Programs (All)**

2009 International Conference on ICT in Teaching and Learning as organized by The Open University of Hong Kong and The Hong Kong Web Symposium Consortium, would be held on 6-8 July 2009. IEEE-EMBS HK Chapter would serve as one of the supporting organizations to the event without financial burden, and help circulating the event information to members.

Departmental presentations by ExCom of the Chapter were proposed. Details to be further discussed in the next meeting.

## **9. AOB**

The application for the IEEE-EMBS Best Chapter Award has been submitted by the Chapter. Announcement of results was pending.

It has been proposed that a 5mins technical sharing by each ExCom member could be arranged before next ExCom meeting, to help better familiarizing among ExCom members.

VIPs would be invited by our Chapter to join the 125<sup>th</sup> Anniversary Dinner on Aug 25, 2009. ExCom members would submit their registrations to Bryan SO for consolidation.

Details regarding insurance coverage by IEEE for activities organized under the Chapter would be gathered by Bryan SO, and be summarized as internal guidance document for ease of reference by members.

#### **10. Next Meeting**

**Venue:** 2/F Conference Room 1, HKPC

**Time:** 6:30pm – 8:00pm, 28 July 2009 (TUE)

#### **11. Adjournment**

The meeting was adjourned at 8:25pm.