

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
2<sup>nd</sup> Executive Committee Meeting  
13 May 2008, 6:30 PM - 8:00 PM  
2/F Conference Room 2, HKPC**

**MINUTE**

**1. Call to Order/Roll Call (Heather)**

ExCom Attendees: Bryan So, Edmund Lam, Fei Chen, Heather Ma, Kevin Hung, William Hau, Xiaoling Hu

Apologies: Carmen Poon

Heather called the meeting to order at 6:40pm.

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

Fei suggested amending Item 5 to "Update on technical co-sponsoring ITAB2008 / IS3BHE 2008". The agenda was approved unanimously.

**3. Approval of the Meeting Minute of March 4, 2008 (Heather)**

The minute was approved unanimously.

**4. Report on HK Section Meeting (Fei)**

Fei has collected the amended contribution certificates for last year's chapter office bearers. He has also promoted ITAB 2008 / IS3BHE 2008 in the meeting.

**5. Update on technical co-sponsoring ITAB 2008 / IS3BHE 2008 (Heather)**

The Chapter will be a technical co-sponsor for the event, but will not be holding the forum on career development. No other specific task has been assigned to the Chapter yet.

**6. Discussion on Programs for 2008 (All)**

Bryan will identify future HKPC activities that are relevant to the interests of IEEE-EMBS. He also promoted the bi-annual BME 2008 conference, which will be held in October, and proposed the Chapter be one of the supporting organizations with no financial burden. ExCom approved unanimously, and additionally offered to help, if needed, during the conference.

Suggestions were raised:

- Inclusion of papers into EI database
- Inclusion of best papers into journals
- Prizes for outstanding papers

The WACBE World Congress will be held at PolyU in July 2009. Xiaoling has received confirmation that the Chapter will be a supporter for the event, and will help in promotion. Promotional materials will be provided later. Xiaoling will approach the conference's committee to inquire how the Chapter can further contribute.

Fei will follow up with the promotion of the two conferences (ITAB and WACBE) by updating Chapter's website and contacting Section's newsletter editor.

The Chapter will not hold the small-scale student paper competition this year, but will gather information for next year's preparation. Xiaoling will consult related persons in the Section and other experienced chapters to gather information on participation status and schedule planning of similar events, particularly the upcoming IEEE HK Section Student Paper Contest.

Heather also suggested a hospital visit for this year's program.

## **7. A.O.B.**

Heather has received a notice from the Section that a delegation will be visiting Hong Kong, and she has forwarded the information to ExCom. Chapter officers are invited for an upcoming social gathering. Interested parties can contact Heather.

## **8. Next Meeting**

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

**Time:** 6:30pm – 8:00pm, July 8, 2008 (TUE) (tentative)

## **9. Adjournment**

The meeting was adjourned at 7:29pm.