

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
5th Executive Committee Meeting
21 Aug 2009, 5:30 PM - 6:30 PM
Ball Room, Royal Plaza Hotel, Mongkok**

MEETING MINUTES

1. Call to Order/Roll Call (Heather)

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

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

Apologies: Kevin HUNG

2. Approval of the Agenda (Heather)

The adoption of the agenda was approved unanimously.

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

The adoption of the meeting minutes was approved unanimously.

4. Discussion on IEEE EMBS Hong Kong Chapter 2009 Student Paper Competition (Heather)

Details of the final preparation work has been discussed or recapped during meeting. The following summarized the tasks and responsible ExCom for the final preparation before and on the event day of the Competition:-

Before Competition

- a) Send reminder emails to Judging Panels (Heather)
- b) Send scoring form to Bryan for printing (Edmund)
- c) Send final certificate template to Bryan for printing (Xiaoling)
- d) Send finalized program run-down to Bryan for printing (Xiaoling)
- e) Inform registered students on arriving venue by 8:45am (Alfred)
- f) Buy Refreshment (Kelvin & Alfred)
- g) Book Luncheon at Dan Ryan's for 11 pax (Bryan)
- h) Prepare venue set up and reception (Bryan)

During Competition

- a) MC to announce Opening at 9am, and membership arrangement by end of Competition (Edmund)
- b) Briefing to Judging Panel 10mins before Competition (Edmund)
- c) Calculation of scores (William)
- d) Photo Taking (Kelvin)
- e) Printing of certificates (Bryan)

After Competition

- a) Follow up payment and registration for student membership of the winners (Kelvin & Alfred)

All ExCom would assemble at 8:00am on Aug 29, at Mc Donald's restaurant, Level 2, Festival Walk, Kowloon Tong for group breakfast.

5. AOB

IEEE EMBS HK Chapter Logo on website and all printed materials would be updated according to the guidelines by IEEE titled "IEEE Identify Standards – Use of the IEEE Master Brand".

It has been confirmed that we would turn down the invitation from ICBECS2010 regarding technical co-sponsorship of their conference and the corresponding request on signing of MOU. ExCom agreed that it would be difficult to ensure the quality of the Conference, where our ExCom are also unfamiliar with the Conference Organizing Committee.

6. Next Meeting

Venue: To be confirmed

Time: To be confirmed

7. Adjournment

The meeting was adjourned at 7:25pm.