

**IEEE Engineering in Medicine and Biology Society (EMBS)  
Hong Kong Chapter  
4<sup>th</sup> Executive Committee Meeting  
28 Jul 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: 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 Xiaoling HU.

**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 Kevin HUNG.

**4. Report on IEEE-EMBS Best Chapter Award (Heather)**

It has been reported by Heather MA that our Chapter has won the Champion for the IEEE-EMBS Best Chapter Award. Heather MA would attend the prize presentation ceremony in the 31st Annual International Conference of the IEEE Engineering in Medicine and Biology Society in Minnesota, and to receive the Champion cash prize of USD1,000. The cash prize would be used for supporting the coming visit to the BME Programme at the University of Macau by Dec 2009, as well as the celebration dinner within the ExCom, already held in earlier.

Edmund LAM has proposed the acknowledgement of good leadership by the Chapter Chair Heather MA. It was supported by all ExCom members.

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

It has been reported by Xiaoling HU that the WACBE 2009 Conference was completed with 350 registered participants. Comments have been shared regarding the organization and participation in the WACBE Conference, which would be taken as reference for any similar Conference to be hosted by the Chapter in the future.

## **6. Discussion on IEEE EMBS Hong Kong Chapter Student Paper Competition 2009 (Heather)**

9 finalists would be selected for the presentation on Aug 29 for the Competition. William HAU, Kevin HUNG and Bryan SO would perform the screening and selection of the 9 finalists.

The following also summarize the tasks and responsible ExCom for the final preparation of the Competition:-

Edmund	: Scoring Form/ template for judge
Edmund	: MC for Competition
William	: Paper screening and consolidation
Alfred	: Inform registered students on presentation arrangement
Kelvin & Alfred	: Tea and Cake
Kelvin	: Photo Taking
XiaoLing	: Certificate Template (with 125 Anniversary Logo)
XiaoLing	: Program Run Down
Heather	: Email reminder to Judging Panels
Bryan	: Follow up Judging Panels, print certs, print program sheet
Bryan	: Book Lunch at Festival Walks, On-site AV

Each presenter would have 20mins for presentation. 3 prizes would be presented on Aug 29.

6 program books with abstract would be prepared and printed, for the judging panel and MC. 20 program rundown with schedule and name of presenters would be printed and distributed to presenters and ExCom.

The overall budget for the Competition would be within HK\$4,000, including venue expenses (HKD1,000), prizes (USD25x3), lunch (HKD1,500), etc.

Progress on final preparation for the Competition would be discussed in next meeting, to be scheduled on Aug 21, 5:30pm, one hour before the 125<sup>th</sup> Anniversary Dinner commences.

## **7. Discussion on Other Upcoming Programs and Membership Drive (All)**

The seminar titled "Gifted Seminar Series: Engineering + Bio-medicine = Biomedical Engineering?" was completed on Aug 14, 2009, with Alfred YU as the speaker of the seminar, jointly organized by Medical Engineering Program, HKU, Hong Kong Academy for Gifted Education, IEEE-EMBS Hong Kong Chapter and IEEE Education Society Hong Kong Chapter.

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, supported by the IEEE-EMBS Hong Kong Chapter,

was completed on 6-8 July 2009. Activity report has been posted to the Chapter's Website.

Other upcoming programs would be discussed in the next meeting.

#### **8. AOB**

It has been recapped that the 125<sup>th</sup> Anniversary Dinner would be held on 21 August 2009, Friday, 6:30 pm at Ball Room, Royal Plaza Hotel (above Mongkok East Rail station, Mongkok)

#### **9. Next Meeting**

**Venue:** Royal Plaza Hotel

**Time:** 5:30pm – 6:30pm, 21 Aug 2009 (FRI)

#### **10. Adjournment**

The meeting was adjourned at 8:16pm.