

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
1st Executive Committee Meeting
6 January 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: Edmund Lam, Fei Chen, Heather Ma, Kevin Hung, William Hau, Xiaoling Hu

Apologies: Carmen Poon

Observer: Alfred Yu (Incoming ExCom for next Session after AGM)

2. Approval of the Agenda (Heather)

The agenda was approved unanimously.

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

The meeting minutes were approved unanimously.

4. Report on IDT Visit (Heather)

There were 16 participants attended the Visit, with participants from various organizations including IVE, CUHK, PolyU, HKU, etc. The event was a successful one. It was agreed that the eNewsletter of the Section was a useful tool for promotion, and should be further utilized in the future.

5. Report on Seminar Held on November 4, 2008 (Xiaoling)

A seminar entitled "Mapping fMRI Motor Activation Data" was given by Jun WANG from The State Key Lab of Cognitive Neuroscience and Learning Beijing Normal University, China in PolyU on Nov 4, 2008. It was organized by The Research Centre for Musculoskeletal Bioengineering, HTI, PolyU and co-organized by: IEEE-EMBS Hong Kong Chapter, with more than 20 people attended.

6. Report on Seminar Held on November 6, 2008 (Xiaoling)

A seminar entitled "From Clinic to Bench and back to Clinic: A Multi-scale, Bioengineering Approach to the Study of Pulmonary Hypertension in Children" was given by Robin SHANDAS from University of Colorado/The Children's Hospital, Denver, USA in PolyU on Nov 6, 2008. It was

organized by The Research Centre for Musculoskeletal Bioengineering, HTI, PolyU and co-organized by: IEEE-EMBS Hong Kong Chapter, with about 10 people attended.

7. Report on Seminar Held on December 11, 2008 (Xiaoling)

A seminar entitled "Acellular Tissue Engineering Scaffolds for Laryngeal Regeneration" was given by Roger W. CHAN from The University of Texas Southwestern Medical Center, USA in PolyU on Dec 11, 2008. It was jointly organized by HKIE Biomedical Division, IEEE-EMBS Hong Kong Chapter, Joint Universities Consortium on Biomedical Engineering (JUCBE) and the Research Centre for Musculoskeletal Bioengineering, HTI, PolyU, with about 20 people attended.

8. Update on WACBE 2009 Conference (Xiaoling)

Deadline for the Call for Abstract for WACBE would be on Jan 31, 2009.

There was no response received regarding the discount on registration fee for members of IEEE EMBS HK Chapter. Promotion of the Conference would be made by Newspaper of the Chapter rather than through the Section.

9. Discussion on Other Upcoming Programs (All)

As reported by Heather, there was no update from the program committee regarding the IEEE summer school (ISSS-MDBS 2009).

IEEE EMBS HK Chapter Best Paper Awards would be organized for the first time in 2009 for membership drive. The anticipated number of presenters would be 15. Registration fee would be waived. Tentative date of the event would be in Aug 2009, subject to the availability of venue in HKPC.

Promotion flyer for the Best Paper Awards would be ready by Mar 2009 when the venue and date were confirmed. All papers fallen into the categories of EMBS would be welcomed. Both the paper presentation, with 10mins per participant, and the award presentation were target to be carried out within a half-day. Both postgraduates and undergraduates would be eligible. Draft design of the recruitment flyer would be prepared by Chen Fei.

A Hospital Visit would be jointly organized with HKIE Biomedical Division. Professors from the relevant Dept on Radiology and Cardiology from the Prince of Wales Hospital would be lined up for the full day activity on a weekday. Exact event date to be confirmed.

Distinguished lectures would be identified should any distinguished lecturers were passing by HK in the coming session of 2009. It was

reminded that reimbursement of organization cost for such lectures was available from Headquarters, in a matching fund basis.

10.A.O.B.

The ExCom welcomed Dr Alfred CH Yu, Research Assistant Professor of Dept EEE and Medical Engineering Program, HKU for his joining of the meeting and joining as new ExCom member in the new session of 2009. Alfred would take up the role on student affairs and membership drive, as he has close relationship with students in medical engineering.

Chen Fei would be leaving HK for postdoc in USA, and he would be resigning from the committee after his completion of service to the Chapter by end of this session. The committee has given a vote of thanks to Chen Fei for his service. The promotion and website maintenance activities would be taken care by Alfred Yu in the next session.

Heather introduced the Chapter ExCom roster for 2009:

Chair: Heather Ma

Vice-chair: Edmund Lam

Secretary: Bryan So

Treasurer: Kevin Hung

Award Officer & Industrial Liaison: William Hau

Program Officer: Xiaoling Hu

Publicity Officer & Webmaster: Alfred Yu

Membership Development & Student Activities: Alfred Yu

YT Zhang will continue to serve as the Chapter's Counselor. Paul Cheung and Max Meng will continue to serve as the Chapter's Advisors.

The final cost of the souvenir for the IDT visit was HK\$300, which exceeded the original approved budget. It was reminded to keep official expenses within the approved budget as much possible in the future.

The IEEE HK Section AGM 2008 would be held in PolyU on Jan 16 (FRI), information including charge and registration to be further updated by Kevin. [Post meeting notes on Jan 7: AGM would be held in PolyU on Jan 16 at 18:30 to 20:00. All Chapter committee members could register and attend free of charge.]

11.Next Meeting

Venue: 2/F Conference Room 1, HKPC

Time: 6:30pm – 8:00pm, Mar 10, 2009 (TUE)

12.Adjournment

The meeting was adjourned at 7:57pm.