

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
3rd Executive Committee Meeting
8 July 2008, 6:30 PM - 8:00 PM
2/F Conference Room 1, HKPC**

MINUTE

1. Call to Order/Roll Call (Heather)

ExCom Attendees: Bryan So, Fei Chen, Heather Ma, Xiaoling Hu

Apologies: Edmund Lam, Carmen Poon, Kevin Hung, William Hau,
Heather called the meeting to order at 6:30pm.

2. Approval of the Agenda (Heather)

The agenda was approved unanimously.

3. Approval of the Meeting Minute of May 13, 2008 (Heather)

The minute was approved unanimously.

4. Update on Promotion of BME 2008 Conference (Bryan)

BME 2008 conference announced a 10% off discount for the registration of IEEE-EMBS Members at the conference website. The IEEE-EMBS logo had been put into Supporting Organizations at the conference website. Kevin had announced the news of Chapter's support to BME 2008 conference by emails to HK EMBS Members and Section newsletter.

Heather suggested further promoting the conference information on August via Section newsletter and Chapter website.

5. Update on Promotion of WACBE 2009 Conference (Xiaoling)

The Chapter website has updated the promotion for WACBE 2009 conference. Xiaoling consulted with WACBE 2009 committee on the possible registration discount for EMBS Members. As there still is a long time for the conference organization, the committee has not decided the special rate for EMBS Members at the beginning. Heather pointed that this issue was not very urgent at this stage.

6. Information Search for Student Paper Competition (Xiaoling)

Xiaoling discussed with Section officer on the titled issue. For the regulation during the organization, we might follow the previous experiences by other Session/Chapters. There are some well-prepared websites on such activities to follow. The paper submission rate was told to be around 15, including both undergraduate and postgraduate students. The submitters still hold papers' copyrights, and the papers might be submitted again to other conference activities. For the reviewers, we discussed to organize the reviewing at the Section scale, and need to further confirm it later. Heather would send the contact of CUHK's student branch to Fei to invite their participation. The competition was possible to be held in the next year. Kevin would look for the contacts of student Members, and promote the competition information to them.

7. Discussion on Programs for 2008 (All)

Heather pointed out to consider some seminar activities, and suggested ing contact with the student branch in the Universities in Hong Kong. Fei would try to contact the CUHK IEEE student branch to look for the possibility for joint activities. Xiaoling introduced the seminar events in PolyU were solely organized by departments, and would try to link with associated departments in PolyU for technical activities. There was still no update for hospital visit events. Heather suggested contacting GOLD for joint activities.

8. A.O.B.

N/A

9. Next Meeting

Venue: 2/F Conference Room 1, HKPC

Time: 6:30pm – 8:00pm, September 09, 2008 (TUE) (tentative)

10. Adjournment

The meeting was adjourned at 7:06pm.