

Minutes
Board meeting 22
BioEM

October 16, 2023
06:00 pm – 08:00 pm (CEST)
Online meeting

In attendance:

- Luc Martens (LM)
- Florence Poulletier (FPoulletier)
- Niels Kuster (NK)
- Olga Zeni (OZ)
- Rich Nuccitelli (RN)
- Frank Prato (FPrato)
- Wout Joseph (WJ)
- Azadeh Peyman (AP)
- Bennett Ibey (BI)
- Anke Huss (AH)
- Lucas Portelli (LP)

Invited for making notes: Melanie De Coster (MD)

Invited for point 4: Theo Samaras (TS)

Invited for point 5a): Nikolaos Petroulakis (NP)

1. Adoption of agenda:
 1. RN: move, AP: second
2. Minutes of the twenty-first meeting: approval
 1. NK: move, OZ: second
3. Overview of the actions of Meeting #19, #20 and #21
 1. Meeting 19
 - Item 8.7: New format of journal papers + special issue in leaflet
 - Discussion during the meeting (today)
 - Item 8.7: Leaflet for Dosimetry issue to be produced by December
 - Discussion during the meeting (today)
 2. Meeting 20
 - Item 4.1: Award for the best paper: It was agreed to send a special email announcement to all the members. TS will be responsible for drafting the email.
 - Discussion during the meeting (today)
 - Item 8.6: NK will contact Masao Taki to become a member and join the nominating committee. ✓
 - Item 8.7: LM will organize a nominating committee meeting. ✓
 - Item 10.6: JM will check if any funds are required to secure the chosen places.
 - not done, LM will ask Julien Modolo (JM)
 - Item 10.7: NK and LM: contact the Chinese society after the call in October.
 3. Meeting 21
 - Item 5.1: Website: MD and NP: to discuss open issues ✓
 - Item 5.1: Finalize the venue contract: NP (together with LM and MD)
 - MD will inquire about the existence of a contract that requires signing
 - Item 5.2: Extend call for plenary and tutorial proposals for BioEM 2024 just before next board meeting (16th October, 18:00 CET) (MD) ✓
 - List to be sent to AH before the next board meeting (MD) ✓
 - Item 6.1: send call for nomination to members, and BioEM board directors, end email with names to LM (name and email address) (MD) ✓

- Item 6.2: Set up doodle for first nomination committee (MD) ✓
- Nominating committee to contact potential candidates
- Item 7.2: TS expected to be present at the next board meeting ✓
- Item 8.1: Agreement to place the complete conference abstract books on IT'IS server with access for members and participants (MD) – ongoing

4. Future plans for the journal

1. Slides TS attached
2. Review editor changes
3. Special issue on dosimetry:
 - Everything is in place and the call/leaflets will be published in December
 - Can potentially be published earlier
 - Deadline for submission is June 2024
4. Special issue on neurostimulation:
 - Extension of the deadline for submission until 31/03/24
 - Approved NK: Move, WJ: Second
 - MD to adjust website and newsletter to inform members
 - Leaflet is ready but change deadline for submission before it is put on the website yet
 - Technical issues with Scholar1 system in Oxford.
 - TS met with Mary Clements for a brief 30-minute training session, but it was not effective for TS, making it challenging to work with
 - Offer from the publisher with Sophia Brockley
 - Editorial support provided by Meaghen McDonnel (content)
 - Wiley to assist for free
 - Kerry Edwards will prepare template emails with visuals and distribute them through her network. Best paper award not implemented yet in Scholar1.
5. Discussion held for a potential best Bioelectromagnetics journal paper
 - For clarification: Minutes from Board meeting #19
 - The winner will automatically be invited as a plenary speaker at the BioEM conference session: advances in Bioelectromagnetics
 - The winner gets 2000 EUR travel award and 500 EUR fee
 - Email to inform all members who submitted at BioEM 2023 (TS to draft with MD's assistance)
6. More submissions this year than last year: will be reported by TS at the next board meeting
7. MD to send action items to TS

5. BioEM 2024 (Presented by NP, no presentation)

1. Status of the organization
 - Website
 - Website will be updated shortly
 - Finalization of Rooms and Venue
 - No charge for the preparation on Saturday by the venue
 - The program will be similar to BioEM 2023.
 - Poster sessions will be scheduled for Monday and Tuesday
 - Extended LOC meeting: A Doodle poll suggests that 02/11 is the most suitable day.
 - Question AH: Kindly share all the information with her and WJ, as they are part of the Technical Program Committee (TPC) for BioEM 2024
2. NK emphasized that NP should receive support from the BioEM Society for payments since registration is the responsibility of BioEM
 - Proposal MD (excluding travel and expenses)
 - Website BioEM 2024
 - Support to bring new content delivered to the new web platform
 - Attendees management
 - Checking membership payments + invoices
 - Support emails
 - Conference Support
 - Coordination between LOC, Board and CCBS
 - Mailbox management

- Managing contact with sponsors and displaying their logos on the website
 - Organizing lunch for board meetings and the GA Lunch
 - One site inspection of location early 2024 + advise
 - Update of the event management guidebook
 - Stay during BioEM 2024
 - Invited speakers
 - Support committees
 - LOC meeting
 - Join LOC meetings
 - Based on an hourly fee, estimated €4000 with a €8000 cap
 - Approved. NK: move, BI: second
 - 3. BioEM2024: invited speakers, workshop, and tutorials
 - List presented by AH (attached)
 - Plenary speakers discussed
 - Proposal BI
 - BI will make introduction and NK will contact him
 - Proposal NK
 - RN is asked to propose a third invited speaker
 - Some of the suggested plenaries can be converted into tutorials
 - Potential remote options: If they are exceptionally qualified, we have the remote presentation option for plenary speakers
 - Plenary speakers to be added to the website by the end of the year (MD)
 - Forwarding emails from the previous year to AH (MD)
 - No new call for speakers
6. Candidates for elections
 1. LM suggested candidates (list attached)
 2. The nomination list completed with CVs and contact details should be sent to the election officer, AP before 30 December 2023.
7. Review of decision list and actions list
 1. Meeting 20
 - Item 10.6: JM will check if any funds are required to secure the chosen places.
 - not done, LM will ask Julien Modolo (JM)
 - Item 10.7: NK and LM: contact the Chinese society after the call in October.
 2. Meeting 21
 - Item 5.1: Finalize the venue contract: NP (together with LM and MD)
 - MD will inquire about the existence of a contract that requires signing
 - Item 8.1: Agreement to place the complete conference abstract books on IT'IS server with access for members and participants (MD) – ongoing
 3. Meeting 22
 - Item 4.4: Extension of the deadline until 31/03/24.
 - MD to adjust website and newsletter to inform members.
 - Item 4.5: Best Bioelectromagnetics journal paper
 - Email to inform all members who submitted at BioEM 2023 (TS to draft with MD's assistance)
 - Item 4.6: More submissions this year than last year: will be reported by TS at the next board meeting
 - Item 4.7: MD to send action items to TS
 - Item 5.1: NP: share all the information with AH and WJ, as they are part of the Technical Program Committee (TPC) for BioEM 2024
 - Item 5.3: BioEM2024: invited speakers, workshop, and tutorials
 - RN is asked to propose a third invited speaker
 - Plenary speakers to be added to the website by the end of the year (MD)
 - Forwarding emails from the previous year to AH (MD)
 - Item 6.2: Candidates for elections
 - The deadline for nominations by the end of the year must be communicated to the election officer, AP.

8. AOB and Adjourn

9. Next Meeting Dates:

1. 13th November, 18:00 CET
2. 11th December, 18:00 CET