

Minutes
Board meeting 21
BioEM

September 18, 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) (left at 07:23pm CEST)
- Azadeh Peyman (AP)
- Bennett Ibey (BI)
- Anke Huss (AH)
- Lucas Portelli (LP)

Invited for making notes: Melanie De Coster (MD)

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

Invited for point 7: Theo Samaras (TS)

1. Adoption of agenda:
 1. NK: move, FPrato: second
2. Minutes of the nineteenth and twentieth meeting: approval
 1. 19th and 20th board meeting notes
 - NK move, RN second
 2. GA 2023 meeting notes
 - FPrato move, OZ second
3. Overview of the actions of Meeting #19 and #20
 1. Meeting 19
 - Item 6.1: LM: Addition of Anke Huss to the education committee ✓
 - Item 6.1: LM: Recording of invited speakers presentation and availability for all members (to be applied for BioEM 2024) ✓
 - Item 8.7: New format of journal papers + special issue in leaflet
 - later during the discussion of the Journal
 - Item 8.2: RN will organize a meeting with Wiley and the journal committee ✓
 - Item 8.3: LM will ask Wiley access to statistics of the journal for TS ✓
 - Item 8.7: Leaflet for special issue on Dosimetry is due to be produced by December (TS)
 - later during the discussion of the Journal
 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.
 - not done, LM needs to send a reminder to TS
 - Item 5.1: AP: pay £36,000 to the society to settle outstanding dues. ✓
 - Item 7.7: AP will send the rules for the d'Arsonval Award to the award committee for finalization in September. ✓
 - Item 8.6: NK will contact Masao Taki to become a member and join the nominating committee.
 - ✓ No response yet, NK will call again
 - Item 8.7: LM will organize a nominating committee meeting.
 - waiting for acceptance from Masao Taki

- Item 10.6: Julien Modolo will check if any funds are required to secure the venue for BioEM 2025.
 - to do
- Item 10.7: NK and LM: contact the Chinese society after the call in October.
 - to do
- Item 9.1: The following potential TPC chairs for BioEM2025 were discussed: Francesca Appoliono (AP will ask), Olga Pakhomova (RN will ask), and if they decline, Claudia Moratori will be approached.
 - Francesca and Olga both accepted the offer ✓
- Item 13.1: MD: preparation of satisfaction survey ✓

4. BioEM 2023

1. Financial report and report of feedback from delegates
 - Detailed financial report provided by AP
 - Noted that any costs for alcohol and gifts will be taxed
 - Total taxes to be paid: £9,266
 - Donation to BioEM: £28,919
 - Board expressed appreciation for the profit
 - Discussion on the personal risk taken by AP regarding taxes and any future implications from UK inland revenue.
 - Thanks to the board for their support during BioEM2023

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

1. Status of the organization
 - Website
 - Some open issues, to be discussed with MD
 - Discussion on venue booking and costs
 - NP: conference schedule: Monday until Friday or Sunday until Friday?
 - Unanimously decision: Sunday until Friday
 - Set-up can be done on Sunday morning so there are no extra expenses (NP)
 - Cost discussions for different rooms and additional expenses
 - Cost venue
 - 2000 Euro/day for Imperial conference hall and 500 Euro/day for Athina room

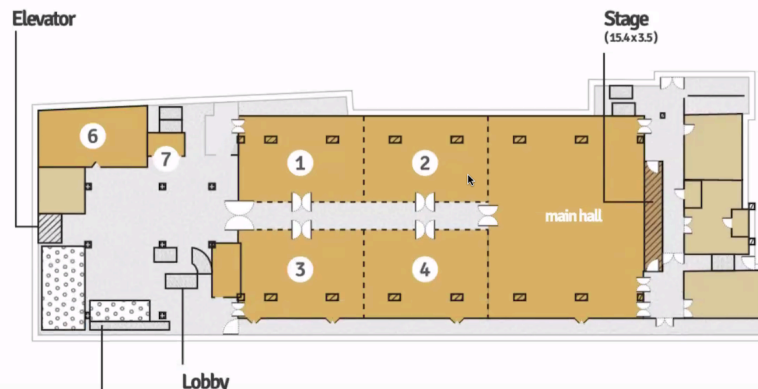


Figure: Imperial conference hall

- Discussion on poster session location
 - Posters in room 3 and 4 nearby the Imperial conference room and coffee break?
 - Or Posters in Athina room nearby lunch (other building)
- Decision: Poster session will be in Athina room, there should be enough room
- External rent rooms on Sunday

- Subletting to IEEE, SEAWave,...
 - Price: 500 Euro/room/day
 - Important: Finalize the venue contract (NP together with LM and MD)
 - NP is expected to attend every board meeting
 - 2. BioEM2024: invited speakers, workshop, and tutorials
 - Discussion on extending the call for proposals
 - Decision: to extend call just before next board meeting (16th October, 18:00 CET) (MD)
 - List to be send to AH before the next board meeting (MD)
 - Focus on plenary sessions and speakers outside the field
6. Candidates for elections
1. No input from members, new call to members
 - Decision: send call to members and deadline within the week, send email to president@bioem.org with names to president (name and email address) (MD)
 2. Set up doodle for first nomination committee (MD)
 - Nominating committee to contact potential candidates
 3. Discussion on outsourcing the voting platform
 - AP will gather information
7. Future plans for the Journal
1. TS not present, concerns about special issue deadline
 2. TS expected to be present at the next board meeting
8. Availability of book of abstracts from the conferences
1. Agreement to place it on IT'IS server with access for members and participants (MD)
9. Review of decision list and actions list
1. Meeting 19
 - Item 8.7: New format of journal papers + special issue in leaflet
 - discuss during meeting (overdue, TS absent)
 - Item 8.7: Leaflet for Dosimetry issue to be produced by December (overdue, TS absent)
 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.
 - overdue, LM needs to remind TS
 - Item 8.6: NK will contact Masao Taki to become a member and join the nominating committee.
 - No response yet, NK will call
 - Item 8.7: LM will organize a nominating committee meeting.
 - waiting for acceptance from Masao
 - 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)
 - 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 to members and deadline within the week, send email to president@bioem.org with names to president (name and email adress) (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 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)
10. AOB and Adjourn

11. Next Meeting Dates:

1. 16th October, 18:00 CET
2. 13th November, 18:00 CET
3. 11th December, 18:00 CET