

Minutes
Board meeting #35
BioEM

Dec 5, 2024
9:00-11:00 (Brussels Time)
Online Zoom meeting

In attendance:

- Azadeh Peyman (AP)
- Florence Poulletier (FP)
- Anke Huss (AH)
- Francesca Apollonio (FA)
- Myles Capstick (MC)
- Lena Kranold (LK)
- Akira Ushiyama (AU)
- Micaela Liberti (ML)
- Maxim Zhadobov (MZ)
- Micaela Liberti (ML)
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Absent:


- Damijan Miklavcic (DM)
- Sarah Loughran (SL)

Late:

- Wout Joseph (WJ, arrived at 10:00am)

Invited for making notes: Melanie De Coster (MD)

1. Adoption of agenda
 1. The agenda was adopted
2. Minutes of the meeting #34
 1. The minutes of meeting #34 were reviewed and approved. (Motion by ML, seconded by LK)
3. Overview of the action of meeting #34 [Updates](#)
 1. Item 4: Updates from the committee
 - Journal
 - Recruitment discussions ongoing; journal committee notes to be sent to AP
 - MD to send call for recruitment to AH
 - Meeting Committee
 - MD to send Doodle poll for the next meeting
 - Membership
 - Test email to membership committee planned
 - Awards
 - Explore reusing old medals (ask Alex for inventory)
 - [Approved medal designs from a new supplier](#) (400 euros first, 200 euros subsequent; pins 30% less). (approved by MC, LK)
 2. BioEM 2025
 - Call for Proposals
 - FA to present received proposals; extended TPC meeting to be scheduled via Doodle (MD)
 - Conference App
 - MD to share gathered quotes and details with Board Members for review; decision postponed to the next meeting
 - Conference Website
 - Add logo and date to the website

3. AOB and Adjournment
 - Next meeting
 - Date: Wednesday, 04/12/24
 - Time: 9 AM CEST
 - Invite: Zoom by MD 
4. Updates from the committee
 1. Journal (20/11/2024, next meeting 22/01/2025)
 - Special Issue on dosimetry:
 - Limited response, few submissions
 - Consider Mailchimp email or LinkedIn outreach to encourage members for submission
 - No extra extension of deadline
 - Visual Abstracts:
 - Possible via Wiley, suggested for all papers
 - Requires no additional copyright consent
 - Michal Cifra proposal for enhanced engagement: Social media posts, reddit engagement, community resharing, demonstrating success to potential authors.
 - Communication:
 - TS to send updates to AP and Michal
 - Approach: From the society, not the journal
 - Associate Editors:
 - TS to rank the applications
 - Committee to decide in the next meeting.
 - Varia
 - Request TS to provide an update on the journal during BioEM 2025 in Rennes (MD)
 - Send a promotional message from AP and TS to members about the journal
 2. Meeting Committee (02/12/2024, next meeting 09/12/2024)
 - Discussion on introducing a registration fee, potentially including an annual membership, (TBC 09/12)
 - Communication (15/11/2024, next meeting 08/01/2025)
 - All the committee members have access to the society's linkedIn account
 - Visual abstract presented on Journal committee
 - Education
 - Fifteen applications for STM have been received. A meeting is scheduled for 13/12 to review and make decisions, with the outcomes to be reported to the board via email (OZ will not be present). The final deadline for the decision is 20/12
 - Membership
 - Nothing to report
 - Awards
 - One application was received from Lucas Portelli but the required documentation is missing. FP will follow up to request full documentation.
 - MD will send monthly reminders through the newsletter
 - Finance
 - Schedule Doodle for January meeting (MD)
5. BioEM 2025
 1. Call for proposals
 - Presentation by FA
 - Discussion on plenary speakers, workshops, and awards sessions
 - Proposal to free up Wednesday afternoon or reduce the number of workshops compared to the current schedule
 - Adjustment to hold poster sessions on Monday and Tuesday instead of the current plan
 - Action: FA to send a list of proposed plenary speakers to the board members for review
 2. Conference app
 - Comparison made between Conference4me and Floq
 - Selected the more affordable option: Conference4me app
 - To be tested during BioEM 2025 and reevaluated afterward
 - Collaboration between MD, MZ, LOC, and TPC
 3. Conference Website
 - Ongoing
6. Proposal: Travel Support for board

1.

All board members should seek travel support from their respective organisations at first instance. In exceptional circumstances, and if any board member struggles to secure travel support, they can put a request to the board's finance committee for consideration.

The finance committee decides on each request mainly based on the principle of "whether physical attendance is essential for the board member and the role/function they have during the annual meetings which cannot be fulfilled remotely".

All board members will get 50% discount on registration fee for the annual meetings regardless of their role/function.


2. The board approved the above unanimously

7. Review of decision and action list

1. Item 4: Updates from the committee

▪ Journal


○ Varia

- Request TS to provide an update on the journal during BioEM 2025 in Rennes (MD). 
- Send a promotional message from AP and TS to members about the journal

▪ Awards

- MD will send monthly reminders through the newsletter
- MD to place the order for medals and pins.

▪ Finance

- Schedule Doodle for January meeting (MD) 

2. Item 5: BioEM 2025

▪ Call for proposals

- Action: FA to send a list of proposed plenary speakers to the board members for review

▪ Conference app

- Collaboration between MD, MZ, LOC, and TPC

8. AOB and Adjournment

1. Next meeting

- Date: Wednesday, 15/01/25
- Time: 9 AM CEST
- Invite: Zoom by MD 