

**Emerging Technologies Symposium Committee Meeting**

**Tuesday, September 29, 2015**

**Present:**

Sally, Paul, Alice, Wumi, Mike, Ross, Reya

**Apologies**:

Carol Ann, Ellen

**Recorder:** Mike Mandili

1. **Approval of minutes from the previous meeting:**

The minutes from September 17 2015meeting were approved.

1. **Website progress**: Sally informed the committee members that the Symposium Website is available to the members to view and give constructive criticism and recommendations. Sally said that the website needs to go live ASAP.
2. **Accreditation news**: Sally said that Deema Al Sheikhly, Dirctor of CPD said that the we can get credited by AACME and/or The Supreme Council of Health.
3. **Registration Software**: ITS has developed a Registration Software and Sally suggested that we try it. **Action item**: Mike to ask ITS for access.
4. **Budget Update:** Wumi will buy inexpensive Clip badges with the transparent ID cover. Sally asked Wumi to get a quote for lanyards with no logo. Alice suggested that we get badge colored ribbons for the speakers, presenters, organizing committee, sponsors, etc. Wumi will get price quote.
5. **Venue update:** Wumi and Ross reported that Grand Heritage Hotel facility is very nice. It can easily fit 100 guests. The cost per person per day is 230QR, which includes coffee, pastry and lunch. Coffee and pastry is 4500 per day. Cocktail reception is 120 per person. Action item: Wumi and Ross to check out the Marriott and Millennium hotels.
6. **Speakers:** Ross reported that Nicole is very keen to give a workshop. She will prepare an abstract of her talk before the 8th of October. Sally reported that the AAMCE committee meets once a month in NY and the next meeting is in Dec. by then we need to have all our abstracts ready and delivered to the committee.

Ross mentioned that there is no news from Hanif other than he is interested in giving a talk. Ross will follow up with him and report back.

1. Sally reported that Linda got in touch with Dr. Mary Sengati Zimba and Dr. Judith Mavodas from Abu Dhabi and they are very interested in giving a workshop. Linda sent them the Symposium information.
2. Sally reported that Robert Laws agreed to give a workshop on creating academic videos. Mike asked about the venue for this workshop and Sally suggested that we ask Robert if we can have it in one of George Town facilities. If the answer is no, then may be we can use our virtual classroom laptops and have it here in WCMC-Q.

We need to know how many workshops we are offering and we need to decide on the venues.

1. Paul reported that Eng. Yasser from TAMUQ is very interested in giving a workshop on 3D printing. Paul is meeting with him next week to finalize all the detail and ask about the venue for the workshop and whether he can host it in one of his engineering labs. Paul will also ask him about the maximum number of attendees and if he would lead one of the round table discussion on 3D printing.
2. Sally reported that Sharon is very interested in presenting, but she did not give the topic. Sally is going to find out if she is also interested in giving a workshop.
3. Mike reported that Gale is visiting Ellen this week and she is going to ask them to support this event. Mike did not hear back from vendors.