

Minutes of the International Society of Biomechanics Executive Council Meeting

Virtual Online Meeting

10:00 – 17:00 (Coordinated Universal Time) Tuesday, July 21th 2020

11:00-18:00 (Central European), 2:00-9:00 (Pacific Standard),
19:00-2:00 (Australian Eastern Standard), 18:00-1:00 (Korean Standard)

Present: Toni Arndt (TA), Joe Hamill (JH), Alberto Leardini (AL), Jennifer Shin (JS), Dario Cazzola (DC), Graeme Wood** (GW), Megan Stewart (MS), Janet Dufek (JD), Elizabeth Clarke (EC), Thor Besier (TB), Felipe Carpes** (FC), Katherine Boyer (KB), Andy Cresswell** (AC), Tim Derrick (TD), Daniel Hahn (DH), Li Li** (LL), Glen Lichtwark (GL), Jacqueline Alderson (JA), Melissa Boswell** (MB), Brent Edwards** (BE)

Apologies: None.

The minutes were recorded by BE.

Formal officers' reports can be found in *ISBDropBox\Executive Meetings\2020 Online\Agenda Items/*

** Appointed (non-voting) member

1. Welcome by the President and identification of additional agenda items

TA welcomed councillors and explained scheduling arrangements.

2. Minutes of the 2019 ISB Executive Council Meeting in Calgary, July 30th-31st

Moved TA, Seconded GL “... that the minutes are a true and accurate record of the meeting”.
CARRIED.

3. Minutes of the 2019 ISB Executive Council Meeting in Calgary, August 3rd

Moved TA, Seconded JD “... that the minutes are a true and accurate record of the meeting”.
CARRIED.

4. Officers' reports

President (Toni Arndt)

TA stated he had a lot of contact with the presidents and other council members and that he was impressed with the good work.

TA mentioned the “issue” at the banquet, and that ISB, ASB, and Organizers wrote of letter condemning the behavior.

TA mentioned that many meetings were cancelled because of the pandemic.

The Advancing Women in Biomechanics is going well, and an event will be organized at the next ISB in Stockholm.

TA made reference to the ISB recommendations paper on “Multi-segment foot modeling”, which will be discussed later by the President Elect (AL).

TA has been working with World Athletics on performance enhancement of shoes. He brought up the new World Athletics Award. World Athletics wants the award presented yearly (ISB, then off years at ISBS). GL asked if the award was primarily for sport biomechanics. TA said it’s going to be for all athletics, however, next year they want it to be for running.

TA doesn’t think the Clinical Biomechanics Award should have a name associated with it. TD mentioned there is a new award for females and that maybe Jacquelin Perry’s name can be associated with it. TB agreed. AC asked about the financing of the award: What happens if externally funded awards are removed? TA says there is a risk that the World Athletics award gets removed at some point within a few years.

Operating codes (Appendix 3) - TA explained new changes. TB asked about operating codes for the sponsorship officer and that maybe they should be separate. JD agrees with TB and says sponsorship piece will be very dynamic. A motion was made to accept the codes in Appendix 3, with two changes: a bit of text for awards officer and the table for sponsorship officer removed (TA), seconded by TB, motion was carried.

Constitution (Appendix 4) – TA motioned to accept Appendix 4. GL asked a question if the constitution has to be voted on at the general assembly. GWs understanding is that general assembly must vote. Seconded (GL), Carried unanimous. Official vote would be at the general assembly.

Past President (Joe Hamill)

This past year JH was involved with the nomination of honorary members. Graeme Wood was voted as an honorary member.

JH mentioned that the presidents have decided to create a Codes of Conduct document. JH stated the document was already approved by the presidents and others on the executive.

President Elect (Alberto Leardini)

AL discussed the Multi-segmental Foot Model (kinematics) ISB recommendations paper. AL mentioned the authors on the paper and said it should be completed by end of the year.

AL has been working with ESB organizers to determine how ISB and ESB can support each other next year when both conferences will be held in Europe. The two organizations have been in discussions on how they will ensure they don’t compete and how they can find synergies. AL stated they will encourage people to attend both meetings.

AL reiterated that ISB has been in discussions with WCB on how to have some ISB presence within WCB.

The Presidents have updated the Conference Bidding Guidelines (Appendix 5) – Motion by TA to accept the bidding guidelines. EC brought up an issue with the use of the word “race” and asked if that was the right word? What about ethnicity or cultural diversity? Or is it geographic diversity? FC didn’t know if the word race was correct. TB liked the idea of including ethnicity and geographic diversity. EC stated it might be worth including both. TA agreed and suggested gender

and ethnicity, equity and geographic diversity. TA asked if all were in agreement with that important change and then remotioned, AL seconded, carried unanimous.

Publications Officer (Glen Lichtwark)

GL began by stating he still needs to deal with archives of the old ISBNow, which will occur over the course of the next 6 months. He mentioned ISBNow is getting a bit dry. Roughly 40-50% of emails addresses that receive ISBNow are opened. TA said we can definitely try to freshen it up. TB mentioned about the potential to have a “blurb” from other societies. GL they do that, but usually it’s about up and coming conferences. MB said that some of the ISBNow stories are shared on social media. DC mentioned the importance of twitter and social media, and that perhaps a link in the newsletter for upcoming tutorials would be a good idea.

Informatics Officer (Thor Besier)

TB stated the website is GDPR compliant. He contacted technical groups so they can ensure theirs are as well.

The ISB website now has a link to software for a Matlab demo on the joint kinetics paper. We do pay a significant amount of money to keep things going online, i.e., the cost for hosting the website (roughly \$18k AUD). TB stated he will look into the details of these costs and maybe look for alternatives. TB mentioned the site looks a little dated. EC states that the cost is fairly large and states the cost is roughly half our membership, doesn’t seem costs effective. GW mentioned it’s not an issue at the moment because of congress profits. TB says he needs to look into what is a more reasonable cost. AC made a comment that when he was head of school they used Go Daddy and the costs were about the same.

Technical Groups Officer (Elizabeth Clarke)

EC stated that tech groups hold symposia once every two years or more. Main reports lists things EC wants to raise for discussion. Groups planning symposia this year have either been cancelled or delayed. Most have asked to have their symposia transferred to next year.

EC stated that symposium budget questions are the most challenging part of the role. Mostly because of changes in requests and differences in currency. EC stated that she had to shuffle some money around this year to see if we can provide FBS with requested money; FBS has never requested money until this year.

Two technical groups have asked for non-for-profit status. TA asked do they need to be non-for-profit? What does that entail and do we actually want that? GW said it may be something we need to look at and get a legal opinion on. GW will work with AC to get an informed opinion. TB said his understanding is that it doesn’t matter if non-profits have money/make money, but that the money can’t get transferred to other accounts. GL agreed and said that is his general understanding but that it might depend on their location.

The tech group on computer simulation has asked for support for a discussion forum and asked TB if that could be done on the ISB website. GL mentioned they could have their own category on Biomech-L.

A vote was had on the Comparative Neuromuscular Biomechanics group constitution. EC stated everything looked good, see appendix 9, accept for one thing (5.3). They state board members are encouraged to serve two terms. EC motioned to approve. Seconded by TB. Carried unanimous.

TB asked if there is a motion required to move the budget for technical groups for this year 2021 to next year 2020. EC made a motion to approve transfer of funds, seconded by TA, carried unanimous.

Asia Representative (Li Li)

LL mentioned that a few things have developed since putting together his report. He was glad to see two proposals to host the ISB conference in Asia. Currently, no one can travel from US to China, not just because of COVID, but because of US-China relations.

Affiliated Societies (Jennifer Shin)

There are currently 21 societies on ISB website, but there are some discrepancies. Most of the information has been updated apart from a few societies that JS was unable to contact. The Korean society on record never existed, so JS investigated that.

JS asked about how a society can renew their affiliated status. None of the ISB attendees from Russia that were contacted were aware of a Russian Society of Biomechanics. TA doesn't think there has ever been a process for renewal. He mentioned maybe we could have some kind of renewal process once every 4 years. JS stated she will work on a process and send it around. Regarding Russia, TA mentions there are grounds for removing. TB just removed them from the website. TB has also removed the Korean society that does not exist.

JS stated that some affiliated society money has been sent, but doesn't think they actually had the meetings the money was meant for. EC is facing the same issue with the technical groups. JS stated she will contact the affiliated societies and let them know the already approved and transferred funding can be used at later date.

Support for affiliated societies are on a first come first serve basis and there are no guidelines. JS suggested there should be a more structured approach. TA mentioned we have never had a problem with the current approach. AC stated it hasn't been a problem. EC mentioned there was an issue with technical groups that some knew to ask for more money and they were provided with it. Many groups didn't know to ask for this additional money. JS said she thought about setting a window of time for affiliates to request money. GW mentioned the budget is struck at the time of the general assembly and is good for two years. So should look at it from a two-year timeline.

JS made a motion to approve transfer of funds to next year, seconded by EC, carried.

Developing Countries (Daniel Hahn)

DB asked if someone publishes based on grants they won from ISB should they be required to mention ISB in the acknowledgements. TA stated it should be mandated that ISB is acknowledged for awards we give out.

Martin Bobbert is currently in India and has asked for support setting up a lab. Regarding laboratory set up funds, JH stated historically this has been through equipment donations. JH and TA can't remember if cash has ever been transferred. FC stated that in the past ISB has worked with companies to get discounts. FC said Vicon and Tekscan would likely be interested in the grants competition. DH will contact JD.

DB asked how strongly should the next grants be advertised? Do we need extra sponsors for the EDC grants or is this within our ISB budget. TA mentions that all promotion of the grants competition and awards should be advertised.

South American Representative (Felipe Carpes)

FC thanked the committee for the appointment. He stated that classes and universities have been stopped, students are at home, and things are online. In general research continues. His group has organized a webinar with South American countries for biomechanics, teaching, research best practices, etc.

FC discussed the Brazilian Congress of Biomechanics, which is supposed to take place next summer in 2021. Hopeful it will happen. There have been discussions of a Latin America meeting of Biomechanics (n = 45 people working on it). FC is waiting to establish until country based societies can confirm their commitments.

Education (Jacqueline Alderson and Darrio Cazzola)

DC has been working on planning tutorials and online workshops. These have been impacted by COVID and conference cancelling. DC stated he wants to use tutorials to showcase new advanced and novel methods.

DC is interested to have online resources and online webinars. JA and DC are interested to have some money to help build these online resources. They asked for \$5k to help support these resources. JA's team have put together a 3 hour workshop on machine learning and is happy to have that as the first workshop. JA stated they are looking for funding to help with editing and online delivery. GL stated that tutorials make money that comes back to the society and suggested maybe excess from the tutorials could be used to help pay for the webinars. GW said there is money in the budget for this if needed and can be done through education. AC stated its very helpful when the conference organizers can absorb some of the costs, so that's an important discussion to have. TA stated its good that there is money there and it doesn't need a vote.

Student Awards (Kathrine Boyer)

KB began with a question regarding matching dissertation grants. The matching grants all seem to come from the US. What are the barriers from other countries? AC thinks this is just a bit of an anomaly. Going back there have been several from other countries in the past.

Regarding international travel grants. All recipients have been given a 6 month extension. KB asked if the next round of travel grants should be postponed? TA suggested to not stop completely but wait for travel to be organized before the money is sent off to the student. KB will request a letter indicating travel arrangements have been set before money is delivered.

KB state she has created a new reviewer form for student grants and mentions if anyone has feedback this can go back to her via email. AL is curious to see if members of the awards committee from previous years are able to continue to help. KB said she reached out to them and also got new reviewers.

AL and TA mentioned it would be good to remove matching part for EDC.

Awards (Tim Derrick)

TD stated there are 5 current awards.

Two new awards have been proposed – World Athletics (WA) Awards and “Jacquelin Perry” emerging female scientist award. WA award is for \$5,000 and published in JAB subject to normal peer reviewed process. TA went on the discuss other details of the award. For example, offered each year ISB, then ISBS then back to ISB, etc. Will always be called the ISB award even at ISBS conferences. Procedures are based on Clinical Biomechanics Award. EC wondered if any of the

other awards have a full paper submission? TD, said yes like the Clinical Biomechanics Award. AC mentioned that paper was always reviewed before the award. JA asked about the fact that all ISBS papers are published in Sports Biomechanics, so there may need to be an exemption. AL brought up issues of expertise of jury. TD suggested wording that additional members can be appointed subject to scientific expertise.

TA motioned to include the World Athletics, JD seconded, carried unanimous.

TD discussed a second award sponsored by ISB worth \$5,000 - The Promising Scientist Award. JH made a suggestion about the committee that it doesn't have to be editors. JA offered a suggestion that someone on the Jury be a female. TD wanted to write in that at least half are female. KB mentioned that the timeline should allow for a year of leave. Motion to include the Jacquelin Perry Emerging Female Scientist Award in the list of awards (TA), seconded by JS, carried unanimously.

TD asked if the new awards document can be updated without council. TA stated if they are large edits they have to go to committee of presidents and council if a new award. Motion to approve ISB award guidelines as provided in Appendix 7 with changes in this meeting (name of award, etc) by TA, seconded by JD, carried unanimous.

5. Discussion of ISB Conference Bids

Japan Bid

Q&A

TA question – what is your range of accommodation? There is a variety from high rank accommodations and cheaper accommodations (40-50 USD/night) are available.

TA – what is the fee for members not for early bird? The fee is 800 USD after early bird.

GL – Does conference venue have ability to record keynotes, invited, and tutorials. Will organizers absorb those costs? Yes, they have budgeted for those costs.

AL – number of seats of single auditorium? Can all delegates be accommodated? Thinks areas can be maximized for 3k seats.

EC – Was there a discount for EDC? At the moment it looks like there is no discount for them. That is still being considered by the organizers?

TA – Do you already have financial support from city?

EC – I noticed in the bid document that walking time was quite large? Is anything relatively close like 5-10 minutes walk?

Hong Kong Bid

Q&A

TB – can you speak to aspects of the virtual conference. How might that work? Not just virtual but also hybrid solutions. Live or on demand. Engagement for delegates that cannot attend.

DH – is there a gain in attendance with this hybrid model? Do you lose physical attendance? Experience is that you reach different parts of the world and increase your number of delegates.

GL – discussed the requirements for certain talks to be recorded. Will this be accommodated? Yes.

TA – How stable is Hong Kong with relationship to China? Laws are unlikely to affect visitors.

AL – what are the dimensions/capacity of the largest of the rooms? Jockey Club Auditorium (1,328 seats). Can broadcast live to another theater if necessary.

EC -how close are the rooms? Its not a big campus so they are all close. Students benefit from the set-up. It is also downtown with easy access to all attractions. Free highspeed internet.

JH – What is the maximum number of delegates you could handle? They are budgeting for 1,500 physically and perhaps 300 virtually.

Discussion of Bids

- a. Fees: Relatively similar amongst groups
- b. Date: All dates seem acceptable
- c. Mission: Both bids were seen as being beneficial to the mission of ISB. Council is keen to promote biomechanics and have representation in Asia.
- d. Experience: Fukuoka has had prior experience hosting ISB and many other biomechanics meetings. Fukuoka was well supported by the biomechanics community.
- e. Schedule: Fukuoka was seen as having demonstrated more potential to provide a strong biomechanics scientific program. Due to their prior ISB involvement, large delegate numbers at past congresses, and support from the community
- f. Accommodations: Concerns were raised regarding the distance of accommodations to the conference venue in Fukuoka. All Hong Kong accommodations were close to downtown and attractions. Hong Kong was able to provide cheaper accommodations as well for students as it was being hosted on a university campus.
- g. EDC: EDC rates were better for Hong Kong, and the proposed hybrid/virtual conference component was seen as a great benefit to EDC delegates.
- h. Travel: Relatively similar amongst groups
- i. Diversity: Fukuoka's congress organizer team was composed of 50% female.
- j. Facilities: Concerns were raised about Hong Kong congress being held on university campus as this might interrupt the flow of the conference and the ability to travel seamlessly from session to session.

To summarize: Fukuoka was well supported by the biomechanics community. Hong Kong bid was very well organized and the virtual component was seen as a plus. ISB has never been held in Hong Kong and that was seen positively. Facilities seemed easier to go between sessions in Fukuoka and difficult in Hong Kong. But Hong Kong was much more accessible to downtown with cheaper accommodations.

A 10 to 4 majority vote was passed in favor of Fukuoka. TA put forth a motion that Fukuoka, Japan has been awarded the 2023 ISB congress. The motion was seconded by JH and AL, and carried unanimously.

6. Officers' reports continued

Sponsorship (Janet Dufek)

JD began by thinking GW for his help.

JD mentioned that the feedback from current sponsors is that there is more apathy about participating in “a word from our sponsors”. Delsys just wanted a great big add instead. Sponsors are interested in return on investment. JD brought up the notion of introducing a lesser sponsorship. Should we have smaller sponsorships from \$500 to the \$1000 mark? KB thought maybe we can have this associated with some of the online content. JD thought that was a good idea. TA said the small sponsorship is a great idea. TA asked if we need a new sponsorship level name? JD thought it should be categorized somehow. GL said the biggest asset is the social media outreach. We need to think about different models for the larger sponsors around social media. Need to offer something different that conference organizers don't. TA will reach out to discuss sponsorship opportunities with companies he's been in contact with. TA mentioned he will get into contact with World Athletics suggesting they could be a Gold Sponsor. GL thinks it would be useful to revamp what each sponsor gets. **Action item for Janet.**

Student (Megan Stewart)

MS stated there will be a mentor lunch at ISB. There is concerns that ISB next year will be virtual. If physical conference, student night might be an outing to an amusement park, or a stockholm pub crawl.

Advancing Women in Biomechanics group will try to get more allies (i.e., men) to attend the event. KB asked if it make sense to extend mentorship program to off conference years? TA said that's a great idea. Because it is virtual this could be done.

Social Media (Melissa Boswell)

MB continues to increase Facebook and twitter reach. Things are going well. MB said she made a note about Sponsorship advertising. MB will work on template to give to sponsors. GL mentioned that all companies have their own social media outreach as well. So we need to distinguish between what we will provide. TA mentioned more virtual public displays of theses.

MB provided updates on BOOM.

Treasurer (Graeme Wood)

GW discussed Membership numbers and tabled the financials. Stated we are in good shape, mainly due to profit sharing of 2019 conference. See report for additional budget details.

7. Other Matters

Diversity Officer (JD) - In these socially tense times, JD mentions she was Surprised there was not a EDI officer. Maybe something to discuss as we move forward. TA stated we do have several pieces that that would fit with that portfolio.

8. ISB 2021 Presentation from Toni Arndt

Video to PPT Presentation

- a. Website is up and running ISB2021.com
- b. Abstract submission already open

- c. Same organizing group, connection with Swedish Society of Biomechanics, Close collaborations with the waterfront convention centre.
- d. Have a PCO called Meetx.
- e. Have a local scientific community.
- f. Contract for Waterfront is being looked at and will be finalized by the summer
- g. 75% refund if they can cancel 180 days prior to event, 50% if cancelled 120 days
- h. Qualisys would like to be major sponsor, and have early confirmed interest from other sponsors
- i. Progress with scientific program, special sessions for TCs, and satellite symposia (n=3).
- j. Might have some scientific debates.
- k. Confirmed some keynote lectures: Bronwen Ackermann, Stephane Viollet, others to be decided. Have planned on 6 keynotes.
- l. Ideas for tutorials. TA will be in touch with JA and DC
- m. Other events discussed.
- n. Working on reviewers for abstracts
- o. Covid-19 risk evaluation and measures. Early sponsor contracts, plans for digital streaming, technical facilities are there.

Q&A

AC asked question about the financial model and what would happen if registration had to be reduced because of hybrid model or virtual model.

EC stated that the shoulder group has requested to hold their meeting within the conference rather than have it as a satellite.

EC asked question about the abstract submission and if having an earlier date would allow for better preparation for the 180 days cancellation policy.

TA called the meeting to a close (10:30am MST)

9. Motions

1. Rewrite what each sponsorship received (JD)
2. Prepare a new officer portfolio for EDI that council can review next meeting. Put this in the codes. JA and JD will be happy to help put stuff together.

10. Action Items

1. A motion was made to accept the codes in Appendix 3, with two changes: a bit of text for awards officer and the table for sponsorship officer removed (TA), seconded by TB, motion was carried.
2. TA motioned to accept Appendix 4. GL asked a question if the constitution has to be voted on at the general assembly. GWs understanding is that general assembly must vote. Seconded (GL), Carried unanimous. Official vote would be at the general assembly.
3. The Presidents have updated the Conference Bidding Guidelines (Appendix 5) – Motion by TA to accept the bidding guidelines. EC brought up an issue with the use of the word “race” and asked if that was the right word? What about ethnicity or cultural diversity? Or is it geographic diversity? FC didn’t know if the word race was correct. TB liked the idea of including ethnicity

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5. TB asked if there is a motion required to move the budget for technical groups for this year 2021 to next year 2020. EC made a motion to approve transfer of funds, seconded by TA, carried unanimous.
6. JS made a motion to approve transfer of funds to next year, seconded by EC, carried.
7. TA motioned to include the World Athletics Award, JD seconded, carried unanimous.
8. Motion to include the Jacquelin Perry Emerging Female Scientist Award in the list of awards (TA), seconded by JS, carried unanimously.
9. Motion to approve ISB award guidelines as provided in Appendix 7 with changes in this meeting (name of award, etc) by TA, seconded by JD, carried unanimous.
10. A 10 to 4 majority vote was passed in favor of Fukuoka. TA put forth a motion that Fukuoka, Japan has been awarded the 2023 ISB congress. The motion was seconded by JH and AL, and carried unanimously.