



COUNCIL MEETING
Online, June 2023

1. Apologies
Ester Goutan Roura

2. Approval minutes
Approved

3. Symposium Autumn 2023
ANNEX 1: Example format symposium

Working title: Innovation in Technology, Healthy Ageing and Leadership
Symposium divided in 3 blocks

- Block 1: Technology (day 1)
- Block 2: Healthy Ageing (day 1)
- Block 3: Leadership (day 2)

Date: TBC

4. Conference 2024

5. COHEHRE Activities

At the last team meeting it was decided to organize 2 activities in Fall and 2 in Spring.

- **Committees**
The preferences of the council members have been introduced in the new 'COUNCIL Roles and Responsibilities' (**ANNEX 2**)
- **Flow to organize an activity**
Can be found in Teams
- **Activities in the pipeline**
The course proposal 'Crisis in the classroom' was approved by the council.
- **Kick-off event**
In the light of too many activities taking place in Autumn as well as the start of the new academic year, it was put forward to add a Kick-Off day before or after the Symposium to save costs on travel.

6. General Assembly

- **Elections**

ANNEX 2: Revisit roles and responsibilities according to new structure in order to come to a description of what kind of candidate we are looking for to replace Ester and Annemie.

- **Date**

- **Budget**

- **Annual report**

7. Membership fees

Membership fees will be fixed for 2 years and reviewed after those 2 years.
Agreed by everyone.

8. Statutes & Bylaws

The legal dept is looking into the update of the statutes.

9. Baseline

'Sharing knowledge in health and rehabilitation'

ANNEX 1: Example format symposium

DAY 1			
TITLE SYMPOSIUM			
	Registration		
13:00-13:10	Welcome & Introduction		
13:10-13:30	Keynote 1: (Technology) Pieter de Bakker		
13:30-13:45	Q&A		
13:45-13:55	<i>Transition to breakout rooms</i>		
13:55-14:40	Parallel session 1 VR projects	Parallel session 2 In Vision	Parallel session 3 AI & VR in healthcare
	Expert presentation Followed by debate Q&A (+moderator)	Expert presentation Followed by debate Q&A (+moderator)	Expert presentation Followed by debate Q&A (+moderator)
14:40-15:10	BREAK		
15:10-15:30	Keynote 2: (Healthy Ageing)		
15:30-15:45	Q&A		
15:45-16:30	Parallel session 1	Parallel session 2	Parallel session 3
	Expert presentation Followed by debate Q&A (+moderator)	Expert presentation Followed by debate Q&A (+moderator)	Expert presentation Followed by debate Q&A (+moderator)
16:30-16:40	<i>Transition to workshop/demonstration/discussion group</i>		
16:40-17:10	Workshop/demonstration/discussion group		
17:10-18:10	Welcome drink		

BLOCK 1: Technology

- Keynote: Pieter de Bakker
- Parallel sessions
 - [VR projects](#)
VR 1/1 simulatie
Immersive room (simlab)
VR-it-yourself (support caretakers to create tailored therapy)
SMST (sensory therapy for people for people with a mental disability)
 - [In vision](#)
Learning by using technology (videos)
 - [AI and VR in healthcare](#)

Demonstrations will be taken up in the parallel sessions as no big groups are allowed into those rooms.

BLOCK 2: Healty Ageing (elderly care)

- Keynote:
- Parallel sessions

DAY 2			
TITLE SYMPOSIUM			
09:00-09:10	Welcome & Introduction		
09:10-09:30	Keynote 3: (Leadership) Sabrina Nachtergaele		
09:30-09:45	Q&A		
09:45-09:55	<i>Transition to breakout rooms</i>		
09:55-10:40	Parallel session 1	Parallel session 2	Parallel session 3
	Presentation Followed by debate Q&A (+moderator)	Presentation Followed by debate Q&A (+moderator)	Presentation Followed by debate Q&A (+moderator)
10:40-11:10	BREAK		
11:10-11:20	<i>Transition to workshop/demonstration/discussion group</i>		
11:20-11:50	Workshop/demonstration/discussion group		
11:40-12:00	Closing		
	Networking room		

BLOCK 3: Leadership

- [Keynote: Sabrina Nachtergaele/UZ Gent](#)
- Parallel sessions

ANNEX 2: Council member responsibilities

The Council operates as a team throughout the year, executing the following General council Member Duties:

- Attendance at three council meetings per year (January, April and June)
- Participation in council telephone conferences (September and March)
- Attendance at Annual Conference – (April)
- Contribute actively to the agenda proposed for each meeting
- Contribute actively to the implementation of the decisions taken by the council
- Contribute actively to the Annual Report
- Undertaking of tasks related to organisation and smooth running of the annual conference e.g. chairing sessions, hosting meetings, welcoming new members etc.
- Any other duties required
- Keep close liaison with the Office Manager and copy her in all the correspondence

Specific tasks and responsibilities are summarized in the following table:

POSITION	SPECIFIC TASKS
President Patricia Claessens	<ul style="list-style-type: none"> • Key representative for the organisation • Steers the strategic development of the organization • Ensures that the organisation remains financially viable • Chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations • Manages relationships with other linked organisations • Prepares the annual budget for consultation
Vice-President Marc Elie	<ul style="list-style-type: none"> • This role is assumed by a council member in addition to other duties • The main role is to deputise for the President • May be invited to take on defined tasks by the President
Treasurer Patricia Claessens	<ul style="list-style-type: none"> • Belgian • Works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation • Acts in accordance with the Council's decisions regarding financial matters.
Content Committee António Ferreira Annemie Spooren	<ul style="list-style-type: none"> • Liaison of council in the Content Committee • Oversees content suggestions, speaker suggestions and possible hosts to organise seminars, Capacity Building workshops, student activities • These two council members will be assisted in the leadership of the Content Committee by a Content Committee Team
Organisation Committee Margit Eidenberger	<ul style="list-style-type: none"> • Liaison of council in the Organisation Committee • Oversees the break-even analysis, budget sheet, outcomes and general organisation of seminars, Capacity Building workshops, student activities • These two council members will be assisted in the leadership of the Organisation Committee by an Organisation Committee Team
Communication and Marketing Committee Marc Elie	<ul style="list-style-type: none"> • Liaison of the council in the Communication and Marketing Committee • Oversees the communication plan and marketing campaign for COEHRE and its activities

	<ul style="list-style-type: none"> This council member will be assisted in the leadership of the Communication and Marketing Committee by a Communication and Marketing Committee Team
Finance and Legal Committee Council	<ul style="list-style-type: none"> Looks into activity proposals and feasibility of proposed activities Evaluates the results of the events
COEHRE Conference and Symposium Council	<ul style="list-style-type: none"> Set out the main framework for the conference including theme and subthemes and work on the content in coordination with host institution
Annual Student Conference Coordinator Council	<ul style="list-style-type: none"> Ensures that the student conference is planned to run alongside and intersect with the COEHRE Conference. Oversees that a dynamic and interesting programme is planned for the students and that they have an opportunity to interact with locally based students, organisations and cultural events. Assures the quality of the learning and teaching content and level of academic outcomes Oversees contacts and books tutors and visiting sites
Annual Conference Scientific Programme Coordinator Annemie Spooren Ester Goutan Roura	<ul style="list-style-type: none"> Responsible for coordinating and issuing a call for abstracts for papers and posters on the key themes of the annual conference Coordinates the evaluation of submissions by a team of experts from the membership Coordinates parallel session content at the conference.