

ASME BED/Design and Rehabilitation Committee

- Standard Operating Procedures -

The purpose of the BED/Design and Rehabilitation Committee is to promote interchange of information on current biomechanical design, computer aided surgery, robotics, human movement, and rehabilitation research through annual (IMECE and Summer Bioengineering) conferences. Furthermore, it promotes dissemination of this information through support of the publication process wherein abstracts of each presentation are prepared and documented in the corresponding Proceedings of these meetings. Beyond this, the committee also assists the Biomedical Engineering Division activities through its attendance at and involvement with the Divisions Executive Committee and various sub-committees (Membership, Programming, Honors, etc.). Through this process, a forum is provided which affords active academic researchers, medical device manufacturers and students the opportunity for regular interaction in areas of current development.

The organization of the BED/Design and Rehabilitation Committee consists of all members of the ASME/BED who are active and willing to participate in society activities dealing with design and rehabilitation. From that group, a Chairman is elected to a three (3) year term. Final approval of the Chair comes from the BED Executive Committee. It is the Chairman's duty to call regular meetings of the committee, provide a written agenda and to follow-up either directly or through delegation on issues approved at the meeting. A Vice Chairman/Secretary (also elected by the committee members) is responsible for taking minutes of the meeting and assisting the Chairman in committee duties during the year. The vice-chair is automatically nominated to become chair, pending approval of the BED Executive Committee. If the Vice Chair is unable or unwilling to take on the post of Chair, the Chair will be elected by the committee membership. Specific activities of the Committee are to select the topics to be emphasized at the subsequent years meeting(s) and to identify organizer(s) to coordinate that process. The committee submits a list of these topics, number of sessions and organizers to the Program Committee for inclusion in the Call for Papers and eventual Conference Program. Once the abstracts for a particular Conference are received, the committee is responsible for reviewing them for appropriateness and quality and then forming final Sessions to be presented at the Conference. Each year, the committee works with the Program Committee of the Summer Bioengineering Conference to promote and organize that program as well as supporting any special activities associated with it. A Program Planning subcommittee makes recommendations to the full committee at each regular meeting on topics of interest to the membership for inclusion at future conferences.

The criteria for judging the success of the committee's efforts will be as follows:

- Number of papers presented at committee sessions
- Number of sessions organized at conferences
- Number of attendees at committee sessions
- Number of industry speakers per session and/or per conference
- Number of JBME/JMD design/rehab-oriented papers

The Chair shall be responsible for acquiring these data, or shall delegate the responsibility.