



MINUTES

International Chinese Society for Physical Activities and Health

Friday, June 9, 2023 (8:30–10:32 PM ET)

In Attendance: Weiyun Chen, James Zhang, Jiling Liu, Xiaoxia Zhang, Yang Bai, Meiyuan Chen

1. Welcome to Dr. Zhang, President-Elect and EC Members' Self-Introduction

2. Overview of the 2023-2024 Objectives and Tasks by Weiyun

1) Major Objectives

- a) Professional growth
- b) Research and education
- c) Healthy and physically active lifestyles.

2) Prioritized tasks

- a) In-person conference (March 12-16, 2024)
 - Top priority; make sure schedule for this event
- b) Post-hoc committee for organizing the conference
 - James will be in charge; all EC members support
- c) Post-hoc committee for completing the online submission system
 - Very important; Jiling will take charge

3) Continued tasks

- a) Monthly scholar lectures: James in charge
- b) Call for abstracts: James in charge
- c) Post-hoc committee for reviewing the abstracts and sending the letters
- d) Newsletters: Jiling in charge
- e) Publication of the selected abstracts to the journal: TBD
- f) Collaboration with the China regional divisions: Weidong in charge
- g) Journal: TBD
- h) Bylaws: finalize revision and publish on official website



3. Plan for the 2024 ICSPAH Annual Conference in lieu of 2024 SHAPE America Annual Convention

- 1) Person in charge needs to communicate with SHAPE about conference room renting (number of room, times, days), bring you own devices
- 2) Timelines (If we decide to have in-person/hybrid conference with SHAPE):
 - a. Call for abstracts: Notification for acceptance needs to be sent out at least 3 months before deadline, with signature of SHAPE president and ICSPAH president, in order for Chinese scholars to apply for a visa
 - b. Send abstracts to reviewers
 - i. Past experience
 1. Call for abstracts sent out in early October
 2. Time consuming for organizing abstracts
 3. Quick review (1-3 weeks) last year
 4. Time consuming for classifying accepted and rejected abstracts
 5. March sent out notification of acceptance/rejection
 - ii. Expectations for 2024
 1. TBD: Depends on whether holding conference in-person, hybrid, or online—Item (G).
 - c. Return the reviewed abstracts.
 - d. Send the acceptance/reject letter of the abstract along with the signature of the SHAPE America President or the organization manager
 - e. Gather information about the conference participants.
 - f. Contact the SHAPE America event organization manager to reserve the room, room set up etc.
 - g. Organize the conference programs
 - i. Dean Forum
 - ii. Hybrid format
- 3) Challenges of Organizing Conference—Chinese scholars:
 - Visa processing at least 90 days, up to 180 days (Business visa may be quick to process)
 - High airfare



- Some may need to apply for international travel and be approved by school administration.
- May survey intent of international travel
 - a)
- Students may apply for passport and visa; time consuming; most participants were students; survey for possibility of traveling
- James: None of >20 Chinese scholars attended Doha conference

b. Proposals:

- Hybrid might be the best choice- call for abstract must be sent prior to October 1.
- Survey intent to international travel (Jiling will create a survey)
 - Do you possess a 5- or 10- year visa?
 - Do you have your passport in personal possession?
 - What is your school policy regarding travel for international conferences?
 - ❖ Meiyuan 建议问题:
 - 1.您的姓名 (确定是否要, 还是匿名?)
 - 2.您的单位 (确定是否要, 还是匿名?)
 - 3.您是否有美国 B 类(商务旅游) 签证?
 - 4.如果您的摘要被录用, 2024 年您计划前往美国参加学会年会吗?
- Hold conference in China, collaborating with China divisions, around May and June
- May consider a third place (e.g., Hongkong, Taiwan)

4. Dissemination of the Presentation Certification by Xiaoxia

- 1) Presiders will complete certificates for conference participation and membership.
- 2) Xiaoxia will share all information with and assign tasks to presiders by June.
- 3) Meiyuan will share all certificates with Chinese members.

5. Online Abstract Submission

- 1) Ad-hoc committee chaired by Jiling to search for a capable abstract management system.



6. Newsletter by Jiling

- 1) EC members are encouraged to submit information.
- 2) New EC pictures and biographies (<150 words) will be published in Newsletter.

7. Update the ICSPAH Website by Meiyuan

- 1) Upload the approved Bylaws and the Constitution
- 2) The president message
- 3) The 2023-2024 ICSPAH EC member information
- 4) Reconsider new, more accessible layout

8. The 2023-2024 Monthly Scholar Lecture by James

- 1) If our conference goes with SHAPE, we will have six lectures.
- 2) Meiyuan suggests having research awardees to do a lecture.
- 3) Can include experts from multiple disciplines (Sport Management, Exercise Physiology, etc.).

9. Other

- 1) Xiaoxia will work with Yang on tax reporting.
- 2) Screenshots of today's meeting and annual conference will be published on official website.

10. Meeting adjourned at 10:32 PM ET.