



To : All members, The Hong Kong Ergonomics Society  
From : Ms Ida Yiu, General Secretary, The HKES  
Date : 13<sup>th</sup> April 2007

**Re: 2007 Annual General Meeting, Annual Scientific Meeting and Annual Dinner**

Date: 12<sup>th</sup> May 2007 (Saturday)  
Time: 3:30pm – 5:00pm Annual General Meeting  
5:00pm – 6:00pm Annual Scientific Meeting  
Venue: ST522, The Hong Kong Polytechnic University

**Agenda for 2006-7 Annual General Meeting**

1. Opening remarks by the President
2. Confirmation of the minutes of the last meeting
3. Annual Report of the Council
4. Audited Accounts of the Society
5. Appointment of Honorary Auditor
6. Appointment of Honorary Legal Advisor
7. A.O.B.

**An invitation for nomination of Office Bearers and Council Members to serve the Society for 2007 – 2009 is enclosed.**

**Annual Scientific Meeting**

Topic: 50 years of Fitts' law

Speaker: Professor Errol Hoffmann  
Visiting Professor  
Department of Industrial Engineering and Logistics Management  
The Hong Kong University of Science and Technology

**Annual Dinner**

The Annual Dinner will begin after the Annual Scientific Meeting and will take place at The Four Seas Restaurant at The Hong Kong Polytechnic University.

**Please complete and return the attached reply slip on or before 2<sup>nd</sup> May 2007**

## REPLY SLIP

To: Ms Ida Yiu, General Secretary, The Hong Kong Ergonomics Society  
c/o Department of Manufacturing Engineering and Engineering Management  
City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong

**Fax: 2788-8423**

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- I shall attend the Annual General Meeting
- I shall attend the Annual Scientific Meeting
- I shall join the Annual Dinner. I will bring a cheque of HK\$50 made payable to "The Hong Kong Ergonomics Society" to the Annual Dinner.
- I shall not be able to attend the annual functions on 12<sup>th</sup> May 2007

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date: \_\_\_\_\_

To: All Voting Members, The Hong Kong Ergonomics Society

From: Ms Ida Yiu, General Secretary, The HKES

Date: 13<sup>th</sup> April 2007

**Re: Election of Office Bearers and Council Members for the term 2007-2009**

The term of office of the current Council will expire in the coming Annual General Meeting scheduled on 12<sup>th</sup> May 2007 (330pm, ST522, The Hong Kong Polytechnic University).

Nominations are invited for Office Bearers and Council Members for the term 2007-2009. The following abstracts from the Constitution of HKES are provided for your convenience:

- 8.3 Members of the Council shall be elected at the Annual General Meeting and shall hold office for a two-year term.
- 8.3.1 At least one month before the expiry of the term of office of the Council, the Council shall invite nominations for the offices in the Council from voting members of the Society.
- 8.3.2 A nomination for a specified office in the Council must be made in writing by one voting member, and seconded by at least one other voting member.
- 8.3.3 The written consent of the candidates to stand for election must be obtained before nominations can be accepted.
- 8.3.4 Nominations shall reach the General Secretary not less than ten days before the scheduled Annual General Meeting.
- 8.3.5 Candidates shall be elected to specified offices in the Council as in Article 8.1.

Please use the attached nomination form for nominations.

Yours sincerely,  
Ms Ida Yiu  
General Secretary, The HKES

To: Ms Ida Yiu  
General Secretary, The Hong Kong Ergonomics Society  
c/o Department of Manufacturing Engineering and Engineering Management  
City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong

Fax: 2788-8423

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**The Hong Kong Ergonomics Society  
Nomination Form (2007)**

Positions to be Elected	Names of Nominee	Signatures indicating consent	Seconded by	Signatures indicating seconding
President				
Vice-President				
General Secretary				
Treasurer				
Council member				
Council member				
Council member				
Council member				
Council member				
Council member				

Nominated by

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Note: If you need more Nomination Forms, please duplicate it.

(Note: This nomination form should arrive at the above address or by fax before 4:00 pm,  
2<sup>nd</sup> May 2007)