

SC Siyuan Chen (Guest) 14/11/2023 2:37 pm Edited

## Discussion about strategies to promote sign-in and survey participation

Hi [Matt J Dunn](#), [Amanda Douglass](#), [dr.rashameer](#) and [Robert.Alexander](#), I've put a doc under the tab 'Files' to share the mailing lists and other channels on promoting IS CET. These are in my research areas (more in HCI area where eye tracking papers can be found). Please feel free to add mailing lists, relevant conferences/events or channels in your research areas and make any comments (such as whether you agree to do it or suggestions) in the doc or here. After reaching an agreement, I will execute this plan.

Any questions, feedback and suggestions are welcome!



Matt J Dunn 14/11/2023 10:50 pm Edited

Thanks Siyuan – this is really helpful. If we promote each meeting via these lists, IS CET will hopefully be able to attract more of the people it represents. I have added a few other suggestions based on places I have advertised previously.

It's worth bearing in mind that IS CET is specifically about *clinical* uses of eye trackers. I think it's a great idea to get the word out initially via all eye tracking groups as there are likely to be a good number of non-clinicians such as yourself who are keen to be involved and who can contribute meaningfully to clinical protocol development. But we may want to consider reducing the frequency with which we contact those groups that are less relevant, such as *Affective Computing*, *Robotics*, *Human-Computer Interaction* etc. These groups are quite tangential to clinical uses of eye trackers (meaning ophthalmology/neurology etc clinics) so perhaps we should inform those lists less frequently. I have separated these out in the document as being less directly relevant, but still worth contacting occasionally.

Regarding organisations to include in the **survey study**, note that this list is something that is currently being actively worked on by the wider IS CET group. You can find that [here](#). This is primarily a list of professional bodies and manufacturers whom IS CET plans to contact as part of the survey study. There may be significant overlap though between this list and the one you have produced.

Thanks again for your help with this.

Wednesday, 15 November 2023

SC Siyuan Chen (Guest) 15/11/2023 1:44 pm Edited

Thanks Matt. Your feedback is very helpful. I removed the mailing lists in less relevant areas. The remaining ones are more likely to help find researchers who use eye trackers for research which is related to clinical uses. I agree that we should inform these lists less frequently. Once they sign in IS CET (is it right if we can make announcement by sending emails to subscribers?), we don't need to announce events often via these less directly relevant mailing lists.

I also removed 'reaching out relevant bodies' to avoid the overlap between the initial contact lists and the one produced later.

Thanks for adding the mailing lists and conference in your area. Please feel free to make comments again. Look forward to the feedback from other committee members as well. 😊



Matt J Dunn 15/11/2023 9:07 pm

Thanks Siyuan. Yes, once people have signed up to the mailing list they will receive messages sent that way. However at this early stage we are likely to need to keep putting the word out externally until we have more 'members' (currently loosely defined as people signed up to the list, although in time we will likely be a more formal membership status).



Thursday, 16 November 2023



Amanda Douglass (Guest) 16/11/2023 3:48 pm

I don't seem to have access to the file Siyuan, I only get posts for this channel for some reason? Can you send me a direct link?



Matt J Dunn 16/11/2023 8:54 pm

Hi [Amanda](#), the file should be in the 'Files' tab above. If there is a problem viewing the files I wonder if it's because this Microsoft Team is somehow linked to my own University; others are appearing as 'Guests'. Perhaps once IS CET has its own web space we can set up some kind of forum on there; one that allows equal use to all forum members. Doing things that way would also provide an immediate method for making all committee discussions public.



Matt J Dunn 16/11/2023 9:11 pm

If you don't see the tab above, you can try [this link](#).



Communication strategies.docx  
ISCETCommittee > General





Matt J Dunn 16/11/2023 9:10 pm

Hi all; just a note that I have had no luck trying to contact Rasha Moustafa. Rasha volunteered herself for the position of Europe/Africa coordinator on 6th October and officially joined as a committee member at our last meeting (although she wasn't present at the meeting, it was in the middle of the night for us in Europe/Africa so I'm not too surprised about that!) However, since then I have written to her a few times to try to set a date for the upcoming meeting, with no luck. All I can find is a Gmail address, and it's not clear if this is actually the best way to contact her (it is listed in a publication though). An internet search tells me she is a visiting ophthalmologist at the moment at the University of East Finland, and I have written this morning to a colleague she recently published with, who tells me he has forwarded my message to her.

This is why we don't yet have a date in the diary for the next meeting, since this would be in the Europe/Africa meeting. If I don't hear back from her by next week I will set a date on her behalf; hopefully we will hear from her before the meeting itself and if she isn't able to chair it then I am happy to step in. I'll also get in touch with Gemma Arblaster from the University of Sheffield as she is taking the lead on the survey study, so it will be essential we pick a date that Gemma can make. In fact if I don't hear from Rasha I may ask if Gemma wants to chair the next meeting. Hopefully though we will hear from Rasha soon.  
[see less](#)



Matt J Dunn 16/11/2023 9:17 pm

Update – thanks to contacting her colleague I have now heard from her. All is well – she is just in the process of choosing someone to chair the meeting. The email address we have been using appears to be the correct one.



Siyuan Chen (Guest) 04/12/2023 4:23 pm

Great ! Thanks for the update.



Matt J Dunn 11/01 10:07 pm

## The search for funding

Amanda has found [this grant scheme](#) for improving diagnosis in medicine, as a possible source to fund IS CET's setup costs. They don't have a call open at present, and I see that all previous awardees are American institutions, but if another call goes out for this and it seems worthwhile then perhaps Robert would be able to lead an application.



Matt J Dunn 11/01 10:24 pm

I've also found this (call open now) – it's a funding stream for developing standards, although it is more focused on experimental standards; we'd have to dig into it to see if they'd fund clinical standards: <https://grants.nih.gov/grants/guide/rfa-files/RFA-MH-22-145.html>



Matt J Dunn 05/12/2023 11:37 pm

IS CET Committee: I was about to write here to suggest that we arrange a meeting of the committee members so we can check we are on the same page regarding strategy and organisation. But of course the time zone differences would make that virtually impossible. So, I wanted to check if you're happy with the current setup we have here – does Teams work for you; any suggestions to improve connectivity etc?



Siyuan Chen (Guest) 06/12/2023 11:17 am Edited

Teams works for me. I regularly check if there are messages.



Amanda Douglass (Guest) 06/12/2023 11:38 am

teams works for me, but a meeting (even if it is at a late hour) might move things along quicker?



Matt J Dunn 06/12/2023 11:45 pm

At the least a meeting so that the committee can meet may be a good idea. In order to work out an appropriate time slot, we are based in:

Amanda: Australia (UTC+11)

Siyuan: Australia (UTC+11)

Rasha: Finland (UTC+2)

Matt: UK (UTC + 0)

Robert: Eastern USA (UTC-5)

Having plugged our time zones into [timeanddate.com](https://www.timeanddate.com), these look to be the 'least bad' two time combinations... Let me know your thoughts(!) Note this is not in relation to any specific date yet, but should apply throughout January. Maybe we could meet some time in early January...



Cardiff	Melbourne	New York	Helsinki
Tue 19:00	Wed 06:00	Tue 14:00	Tue 21:00
Tue 20:00	Wed 07:00	Tue 15:00	Tue 22:00

Thursday, 7 December 2023

 dr.rashameer (Guest) 07/12/2023 11:19 pm

I am so fine with meeting hours you proposed Matt, lets go for a meeting in early Jan.  
I will keep an eye on teams as well of course

Thursday, 14 December 2023

 Matt J Dunn 14/12/2023 3:36 am

**ISCET Committee** – As a suggestion, we could meet (as a **committee meeting**, i.e. just the five of us) on **Tuesday 9th January / Wednesday 10th January** (note this is a single meeting time, but the date is later in Australia), i.e. the following times for each time zone:

- **New York: Tuesday 9th January 14:30**
- **UK: Tuesday 9th January 19:30**
- **Finland: Tuesday 9th January 21:30**
- **Melbourne: Wednesday 10th January 06:30**

Once I know whether this date/time combination works for others, I'll generate a Zoom link. Given the time differences involved and the fact we can discuss on Teams I don't think we should need to meet regularly in this way as a committee, but it's probably a good idea to do this at least once, e.g. whenever there is a change in the committee, or more often if that's preferred.



Friday, 15 December 2023

 Robert Alexander (Guest) 15/12/2023 1:39 am

Works for me!

Tuesday, 19 December 2023

 Matt J Dunn 19/12/2023 7:46 am

**Amanda**, does the above time slot work for you?

 Amanda Douglass (Guest) 19/12/2023 4:21 pm

I can make that work 😊

 Matt J Dunn 19/12/2023 9:58 pm

Thanks Amanda – I appreciate it's not an ideal time of day! Hopefully it will be helpful for us all to get together even just this once so that we've met and can discuss logistics and whatever else we feel needs to be in place for ISCET to run smoothly. Then hopefully we can focus in the main meetings more on the actual development of standards, and anything else can be discussed here.

So **ISCET Committee** – it's confirmed – we will meet (just the five committee members) at the time below:

New York: Tuesday 9th January 14:30

UK: Tuesday 9th January 19:30

Finland: Tuesday 9th January 21:30

Melbourne: Wednesday 10th January 06:30

I've set up a Zoom meeting for this here, and it will be recorded just like the main meetings (we should also come up with a strategy for how we publish our discussions here on Teams, as committee discussions should be a matter of record as well). Zoom link:

<https://cardiff.zoom.us/j/87067011979?pwd=em9vVUphN09mSiJvdjVTTJab0JkUT09>

If anyone has specific items for an agenda please say so – as a start I think it would be helpful to discuss how we can grow membership and perhaps look into small grant funding to support basic running costs (website hosting etc). If there are more suggestions then I'll put together a formal agenda document to keep track 🙌

If anyone has specific items for an agenda please say so – as a start I think it would be helpful to discuss how we can grow membership and perhaps look into small grant funding to support basic running costs (website hosting etc). If there are more suggestions then I'll put together a formal agenda document to keep track 🙌

Wednesday, 10 January


 Matt J Dunn 10/01 3:54 am Edited

Hi all, here's a rough agenda for the meeting (though we can keep it fairly open; it's primarily a chance to meet each other and have some discussion on how we see ISCET developing):

- Introductions
- Discussion of our understanding of IS CET's aims and priorities
- Rough timescale for progression of standards development
- Outreach: ideas for increasing engagement
- How often should IS CET meetings take place (general and committee meetings)?
- Check everyone knows how to update website / send messages to members etc
- Funding: search for funds to cover minor costs (website etc)
- Set a threshold for when we will pass on our responsibilities to a formally-voted committee
- How to provide support to Gemma Arblaster for the survey study
- Any other business

Note that the meeting recording will be posted online.


 Matt J Dunn 10/01 6:37 am  
 dr.rashameer, Robert Alexander (Guest) - are you able to join us?

 Matt J Dunn 10/01 6:54 am  
 Robert and dr.rashameer – are you available at the **same time next week** to try again (see times as listed above)? We didn't feel it was worth continuing a meeting without the full committee present, at least for this first one.


Since we didn't have a full meeting today I've not saved the recording, but we did very briefly discuss:


- Between now and the committee meeting, we should look into funding options for the small costs that IS CET will incur at this early stage (website fees etc). There are presumably funding streams available for this sort of thing as IS CET has the potential for significant impact, and any society like this has to start somewhere. If we all have a look around for funding we might have some options to discuss next week.
- Does Gemma Arblaster need support with the survey study? Although she is getting ethical approval for the survey, this will presumably be region-specific, and further approvals may be needed in other countries in order to run the study elsewhere. dr.rashameer, this will be a point for further discussion at the next full IS CET meeting (January 24th), but we may want to discuss at the committee meeting if there's time (I've updated the agenda above).

Siyuan, Amanda and I are all available next week at the same time, so if Robert and Rasha can confirm their availability that would be helpful.

 Matt J Dunn 10/01 9:55 pm  
 Here is the link to the **committee** meeting, at the same time as the one above + 1 week: <https://cardiff.zoom.us/j/87067011979?pwd=em9yVUphN09mSjJvdjVtTjJqb0JkUT09>

Thursday, 11 January

 Robert Alexander (Guest) 11/01 12:29 am  
 Sorry all! I was expecting to attend but I had a sudden family crisis. New York City schools decided to dismiss our children early, and gave us less than half an hour notice that they were doing that. Both my wife and I commute over an hour and a half, so... it was a bit of a disaster. And unfortunately, I'm going on vacation starting tonight and won't be back until the 17th. The next times I can meet are on the 17th or 18th. Would either of those work?


 Matt J Dunn 11/01 1:03 am  
 Hi Robert: sorry to hear that, hope you were able to pick them up on time(!) Just to confirm, the 18th would work for me (**Siyuan** and **Amanda**: note that this is the morning of Friday 19th for you). Does this work for you all? *Times* would be the same as before, meaning:

- **New York: Thursday 18th January 14:30**
- **UK: Thursday 18th January 19:30**
- **Finland: Thursday 18th January 21:30**
- **Melbourne: Friday 19th January 06:30**

I've also sent a calendar invitation for those whose email systems support this.



Friday, 19 January

 Matt J Dunn 19/01 12:54 am  
 Hi all **IS CET Committee**: just a reminder of our meeting later today/tomorrow (depending on where in the world you are)... Hope to see you all there 😊

–Matt



Matt J Dunn 19/01 8:57 am Edited

Hi IS CET Committee - the video and notes are here. Please feel free to add anything I may have missed.  
<https://sites.google.com/view/clinicaleyetracking/committee-meeting-1-2024-01-18>

Last read

Matt J Dunn 24/01 2:59 am Edited

IS CET Committee I heard back from Ruth Hamilton regarding the points to ask her about ISCEV after the committee meeting:

- Joining ISCEV requires the support of another existing member (in other words not anyone can join). It also requires you to be a professional actively engaged in work on clinical electrophysiology of vision. Details [here](#).
- ISCEV charges £150USD annually for membership. This includes subscription to their own journal (*Documenta Ophthalmologica*)
- In terms of how decisions are made (where there is disagreement on an aspect of a new or existing standard), there is no specific policy. Their bylaws say "The Director of Standards is responsible for the production, updating and publicising of Standards and Guidelines relating to clinical electrophysiology of vision."

[dr.rashameer](#), I asked if Ruth had liaised with you ahead of tomorrow's meeting (as she is chair), and she said that might be helpful, just to go through the agenda. So if you're able to get in touch with her that may help. I've sent her an outline of what we have discussed at the committee meeting in any case.



Siyuan Chen (Guest) 24/01 10:47 am

Does ISCEV charge the membership fee from the beginning? If there is no clear benefit, people might not want to pay. Do we follow their way? How about we set some milestones, e.g. number of members, number of attendees or number of events we organize? If the milestones are researched, membership fee will be charged.

Can we know some statistical data about the members or attendees, so we know where we could make efforts?

Matt J Dunn 24/01 7:50 pm

ISCEV has been a good model for us so far but we don't have to follow to the letter. When considering their membership fee, it's worth considering that ISCEV has been around since the 1950's and membership also gets you a subscription to *Documenta Ophthalmologica* – and the fees (I assume) go toward the costs of running the journal. IS CET's costs are, for now at least, much lower. In any case, IS CET would probably need to be properly established before we can justify charging for membership.

Any decisions on things like this would of course need to be made by the wider group, but it's good to be discussing how things might work via the committee.

I'm not sure how many members ISCEV has – I've had a look at their website: it may be there, or we can ask Ruth sometime.



dr.rashameer (Guest) 08/12/2023 1:52 am Edited

## Next Meeting Arrangements

Dears,

So finally we can announce/email for the next meeting

i would really appreciate it **Siyuan Chen** if you can do the announcement

**Here are the details:**

Date: Wednesday January 24th at 16:00 CET

Chair: Ruth Hamilton

Agenda: (In progress) but few points for now:

-How to raise some small funds to support e.g: a website domain

suggestions: via memberships or grant application for start ups!

- Finalizing the survey and planning focus groups/interview: Gemma Arblaster, will be there for this discussion

<https://docs.google.com/document/d/1PEvsrl2qs6pvmxmtKRYsnvZQWltMMfwu2MJzJlouysA/edit>

How about that ?

Siyuan Chen (Guest) 08/12/2023 1:05 pm

Sure, Rasha. Happy to send it out via the mailing lists we have. Do you have specific time in mind to make the announcement? Now or early Jan? or both?

Tuesday, 12 December 2023



Matt J Dunn 12/12/2023 3:11 am

I'd suggest we get this announced as soon as possible – ideally we will always have the 'next' meeting announced, so that anyone who decides to check in on the ISCET website can always see when we're next meeting. The date that Robert has suggested for the following meeting after that can of course wait to be announced perhaps until just after the next meeting takes place.

Siyuan, hopefully you can see that there is already a placeholder page on the website that can be adjusted to contain these details – but please let me know if you'd like me to show you how that all works.



Siyuan Chen (Guest) 12/12/2023 10:33 pm Edited

Thanks, Matt. I've updated the ISCET website for the announcement (except the link to join the meeting). I also added the two points which Rasha listed here to the webpage of meeting 6 agenda. Please let me know if there is anything that needs to change.



Siyuan Chen (Guest) 12/12/2023 10:38 pm Edited

[dr.rashasameer](#), if the link to join the meeting is ready, please let me know. I will add it to the announcement on the ISCET website.



Matt J Dunn 12/12/2023 11:20 pm

Thanks Siyuan. One thing to note is that the list of time zones is not appropriate for the meeting time – the list of time zones used is the same as the one we used for our last meeting, which was based in Australia.

If you look down on the previous Europe/Africa meeting (see news updated posted on June 7th), you'll see a list of more appropriate time zones. There's no need to split this over two dates.

I've also added the link to the meeting page. Is this Zoom link the correct one?

Wednesday, 13 December 2023



Siyuan Chen (Guest) 13/12/2023 10:29 am Edited

Thanks, Matt. I've updated the list of time zones. The Zoom link is the old one used in the last meeting. I asked Rasha for the link in the last message.



Matt J Dunn 13/12/2023 6:31 pm

Thanks Siyuan. The time zones are still not correct; these are summer variants, and the time was listed as being the same in central Europe as in the UK. I've fixed all these now so that they are reading winter time zones and all times are correct, both on the home page and on the event page.

[dr.rashasameer](#), are you able to provide a Zoom link please? Once we have that, Siyuan can start to announce the meeting.



Thursday, 14 December 2023



[dr.rashasameer](#) (Guest) 14/12/2023 4:02 am Edited

Thanks for adjusting the time zones!. I will set a Zoom meeting. I need to do that from my Academic Account to have enough Time & space for attendees. Will get back either the link here, soonish

*This message has been deleted.*



[dr.rashasameer](#) (Guest) 14/12/2023 5:34 am Edited

Rasha Moustafa is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://tuni.zoom.us/j/69135158946?pwd=NW1tQXlzbmMxYm45K1c4WmFvL2phdz09>

Meeting ID: 691 3515 8946

Passcode: 654461

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One tap mobile

+46844682488,,69135158946# Sweden

+46850163827,,69135158946# Sweden

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Dial by your location

- +46 8 4468 2488 Sweden
- +46 8 5016 3827 Sweden
- +46 8 5050 0828 Sweden
- +46 8 5050 0829 Sweden
- +46 8 5052 0017 Sweden
- +46 850 539 728 Sweden
- +49 69 3807 9883 Germany
- +49 69 3807 9884 Germany
- +49 69 5050 0951 Germany
- +49 69 5050 0952 Germany
- +49 695 050 2596 Germany
- +49 69 7104 9922 Germany

Meeting ID: 691 3515 8946

Find your local number: <https://tuni.zoom.us/j/69135158946>

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Join by SIP

- 69135158946@109.105.112.236
- 69135158946@109.105.112.235

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Join by H.323

- 109.105.112.236
- 109.105.112.235

Meeting ID: 691 3515 8946

Passcode: 654461



Matt J Dunn 14/12/2023 7:57 am

Thanks Rasha; I've added that to the website now 🙌



Siyuan Chen (Guest) 14/12/2023 9:27 am Edited

Thank you, Matt. It's good that you double checked the time. 😊

Friday, 15 December 2023



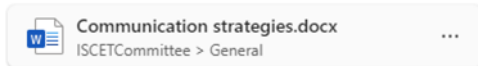
Robert Alexander (Guest) 15/12/2023 1:42 am

I think you should send out an email announcement too. Not everyone checks the Teams messages or the website.



Siyuan Chen (Guest) 15/12/2023 11:10 am Edited

Yes. That's the plan. The draft of the email announcement is ready for review on the 2nd page of the file. Please feel free to edit it no later than next Wed 20th Dec. I will send it out by then but if you let me know you've done, I can send it out earlier. [Communication strategies.docx](#)



Tuesday, 19 December 2023



Matt J Dunn 19/12/2023 7:58 am

Thanks Siyuan. I've made a couple of adjustments/corrections – this isn't the first meeting in the Europe/Africa region for example, and I've changed a couple of the URLs in the message to be more direct.

Wednesday, 20 December 2023



Siyuan Chen (Guest) 20/12/2023 4:13 pm Edited

Thank you Matt. I've sent it out via the mailing lists in all groups shown in the file. I will send out a reminder in Jan via the mailing lists which are identified as the relevant groups. Let me know if there is any other request.

Wednesday, 24 January



Matt J Dunn 24/01 3:17 am


Hi **Siyuan**. I can't recall if there was a plan to send out reminders closer to the time for meetings in future (there is a meeting tomorrow). I know we discussed sending a .ICS file for the future meetings at least so people can put them in the diary ahead of time.




Siyuan Chen (Guest) 24/01 10:02 am Edited



OK. I will send .ICS file for the future meetings. I haven't sent out reminders for the meeting tomorrow yet. If you think a reminder is helpful, I am happy to do it.

 Siyuan Chen (Guest) 24/01 10:08 am  
By the way, where can we see the number of membership? Curious to know if the mailing lists help an increase in the membership.


 Matt J Dunn 24/01 7:35 pm  
Although there isn't (as far as I can see) a counter anywhere with the number of people who have signed up to the list, since I set it up I get an email notification every time someone new joins. On that basis, there appears to have been 73 people who have signed up to the mailing list. I doubt though that I would be informed if anyone unsubscribed.

Thursday, 25 January

 Siyuan Chen (Guest) 25/01 11:10 am  
Thanks, Matt. It's good to know the number.

 Matt J Dunn 25/01 9:29 pm Edited   
Thanks [dr.rashasameer](#) for taking notes yesterday. I've updated the Meeting 6 page on the website so that there are placeholders for you to put the Notes, Chat log, a count of the number of Attendees, and the YouTube video. You can send the video to either myself or **Siyuan** for it to be uploaded to YouTube.

Friday, 26 January

 Matt J Dunn 26/01 3:10 am  
Also, once the website is updated with the meeting info, we'll need to get a message out to the wider group, perhaps via Gemma Arblaster, inviting people to the survey study subcommittee.

 Matt J Dunn 1/02 9:51 pm Edited

## About page



Hi all; just a note I've added more detail to the website About page. Hopefully this is a fair reflection of the discussions had so far. I wanted to take the chance for the page to elaborate on the various aims that we have discussed in the main meetings.



 dr.rashasameer (Guest) 9/03 5:56 am

## Publicity of our recorded meetings

Hi, as we are writing the ETRA paper presenting our society, I notices -also 😊  
That the recordings are made available not only on our website for members but for public, this includes committee and subcommittee meetings. That is not the understanding of many of the members. So I suggest we have a disclaimer asking Meeting host to say before the meeting and to have it clear and bold in any meeting invitation. Because there is a difference between asking for consent to record among a committee / sub-committees -> to be available for General group of the society and amongst the members and that publicity. Nothing serious but for example people would be aware of even simple jokes or certain opinions or even thinking out loud if this is being there on the internet for everyone. This is just a note.

 Matt J Dunn 12/03 7:16 am   
Thanks for this Rasha – I agree that it's important that we should be extra-clear on the public nature of ISCET meetings. Although Zoom automatically notifies people joining the meeting that the meeting is being recorded, I have added the following text to the upcoming meeting webpage so there can be no doubt: "Please note that all meetings are recorded and made available for public viewing."

**Siyuan:** we should include a similar notice in email notifications sent via the JISCmail system.



Wednesday, 13 March

 Siyuan Chen (Guest) 13/03 11:34 am  
Yeah, please see the draft here, down the bottom. Will send out if you think it's OK.  
<https://cf.sharepoint.com/w:/r/teams/ISCETCommittee/Shared%20Documents/General/Communication%20strategies.docx?d=w526c2de6bfdc4dcea371bdc6820cdf4e&csf=1&web=1&e=RNm5Cp>



Friday, 15 March



Matt J Dunn 15/03 2:58 am

Thanks Siyuan. I've removed the bolding and very slightly changed wording since this isn't actually a change in policy (rather we can just be clearer going forward by attaching this notice to all meeting notifications), but this looks good.



Siyuan Chen (Guest) 15/03 11:18 am

Thanks, Matt. Have sent it out.



Matt J Dunn 05/12/2023 9:49 pm

Hi all,

It looks like we now have a confirmed date/time for the next meeting – 16:00 CET on January 24th. Hopefully Rasha will publicise this soon. I'm concerned that the amount of time it has taken to arrange this, and the fact that it will have been nearly three months since the last meeting, could be seen as a lack of momentum, so I'd suggest we should get the dates in the diary for the follow-up meetings now. How do people feel about us aiming for (roughly) three-weekly intervals from then onward? As of March, ISCET will have existed for a year, and it would be great if we could have a clear plan by then for prioritising standards development, from the results of the survey study.

[Robert.Alexander](#), the next meeting would then be in The Americas region, so that would be roughly three weeks after January 24th, and [Amanda](#), if you could look into dates approximately six weeks beyond 24th January that would be helpful.

If three-week intervals seems too regular (or not often enough), please say so. Of course it all depends on what actually needs discussing at any time – at this stage we are hopefully nearly ready to begin the survey study, so regrouping to update on responses may be helpful. Please let me know your thoughts...

(And perhaps we could put on the agenda for the next meeting discussion of how often ISCET should meet...)



Robert Alexander (Guest) 06/12/2023 2:11 am

I think that Thurs. Feb 15th at 2pm would be good. I don't have a problem with the three-week intervals, so long as we're making progress each time.



Matt J Dunn 06/12/2023 5:26 am

Thanks [Robert.Alexander](#). Just to confirm, I assume that's the EST time zone?

Also, just for future reference, this is the tool I've been using to convert time zones for previous meetings: <https://www.timeanddate.com/worldclock/fixdform.html>. I chose a set of time zones to report that cover all of the regions where the event would be at 'sociable' hours.



Robert Alexander (Guest) 06/12/2023 6:33 am

Yes, EST. Thanks!

Thursday, 25 January



Matt J Dunn 25/01 8:19 pm

Hi [Robert](#): after yesterday's meeting it was decided that the next meeting should be pushed back a bit so that the survey subcommittee have a bit longer to progress things. Could you decide a date/time and send a Zoom link (with recording enabled) for a meeting roughly a month later than the one you previously proposed? This would be for the entire group. Please also decide who you would like to chair the meeting (it could be you, or you could ask someone else which would allow you to focus on writing minutes; up to you).

Friday, 26 January



Robert Alexander (Guest) 26/01 12:43 am

Okay, sounds good [Matt J Dunn](#). Let's do Thursday, March 21st, at 2pm EST. I'll chair the meeting.



Matt J Dunn 26/01 3:27 am Edited

Thanks Robert – I've added details to the website including translating the time zone (it's between the period when the US shifts to summertime but Europe has not yet – as a result it is actually more 'sociable' hours for us in Europe). Feel free to update the page with the Zoom link when it's ready.

Link to your meeting page is : <https://sites.google.com/view/clinicaleyetracking/meeting-7-2024-03-21>

Wednesday, 31 January




Matt J Dunn 31/01 12:55 am

[Siyuan](#) – would you be able to promote this upcoming meeting date?


I'll liaise with Gemma and Rasha now about putting out a message about the survey study (I think it's appropriate that these be separate communications)



 Siyuan Chen (Guest) 31/01 3:43 pm  
Yeah, happy to promote the upcoming meeting in March. I noticed that the Zoom link is blank. Will send out the announcement once the link is ready and agenda is updated. But if you think it's better to do it now, that's no problem.

 Matt J Dunn 31/01 6:33 pm Edited  
Good point – [Robert](#), can you add the Zoom link and a draft agenda to the website?



 Matt J Dunn 31/01 8:00 pm  
[Robert](#) – with regards to the agenda, as well as an update from the survey study subcommittee (which will inform which standards to work on first), there are other things that IS CET could be working on now. For example, a universal file format for eyetracking data. This is something we could start to think about now. Something that fits into the DICOM format, perhaps, which allows for any brand of eyetracker to be used, and thinking about flexibility for future data types that haven't been thought of yet.

Another point that could potentially be discussed now is setting up a blank code repository as a location where IS CET-compliant protocols can be stored for all major eyetrackers (i.e., before the manufacturers provide a solution themselves).

We may also want to make sure we have a plan in place for how the protocol development process will take place. There has been some discussion about the possibility of using subcommittees for each clinical discipline/condition, but we haven't yet discussed how those groups would be decided, nor the process they will go through to decide on each standard. We might want to come up with a framework document for the standards, so that each standard follows a similar format. As an example, the ISCEV standards are [here](#) – these follow an academic paper format which may be useful in terms of 'releasing' a new standard, but I wonder whether ISCEV might also publish in parallel a few summary pages in a common format – just an idea, but I realise there is the potential that this could over-simplify things.


Anyway, just some ideas for the next agenda so we can get the framework in place so that we can make a good start on standards development as soon as we have our priorities from the survey study.

Thursday, 1 February

 Siyuan Chen (Guest) 1/02 10:32 am  
All are good points, especially like the idea of drafting framework doc for the standards now, so we know what need to do.

Edited


Not all eye trackers provide eye images. Some just output pupil size and eye movement data. Not sure DICOM covers that. Perhaps need a format for numerical data too if not. Also wondering where do we publish the standards? ISCEV publishes them on Doc Ophthalmol. Is it their own journal?


 Matt J Dunn 1/02 7:27 pm

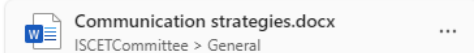
- Yes, Documenta Ophthalmologica is ISCEV's own journal.
- DICOM is more than just an image storage format (although that is one thing it handles). Most eyetrackers don't store images of the eyes, although some do and we would need to account for that. I think DICOM will store anything you can throw at it, but this would need to be discussed at a meeting, ideally in collaboration with manufacturers. My limited understanding is that DICOM is recognised as a standard for transferring medical data, so should be widely supported.


Wednesday, 7 February

 Robert Alexander (Guest) 7/02 6:28 am  
Sorry for the delay: I just updated the Zoom link and the agenda for the meeting. Thanks, Matt!

 Matt J Dunn 7/02 7:08 am Edited  
Thanks [Robert](#). (Just tagging [Siyuan](#) here so she knows the link is now available to publicise)

 Siyuan Chen (Guest) 7/02 4:50 pm  
Thanks, [Robert](#) and [Matt](#). I've made a draft of the announcement at the end of the file. Could you please have a look before I send it out? Thanks. [Communication strategies.docx \(sharepoint.com\)](#)



 Robert Alexander (Guest) 7/02 8:38 pm  
Looks good to me.


 Matt J Dunn 7/02 11:49 pm  
Thanks [Siyuan](#) – I made some minor changes, hopefully to improve understanding. Don't forget to post an update on the website home page as well (you can copy the format of the message posted on December 22nd)

Thursday, 8 February


 Siyuan Chen (Guest) 8/02 11:40 pm  
Thank you both, Matt and Robert. I've sent out the announcement via all the mailing lists we have. The website home page is also updated.



Thursday, 29 February


 dr.rashameer (Guest) 29/02 9:38 am Edited  
Hi **Siyuan Chen (Guest)**, would you kindly check the recording for Meeting 6, as it seems not opening. Thanks

Wednesday, 6 March


 Siyuan Chen (Guest) 6/03 9:59 am  
Sorry dr.rashameer (Guest) for the late reply. The new Teams seems not showing unread messages anymore. I've checked the meeting 6 video. It's all good on my side. The video is on YouTube so if the link is not broken, it should work fine. If you still cannot open it, please let me know how you access the video and the error message, I will have a look into it.

 Matt J Dunn 6/03 7:09 pm  
The video appears to be working for me too (<https://sites.google.com/view/clinicaleyetracking/meeting-6-2024-01-24>)


Friday, 22 March

 Matt J Dunn 22/03 2:09 am  
**Siyuan**, it's probably too late for today's meeting, but we should consider sending out a .ICS (calendar invite file) for future meetings, so that people can easily put it in their diary and have the Zoom link handy.



 dr.rashameer (Guest) 22/03 2:51 am  
The video thing was temporary! It worked the other day! Thanks for checking, I just thought this message was missed already so forgot to get back to it. Thanks

I totally endorse the calendar invite file 🙌

 Siyuan Chen (Guest) 22/03 10:19 am  
Sure, I will include a .ICS file in the announcement next time.

 dr.rashameer (Guest) 4/03 11:18 am Edited

## ETRA Paper: Enhancing Data Collection & Membership Efforts for IS CET

Hi all,


As we work on the paper for ETRA 2024, it's become clear that we lack essential information about our members' disciplines and motives for joining IS CET.

Approach 1: We propose starting a Membership Application, where applicants are informed that their data will be anonymously used for academic research by our committee, with an added consent clause. This streamlined process, once ethically approved, will efficiently inform our research initiatives and strategic decisions.


Approach 2: Alternatively, we can duplicate the membership application solely for joining the society and formulate a separate survey to collect research data.

I'm currently inquiring about ethical approval for both options. With option 1, this committee or designated members will oversee the process.

I value your input and invite your feedback on which approach to pursue. I would appreciate a quick committee meeting to discuss further, after which I can email the suggested members according to our decision.

 Matt J Dunn 6/03 12:48 am Edited  
Thanks Rasha. If we go for Option 1 then we may want to put out a call to recruit a new committee member as Membership Secretary. Even if this isn't paid-for at the moment, having someone who can look after this would be helpful.




 dr.rashameer (Guest) 6/03 7:25 pm Edited  
Any other suggestions/ opinions?

I might raise this discussion with the current ETRA paper co-authors as well, if they are willing to support in an upcoming survey analysis.

Also, as an internal call, does anyone of you have experience in Redcap and would like to join?

Wednesday, 13 March

 Siyuan Chen (Guest) 13/03 11:50 am  
Option 1 is practical. Later if we decide to charge membership fee, that would be a good place to fill their information when they pay it.



**D** dr.rashameer (Guest) 13/03 9:01 pm Edited  
Great, 3 votes for option 1 including me!  
But I would like to hear [Robert Alexander \(Guest\)](#) & [Amanda Douglass \(Guest\)](#)'s opinion as well  
As [Robert Alexander \(Guest\)](#) & [Siyuan Chen \(Guest\)](#)  
Please include this in the next meeting agenda and I will make sure to be there for the discussion

Thursday, 14 March

**AD** Amanda Douglass (Guest) 14/03 11:41 am  
My vote is for option 1. It will be more accurate

Friday, 15 March

**RA** Robert Alexander (Guest) 15/03 2:39 am  
Same: option 1 makes more sense.

**SC** Siyuan Chen (Guest) 15/03 11:33 am  
Hi [Robert Alexander \(Guest\)](#), are you happy to add 'Membership application and survey' into your agenda or leave it to the next meeting if you think there is no enough time for it? Feel free to reword it and let me know in what order it should appear.

**D** dr.rashameer (Guest) 15/03 11:41 am  
I think we need to also agree about logistics here, when can we start this project. As honestly the current presentation paper lacks such important data. We'll need that soon. Surveying current members would be a good thing to document and later reflect on that. So, for example where will we host the data? I originally intended to use Redcap for this survey / data and then it can be linked to IS CET the website. Any better ideas or insights about that?

**MJ** Matt J Dunn 15/03 9:16 pm  
Since we now have the website, I wonder if this is something that might be possible to do there. For example, people could sign up to the forum and at the same time it may be possible to collect any info that you feel is necessary for membership.

Also worth mentioning that ISCEV use a platform called 'WildApricot', but that's because they are collecting membership fees. If IS CET goes down that route in future then WildApricot might be a good system to use – it provides the web hosting (though is more expensive than what we're using this year) as well as the fee processing mechanism.

Thursday, 21 March

**SC** Siyuan Chen (Guest) 21/03 9:51 pm  
I agree that so far the best and most convenient option is to collect the information when people sign up the forum and WordPress allows that. I haven't completely done the website due to limited time this week, but all relevant pages are there (I kept the same style as google site pages). In the 'Membership' page, there are questions we can ask to collect information. Let me know what questions you'd like to ask for forum signup, and I will continue to work on it this weekend.

**RA** Robert Alexander (Guest) 22/03 1:15 am Edited  
Great, thanks.

**SC** Siyuan Chen (Guest) 22/03 12:34 pm  
I personally prefer it's free for everyone as members devote their time and effort to contribute. Hope the funding can be continued. Other options could be donation, fundraising ....

Tuesday, 26 March

**MJ** Matt J Dunn 26/03 8:57 pm  
Just to note that the current funding (from my University) won't be continued – I got this on the basis of it being a one-off in order to help launch the society, i.e. we will need *some* alternative source of funding next year. There were no suggestions at the last meeting but I think [Robert](#) is planning to post a message to the mail list to ask if anyone there can think of any.

**SC** Siyuan Chen (Guest) 21/03 10:02 pm  
For collecting membership fees, another option is to still use WordPress as there are paid plugins which allow fee processing. We may want to find out which one is cheap and easy to use. But I think currently the problem is whether we have an organization bank account to charge fees and whether we need to register an organization as we can't collect fees under a personal name. ISCEV may show us how to do it.

**MJ** Matt J Dunn 21/03 11:10 pm  
Thanks for this – I agree with all that has been said, but for the avoidance of doubt I just want to restate that there hasn't yet been a decision on whether IS CET should be collecting fees – we shouldn't be planning to do this until it has been agreed at a main meeting. There was some discussion in the last meeting, and as I recall it was felt to be premature. Of course it's fine to be looking into practical aspects of how this would be done in future, so that an informed discussion can be had at a main meeting. I don't disagree that IS CET will need to fund itself eventually (at the latest by this time next year when the website is up for renewal), but we should also be mindful that to maximise participation we might want to avoid putting up a paywall, especially when (at present) there aren't any clear benefits to being a member.

Referring to ISCEV I think continues to be a good idea on this issue, e.g. understanding the reasons that people choose to sign up as a full member of ISCEV, and what they gain from doing so. But I would suggest that small grant funding might be a more sensible option for the next year (or perhaps even 2-3 years) as the society continues to grow. Keeping it free for as long as possible will allow more people to get involved without having to commit. In my opinion, as a society predicated on international consensus, ISCEV's success will depend on involving as many people as possible, and we should do all we can to avoid 'closing the door' to anyone who might show an interest.

Robert – it might be worth briefly mentioning at today's meeting that we are looking into ongoing ways to fund the society, and asking if anyone is aware of any suitable grant schemes...



Friday, 22 March

Robert Alexander (Guest) 22/03 12:24 am Edited

OK Matt J Dunn, I added that to the agenda, and also **Siyuan Chen** I added the question of whether or not we should have a membership application with a consent clause re: using the data for academic research. The current agenda is on our website here: <https://sites.google.com/view/clinicaleyetracking/meeting-7-2024-03-21>

Sorry, I lost track. Do we have the new Wordpress website now? If so, what is the URL for that, and is today's meeting posted there?  
Matt J Dunn

Matt J Dunn 22/03 1:15 am

We're still using the old website for now – Siyuan is working on the new one, which will appear at <https://clinicaleyetracking.org/> when it is ready. So for now all updates should continue to go on the Google Sites version.

Matt J Dunn 07/12/2023 8:35 pm

**Siyuan** has been looking into domain name registration; **iscet.org** is not available, but **clinicaleyetracking.org** is. One issue though is that these things cost money, and at present ISCEV has no funds. We should look out for small grants that help support organisations such as this one start up. In time I guess there may be membership fees (possibly?) to allow for these kind of administrative costs etc. I can't imagine there would be much funding required in any case, but we will need to think about where this will come from. **dr.rashameer**, could you add this to the agenda for the next meeting please?

dr.rashameer (Guest) 07/12/2023 11:22 pm  
yes definitely!

Friday, 8 December 2023

Siyuan Chen (Guest) 08/12/2023 1:00 pm Edited

Just want to add that the domain name is an ongoing cost. It is not expensive but we need to pay annually. If we don't register a domain name, it is hard to be found in web search.



Tuesday, 12 December 2023

dr.rashameer (Guest) 12/12/2023 10:46 pm  
What is the ongoing cost for that?

Wednesday, 13 December 2023

Siyuan Chen (Guest) 13/12/2023 10:48 am

Yearly registration is USD\$12 according to [About .org domains - Google Domains Help](#)

Matt J Dunn 13/12/2023 6:36 pm

Thanks – what about hosting? It's been a while since I last set up a website but I think we'd need to cover hosting as well – otherwise we'll have a web address but no content (though things may have changed and it has been a while since I did this!)

Thursday, 14 December 2023


Siyuan Chen (Guest) 14/12/2023 10:16 am

The simplest solution is to continue with Google Site setup with customized domain. The only cost would be the domain registration. For better SEO results, we might need to consider proper content hosting service like WordPress. It is AUD\$456/annually. [WordPress.com Pricing and Plans | Start Building Today](#)

Thursday, 25 January


Matt J Dunn 25/01 12:45 am Edited

Hi **Siyuan** – thanks for this. Are you looking at the 'Creator' package above? If you're happy that this should cover everything we need to get a website up and running, I will take this cost to my University to see if they will cover it for the first year (please confirm to let me know).


 Matt J Dunn 25/01 1:50 am  
**ISCET Committee:** Rasha and I just met with Ruth Hamilton (president of ISCEV) who mentioned that they use Wild Apricot (link to pricing), which both hosts their website and handles all aspects of membership (database, fee payments, messages, etc). For a database of up to 250 members, the cost is \$810USD/year.




Tuesday, 30 January


 Matt J Dunn 30/01 7:33 pm  
**Siyuan** – once I know whether you're happy that the 'Creator' package via Wordpress is suitable to cover all our needs to get a website up and running, I can approach my university for funding.


Wednesday, 31 January


 Siyuan Chen (Guest) 31/01 2:07 pm  
Sorry for my late reply. Yes, the 'Creator' package covers all we need. Would be great if it can be funded !


Wednesday, 6 March

 Matt J Dunn 6/03 12:50 am Edited  
**Siyuan** – I finally got a response from the University. They are happy to fund this for one year. The first thing we need to decide is the Domain name to register. **ISCET Committee** – any thoughts on this appreciated! **iscet.org** is taken, but **iscet.net** is available – does **iscet.net** sound okay as a web address or are there any other suggestions?

 Siyuan Chen (Guest) 6/03 10:03 am  
Fantastic! That's good news!

 Siyuan Chen (Guest) 6/03 10:10 am  
Will people be confused about **iscet.net** and **iscet.org** where the difference is only in **.org** or **.net**? **clinicaleyetracking.org** is long but it is straightforward and people can directly know what it is about.

 Amanda Douglass (Guest) 6/03 5:17 pm  
Going with **iscet.net** aligns it with ISCEV, **clinicaleyetracking.org** doesn't let you know that its an international group

 Matt J Dunn 6/03 7:07 pm Edited  
**iscet.org** is an electronics society so if someone were to enter **.org** rather than **.net**, it should soon be obvious. I wonder if **clinicaleyetracking.org** sounds a bit too much like a commercial product (if not now, then in the future there may be one at a similar, e.g. **.com**, address). And spelling it all out (e.g. **internationalsocietyforclinicaleyetracking.org**) is definitely too long! New web addresses pop up all the time, so any address is at risk of having a 'neighbouring' web address appear (such as a **.com** variant) – most are likely to be directed to the website via a link anyway.  
Our School manager is available tomorrow for me to get the payment sorted, so I'll set up with whatever has the most support by then, assuming not a tie. From reading above I assume that's two votes (Amanda and I) for **iscet.net** and one (Siyuan) for **clinicaleyetracking.org** (please correct me if I'm wrong). Will check back tomorrow.

 dr.rashasameer (Guest) 6/03 7:18 pm Edited  
How about


International Clinical Eye Tracking Society?

**ICETS.org** taken as well ?

Edited

The ".net" domain is less common for non-profits!

Thursday, 7 March

 Matt J Dunn 7/03 1:18 am  
Changing the name of the society would require the approval of the rest of ISCEV – it could be done but bear in mind it has now been ISCEV for a year and we would need to change it in several other places too.


So that's currently..:

**iscet.net - 2 votes**

**clinicaleyetracking.org - 1 vote**

**icets.net - 1 vote**

**ISCET Committee** if anyone wants to add a vote or correct this please do so by tomorrow.

 Matt J Dunn 7/03 8:26 pm  
Hi all,  
I'd rather not go ahead with setting up a domain name until we have more agreement on what it should be – although there *appears* to be two votes for **iscet.net**. I'm conscious that there are also two votes against that also.

ISCET Committee: please let me know any ideas for alternatives. I have looked at other available options. We could also use **iscet.info** or **iscet.group**. I would be happy to use **iscet.group** or **iscet.net**. Both imply a 'group' or 'network'. But if **.info** is preferred then I'm happy with that too. I'm unsure about whether it's worth changing the name of the society just to fit web address availability (specifically, for a **.org** ending), but if that's what others prefer then we could take this to the next ISCET meeting (since it involves a change in the society name). If the web address fits the existing name, then it should be fine for the committee to handle this ourselves.


So, please write back again with any further thoughts on the domain name. Currently on the table are:

**iscet.net**  
**iscet.group**  
**iscet.info**  
**icets.org**  
**clinicaleyetracking.org**

Personally I am happy with anything that includes ISCET in the name, but whatever the outcome, so long as we have a clear outcome I can organise setting it up. The next time I will be able to make this happen is Tuesday.


PS. There is a tool here to find available domains: <https://wordpress.com/start/domains>

Friday, 8 March

 Robert Alexander (Guest) 8/03 12:41 am

I am weakly against icets.org (simply b/c it means changing the name that we've been using for a while) and in favor of the other options that were mentioned above. I like **iscet.net** and **clinicaleyetracking.org** the most out of the listed options.

Saturday, 9 March

 dr.rashameer (Guest) 9/03 6:14 am

In my opinion if we are not going to open a vote, and consider slightly changing the abbreviated name to ICETS to keep [having.Org](#)


Then my vote goes to  
[clinicaleyetracking.org](#)

The other domains are not reflective to the nature of this society. (But it's always better to ask an expert, if you will opt for any)

And when I used "[clinicaleyetracking.org](#)" on search engines ISCET already  
Pumped out  
Actually I was happy to find this

<https://www.orthoptics.org.uk/international-society-for-clinical-eye-tracking-iscet-21st-march-2024-6pm>  
Good job Robert Alexander (Guest)



 Siyuan Chen (Guest) 9/03 9:16 am

I don't support to change name too. I still vote [clinicaleyetracking.org](#) as it is easy to remember and captures the keywords. But I will be happy with any name you've decided.

Tuesday, 12 March

 Matt J Dunn 12/03 7:19 am

Okay, from the above I believe we are looking at **clinicaleyetracking.org** as the preferred option – I will need to finalise the purchase in approximately 20 hours time (as I have to purchase via our school manager who is only available at certain times), so **ISCET Committee** if there are any further comments on this please say so ASAP.

Wednesday, 13 March

 Matt J Dunn 13/03 3:50 am

Okay – the web space has been set up (not launched online yet) – you should all have received an invitation to edit the website (Siyuan, I've added you as administrator). Siyuan, I assume you will handle the bulk of moving the website to the new address, but I'm happy to do anything as you wish – just let me know.

This is funded for one year, but we'll need a solution for further funding from March 2025. We may want to move to [wildapricot.com](#) by then, since it allows for a membership database etc as well.

 Siyuan Chen (Guest) 13/03 11:02 am

Thanks, Matt. No problem, happy to move the google website to the new address. I will do it as soon as I can in the next one or two weeks and will let you know if anything I need your help.

Friday, 15 March

 Matt J Dunn 15/03 3:04 am

**Siyuan**, given that we are moving to Wordpress, this also presents the possibility that we could move our committee chat to a forum hosted on the website (since we need a mechanism to make these committee discussions public too). Earlier we discussed that Teams is a little tricky for some people to log into regularly, so this might solve that too.

In fact if others agree, there could perhaps be a general forum for all ISCET members to use, and a 'subforum' that everyone can view, but only we have access to publish to. Info is here: <https://wordpress.com/go/website-building/how-to-build-a-community-forum-website-with-wordpress/>. It could provide a central location for subcommittees to do all their work, as well as a place to keep the general conversation going between meetings.

ISCET Committee – any thoughts about moving this forum from Teams to the website are welcome of course...



Siyuan Chen (Guest) 15/03 11:47 am

Thanks Matt, for the link. Will try to move our committee chat to the new website as soon as I can.

Friday, 22 March



Robert Alexander (Guest) 22/03 12:13 am

Sounds fine to me.

Sunday, 24 March



Siyuan Chen (Guest) 24/03 3:50 pm Edited

ISCET Committee, the website [clinicaleyetracking.org](http://clinicaleyetracking.org) is in shape now. It is similar to the google site we are currently using but has two extra pages - 'membership' and 'forum'. When a membership is signed up, we manually add the user and set access restrictions, so he/she can use the forum. Privacy and security have been set up in the settings. What I haven't done is relinking these in the 'meeting' page where the links are still pointing to the google site and moving committee chat to the current forum. Here we need some decisions for next steps.

-If we decide to completely use [clinicaleyetracking.org](http://clinicaleyetracking.org), not google site any more, I can copy all meeting pages to the new website. In case we want to use both, the links are still pointing to the google site.

-Moving committee chat to the forum is a bit tricky. The post date and name are not the original ones. There is one example you can see in the forum but I added the original date and name as a part of the post, at the top. If you think it is OK, these chats can be moved to the forum but I need your help. There are many chat records in Teams. If each of us is assigned to copying a few topics, we can speed up the process and launch the site earlier. Or if it is for members to read only, whether we just attach a pdf file of these chat records. Any other suggestions moving committee chats ?

-Any suggestions about the website, including style, content are welcome. [Matt J Dunn](#), since you are admin, please feel free to change the website pages (forum name, font, colour, order, anything) directly or let me know if anything you would like me to change.



Siyuan Chen (Guest) 24/03 4:01 pm Edited

Also wondering if it is a good idea to create a 'newsletter' page where we show the progress/updates of each subcommittee project, call for participation etc. We can email a newsletter to all members quarterly. Current 'News/updates' in 'home' page does not show detailed progress and opportunities to participant in projects.



Tuesday, 26 March



Matt J Dunn 26/03 10:35 pm

Thanks Siyuan – this is looking great. A few points:

- The background image on the original site was something I quickly pulled from Google Images from a search for "eye tracking". So, I have removed this. The same goes for the theme/style – this wasn't something I put a lot of thought into, but it works so there's no immediate need for this to be different.
- Let's migrate the meeting notes pages to the new site too, so that it's all in one place and we can eventually close down the old site.
- Regarding the 'Membership' page – I've updated 'field of work' to read '**Primary** field of work', but there are a few other changes we will need too. [dr.rashameer](#) has been taking the lead on this and there was some discussion at the recent meeting regarding exactly what information we should be capturing on this page. Once we have the meeting notes from Robert it should be clear what was decided. At the least, we will need to be clear to users that signing up gives them access to the forum, as well as where this information is stored and how much of what is entered here will be available publicly. We discussed having some sort of register of users so that people can get in touch with each other – but this will need to be carefully considered before it goes live. We would still want to be able to reach everyone by an email group (since this would also likely replace our current JISCmail list), although clearly we would have to let people choose for themselves if they wish to receive email reminders about meetings etc.
- In terms of archiving all of the chat information from here (i.e., this, Microsoft Teams), I think the simplest thing would be to compile it all into a single PDF as you suggest and make that available for download on the forum as "pre-forum Committee chat". Of course this won't be as easy to navigate as actual forum posts, but it serves the purpose of making sure that everything the committee has historically discussed is available. Once we have all started to use the new forum we can close things down here, archive it, and continue any committee discussions over on the forum.
- I have set up a temporary redirect for the website, so that [clinicaleyetracking.org](http://clinicaleyetracking.org) temporarily redirects traffic to our old site (that way we can start to promote the new URL even though the website isn't yet finished). Once the website is ready to go live, the redirect can be disabled by (1) under **Upgrades > Domains**, click through to the [clinicaleyetracking.org](http://clinicaleyetracking.org) site details and under 'Domain Forwarding', remove the redirect. Then (2) under **Upgrades > Domains**, set [clinicaleyetracking.org](http://clinicaleyetracking.org) to be the 'Primary Site Address' (currently it is set to [clinicaleyetracking.wpcomstaging.com](http://clinicaleyetracking.wpcomstaging.com) as this is the only way to set a root-level redirect)