

**School of Chemistry & Molecular Biosciences Research Student
Advisory Group**

A meeting will be held as follows:

DATE: Tuesday, 30 April 2019

TIME: 12:00 pm – 1:30 pm

PLACE: Room 306, Chemistry Building

30 April 2019

Armira Azuar (Minutes)

AGENDA
(2/19)

	Pages
1. Apologies. Received prior to the meeting: None	
2. Confirmation of minutes of the last meeting	1
3. Business arising out of the minutes (not elsewhere listed).	2
4. Update from Research Student Social Committee.	2
5. Annual SCMB Research Students Symposium.	2
6. Other Business.	3
7. Next Meeting.	3

Present: Clara Jiang, Armira Azuar, Chiara Carnevali, Stephlina D'Cunha, Nathalie Farah, Mohammad Faruck, Akbor Hossain, Julia Kurz, Khushboo Patel, Lili Zhao, Shan (Snow) Zheng, Paris Renzella, Mohit Chhabra, Prof Luke Guddat, Ms Tess Dobinson, Ms Carol Fawcett (Finance), Christine Rice (Finance)

Apologies: Vaidehi Pandit

3. Business arising out of the minutes (not elsewhere listed):

All action items are dealt with in other agenda items.

4. Research Student Social Committee report:

An update will be provided by the RSSC.

5. Annual SCMB Research Students Symposium:

Every committee members need to have access to RSAG email

Job	Assigned	Progress/Next step
Venue	Natalie	Date: 28 th November 2019 (confirmed) Venue: 1) Hawken engineering building (proceed with booking) for seminar 2) Chemistry podium (booked) for the networking and mixer <ul style="list-style-type: none"> • after hour access required • contact with SCMB social club
Finance and sponsorship	Snow, Chiara	<ul style="list-style-type: none"> • Review previous year sponsorship packages and do modification • Contact as many as sponsors
Plenary speaker	Clara	Speakers: 1) Prof Mary Garson (confirmed) 2) second speaker <ul style="list-style-type: none"> • Dr Nick West and Dr Michael Landsberg have been contacted for MBS seminar speakers • Preferably external speaker. Every committee members need to vote on the list of potential speakers (google doc). Check with finance regarding gift card payment for making the glass gift.
Opening and closing speakers	Stephlina	Speakers: <ul style="list-style-type: none"> • Speakers need to have connection with SCMB. • Every committee members need to vote on the list of potential speakers (google doc).
Advertising/Promotion	Julia, Faruck	<ul style="list-style-type: none"> • Start when venue is booked (August is the latest to start). Start with social media platforms to spread the word about the symposium in advance • Draft poster after the sponsors are finalized
Sourcing of judges	Vaidehi, Khushboo	

Job	Assigned	Progress/Next step
Catering	Armira (with help from Clara)	<ul style="list-style-type: none"> Catering services have been listed and need to start sourcing quotes (St. Leo preferable as they cater previous symposium) Need to finalize hospitality form before agreeing with the quotation.
Booklet production	Julia, Chiara	<ul style="list-style-type: none"> Format: E-booklet Try and finish 3-4 weeks before the symposium date to prevent last minute hassles
Receipt of abstracts, speaker selection	Khushboo, Vaidehi	
General event logistics	Everyone	
Collecting feedback on the event	Akbor	
Presentations – develop selection criteria, contact selected speakers	Paris	<ul style="list-style-type: none"> The job is now assigned to Paris (previously handled by Khushboo)
Prizes and Award certificates	Lili, Snow	
Timetable	Khushboo, Stephlina	<ul style="list-style-type: none"> Prepare the timetable by next meeting.
Printing: e.g. nametags, feedback sheets, marking sheets etc.	Faruck	
Networking with industry representatives	Chiara, Lili	<ul style="list-style-type: none"> No response yet on the invitation Between 10-20 representative (preferably with various background) to invite Every committee members need to vote on the list of potential speakers (google doc).

6. Other Business:

a. Carol and Christine from Finance have kindly agreed to provide some information on finance-related matters that may arise during the planning of the symposium.

- list and organize budget to be approved (do as soon as possible)
 - Sponsorship (financial & non-financial return), administrative fees, costs, operating funding from school, etc. tabulated on spreadsheet.
- Speakers
 - Internal speakers (UQ employees) are more regulated (regarding prizes, gift, etc.) compared to external speaker
- Sponsorship
 - Require email approval from external sponsors to obtain invoice
 - Internal sponsors just need agreements

7. Next Meeting

The next meeting is scheduled for Tuesday 28 May 2019