

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

A meeting will be held as follows:

DATE: Tuesday, 28 May 2019

TIME: 12:00 pm – 1:00 pm

PLACE: Room 306, Chemistry Building

28 May 2019

Armira Azuar (Minutes)

A G E N D A
(3/19)

| | Pages |
|--|--------------|
| 1. Apologies. Received prior to the meeting: Akbor Hossain, Stephlina D'Cunha | |
| 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, , Nathalie Farah, Mohammad Faruck, Vaidehi Pandit, Julia Kurz, Khushboo Patel, Lili Zhao, Shan (Snow) Zheng, Paris Renzella, Mohit Chhabra, Prof Luke Guddat, Ms Tess Dobinson.

Apologies: Akbor Hossain, Stephlina D'Cunha

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:

| Job | Assigned | Progress/Next step |
|---|-------------------------------|--|
| Venue | Natalie | Date: 28 th November 2019 (confirmed) Venue: 1) Hawken engineering building for seminar <ul style="list-style-type: none"> • booking not open until 6th September • search for other venue for backup |
| Finance and sponsorship | Snow, Chiara | Please see attached for response from finance and sponsor packages <ul style="list-style-type: none"> • start contact as many as sponsors (before financial year) |
| Plenary speaker | Clara | Speakers: Second speaker <ul style="list-style-type: none"> • Results from the plenary speaker vote: Professor Peter Visscher & Dr Jai Tree (chosen) • Dr Jai Tree (external speaker, have to pay for travel and accommodation) - the cost for the external plenary speaker will be shared between RSAG and the school seminar organisers (led by Dr Kirsty Short). |
| Opening and closing speakers | Stephina | |
| Advertising/Promotion | Julia, Faruck | Please see attached for two posters <ul style="list-style-type: none"> • correction on the poster information • Send save the date email but TBA on venue |
| Sourcing of judges | Vaidehi, Khushboo | Contact list name form last year |
| Catering | Armira (with help from Clara) | Start sourcing quotes and finalize hospitality form before agreeing with the quotation. |
| Booklet production | Julia, Chiara | |
| Receipt of abstracts, speaker selection | Khushboo, Vaidehi | <ul style="list-style-type: none"> • Registration from 23 Sept – 25 Oct 2019 • note on the poster size |
| General event logistics | Everyone | |
| Collecting feedback on the | Akbor | |

| | | |
|---|---------------------|--|
| event | | |
| Presentations – develop selection criteria, contact selected speakers | Paris | |
| Prizes and Award certificates | Lili, Snow | See allocation from last year <ul style="list-style-type: none"> tokens (1 per plenary speaker and maybe for opening/closing speakers (if not, with gift card), decide on design) gift card (student speaker) |
| Timetable | Khushboo, Stephlina | Follow previous timetable |
| Printing: e.g. nametags, feedback sheets, marking sheets etc. | Faruck | Refer report by finance on printing |
| Networking with industry representatives | Chiara, Lili, Mohit | <ul style="list-style-type: none"> Start open vote for industry list 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:

NA

7. Next Meeting

The next meeting is scheduled for Tuesday 25 June 2019