

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: Thursday, 15th August 2024

TIME: 11:00 am – 12:00 pm

PLACE: 68-306 (Chemistry Building)

Present: Mitchell Sorbello, Ella Graham, Gabriel Wolvetang, Jiankun Yang, Pallav Joshi, Jun Jet Hen, Yixuan Liu, Quinn Zhao, Connor Scott, Julia Huang, Anthony William Bengochea, Zhihe Yang and Jiayu Li, and Jody Peters.

Absent: Evelyn Deplazes, Sean Riek, and Zhihe Yang.

1. Acknowledgement of Country

An Acknowledgement of Country was spoken by Mitchell, in recognition of the traditional owners of the land on which the meeting was taking place.

2. Welcome

Mitchell welcomed everyone and commenced the meeting. Apologies and absences were noted.

3. Confirmation of minutes and business arising from meeting held 11th of July 2024

Job	Assigned
Prepare agenda and circulate before meeting	Chair – completed
Prepare minutes and circulate after meeting	Secretary – completed

4. Research Student Social Committee report

Anthony William Bengochea reported:

- He is going to organise with the social committee to schedule a drinks session afterward.

5. RSAG representative reports

5.1 SCMB Research Committee

Mitchell Sorbello reported:

- No update as no meeting was held.

5.2 SCMB HDR Committee

Yixuan Liu reported:

- No meeting, nothing to report

5.3 SCMB EDIC Committee

Gabriel Wolvetang reported:

- EDIC Committee is looking to fund height adjustable desks for disabled persons, first in building 68, and eventually building 76 as well (due to PC2 labs in this building being more expensive to fund). They are seeking to receive funding from the school, but will use their internal funds themselves if the school can't accommodate this.
- The Women in Science podcast is releasing its last episode soon. The podcast is transforming into an 'Everyone has a Voice in Science' platform following this.
- Discussion around Talaru hotspots plenary speaker (see dedicated plenary speaker section 7.2 below for details)

5.4 SCMB EAC Committee

Mitchell Sorbello reported on behalf of Sean Riek:

- Upcoming notable seminars that have been scheduled include:
 - A biology featured lecture on the 09/10 (biology)
 - A biochemistry (alumni) featured lecture on the 22/10
 - A chemistry featured lecture on the 29/10→RSAG members should attend and encourage attendance from lab members where possible, note that it is catered also.

5.5 HDR Student Representative Forum

Mitchell Sorbello reported:

- Meetings only scheduled for last few months of the year, none since the last RSAG meeting therefore nothing to report.

6. **Topics of relevance to SCMB research students**

6.1 HDR

- Quinn noted:
 - There is a second round of travel awards planned. One is a Susan Hamilton award that can be used to travel to science education/molecular bioscience conferences. The other one is R.A and M. G. Plowman Scholarship in Inorganic Chemistry. Applications will open in September and close in October.
 - RQ1/RQ2 PhD applications are on a strict timeline and will close on 08 September. Late applications will not be accepted. Supervisors will be asked to finalise their endorsements by the 16 September. Masters and honours students considering commencing a PhD in the first half of 2025 are urged to submit their applications as soon as possible.
- Pallav noted:
 - The SCMB is introducing a new booking system for all communal equipment, there is basic training available on 21/08 (however this is mainly targeted to budget holders/professors).

6.2 Honours

- Nothing to report

7. Annual SCMB Research Students Symposium

7.1 Sponsorship

- APS accepted and committed \$1000. They have replied to Mitchell with the first of two forms. Pallav said the school can create an invoice and that all they need is the details.
Action: Pallav to send relevant info through to school so budget can be processed.
- BioRad is the only sponsor yet to actually pay but has committed.
- Mitchell met with Carol and confirmed that a finance / hospitality approval form needs to be completed. This needs to include as many quotes as possible.
- Total sponsorship currently is \$6590 (after tax), we have already received \$5000, which means we are just waiting on a leftover \$1590.

7.2 Plenary Speakers

- Rosemary Cater has confirmed as one of the plenary speakers.
- Email from Paul: Informed us that the Talaru hotsprings speaker progress is very slow so maybe it will be a better idea to try again next year. He suggested as an alternative option there are 2 directors that reside in Brisbane that could potentially fill in instead. → Overall outcome is that we will likely need another plenary speaker, preferably local due to budget.
- Paul attended the meeting shortly and gave a brief update: Talaru hotsprings speaker is still in negotiations, and he can't be confident that we could get someone here in time. He asked if we were willing to wait a little bit longer to see if they might still be able to come, and suggested he himself could fill the slot just by himself if the Talaru hotsprings speaker falls through. The slot is 50 minutes including question time. Gabe suggested if the hotsprings speaker can't make it that instead a short video from the hotsprings could be included instead. Mitchell would like to start asking others to speak if needed at the latest by mid-September.
- Julia put forward that she knows some Newcastle collaborators that will be in Brisbane during that week already for a conference (so will not need to fly them in) that she can ask if their timelines would align as a backup plenary speaker option. Their research is in immunology. The people she has asked are Professor Jay Horvat (Deputy head of School of Biomedical Sciences and Pharmacy at University of Newcastle) and Lecturer Dr Jemma Mayall, who is a post-doc in the same lab. Julia was able to hear back from them during the meeting, and both would be able to make it if needed.
- It is noted that if possible, the committee would prefer to enlist a chemistry/biotech speaker due to Rosemary's area of research being biology related.
- It has already been investigated that there will unfortunately be no overlapping chemistry/MBS seminar speakers available at the time of the symposium.

7.3 Advertising

- Mitchell read out the promotional email he has drafted, which includes the deadline to register, and also a separate deadline to submit abstract by separately (later). He is using the same template as last year. He plans to include different information in each email to make them more engaging. An idea was put forward to include last year's feedback into these

emails – for example the fact that lots of people really enjoyed the double-blind last year could be included to encourage more attendees.

- (As well as PA SCMB) Emails will be sent to structural biology email address and the honours email address. The EMCR staff email address will receive a slightly different email regarding recruitment of judges and to urge EMCRs to encourage their students to participate

Action: Mitchell to forward this email to Connor who can then send this email out.

- Put forward that the social media advertising should commence earlier than previous years (which was only a week before to day of notice).
- There are new photos from SCIE art competition – these could be used for booklets and flyers.

Action: Gabe to liase with Mark regarding obtaining the new SCIE competition art and incorporate them into upcoming advertisements.

7.8 Timeline

Job	Assigned	Progress	Next Steps
Venue	HLO	Completed	n/a
Finance and sponsorship	Pallav Joshi, Yixuan Li, Jun Jet Hen, Julia Huang	See 7.1 above.	Finance forms to be finalised.
Plenary speaker	Mitchell Sorbello	See 7.2 above.	2 nd plenary speaker to be confirmed.
Opening and closing speakers	Mitchell Sorbello	Confirmed	n/a
Advertising/Promotion	Gabriel Wolvetang	See 7.3 above.	Promotional emails to be sent out monthly. Social media posts to be organised to commence soon. New SCIE competition art to be obtained and incorporated into promotional materials.
Sourcing of judges	Anthony Bengochea, Connor Scott	n/a	Mitchell will send Connor a list of how many judges will be needed, so these can start being sourced.
Catering	Ella Graham, Sean Riek, Julia Huang	<u>Current quotes</u> <i>Lunch:</i> - Bagel boys (\$1825.45) <i>MT:</i> - Schonell (\$1077) - Saints (\$995) * Confirmed bagel boys for lunch and decided on Schonell for morning tea due to greater variety.	Catering can be booked once financial forms are organised.
Booklet production	Jianjun Yang, Zhihe Yang	n/a	Will occur closer to the date.
Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen	Update: not that many people have registered as yet, which is notably not uncommon. Julia raised the issue of confidential information being shared in presentations and proposed the idea of getting audience members to sign a	Reminder emails will be sent out monthly to encourage registration.

		confidentiality form. → The general consensus is that this would not be logistically feasible, and that if research is that confidential it's probably best not to present it.	
General event logistics	All	n/a	Will occur closer to the date.
Collecting feedback on the event	Gabriel Wolvetang	n/a	Will occur closer to the date.
Prizes and Award certificates	Josh Pallav	<p>Prizes will be increased this year due to excess budget.</p> <p>Judges judge the best speaker, can consider adding second place which would amount to 2 winners per session. (4)</p> <p>Posters: 1 people's choice + 1 judge's award, can do this for each session. (4)</p> <p>Survey winner prize. (1)</p> <p>Lucky draw winner for people who scan to register. (1)</p> <p>Double blind winners. (2)</p> <p>\$200 prize for best speaker and best poster (maybe \$150), \$100 for all other prizes.</p> <p>= 12 prizes total</p> <p>*It was also noted that wine as gifts can be difficult to organise with the financial form, so alternative options should be devised for plenary speaker gifts.</p>	<p>Prize gift cards can be organised once financial forms are processed.</p> <p>Plenary speaker prizes will likely be purchased closer to the date.</p>
Timetable	All	n/a	Will occur closer to the date.
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	Quote for booklet and nametags (\$1100).	Given the UQ template for nametags is the preferred option, UQ approval needs to be obtained.

			The quote request is also going to be verified it was for the correct items.
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8. Other Business

No other business raised.

9. Next Meeting

- ❖ The next RSAG committee meeting has been scheduled for the 5th of September from 11-12:30pm in room 68-306.

➔ It is noted that after this there will be fortnightly meetings with every second meeting likely only requiring certain people to attend depending on what needs to be completed.

Meeting concluded at 11:56am.