

# School of Chemistry & Molecular Biosciences Research Student Advisory Group

**DATE:** Thursday, 5<sup>th</sup> September 2024

**TIME:** 11:00 pm – 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, and Jody Peters.

**Absent:** Evelyn Deplazes, Sean Riek, Jiayu Li 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 18 April 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:

- The student social committee is happy to schedule a drinks session after the symposium.

## 5. RSAG representative reports

### 5.1 SCMB Research Committee

Mitchell Sorbello reported:

- Nothing relevant to RSAG was mentioned.
- Main point of discussion was the low budget allocated for HDR students.

## 5.2 SCMB HDR Committee

Yixuan Liu is reported:

- No meeting was held – there is an upcoming meeting on 20<sup>th</sup> of September.

## 5.3 SCMB EDIC Committee

Gabriel Wolvetang reported:

- No meeting was held, no update.

## 5.4 SCMB EAC Committee

Mitchell Sorbello reported on behalf of Sean Riek:

- No meeting was held, no update.

## 5.5 HDR Student Representative Forum

Mitchell Sorbello is reported:

- No meeting was held, no update.

# 6. Topics of relevance to SCMB research students

## 6.1 HDR

- Quinn noted:
  - The 2<sup>nd</sup> round of HDR travel awards has now opened. Applications close on the 11<sup>th</sup> of October. The eligibility criteria have been broadened.

## 6.2 Honours

- No issues reported.
- It was noted that the RSAG promotional emails are received by honours students through the 'SCMB All' email so there's no need to send the same email to the honours only address. Mitchell mentioned that he would like to still send out a specific email to honours students encourage their participation in the symposium.

# 7. Annual SCMB Research Students Symposium

## 7.1 Sponsorship

- Pallav has been in contact with sponsors about receiving their logos. There is a logo folder on the shared drive so they can begin to start being incorporating into the booklet draft, and also for use in promotional emails if required.
- Pallav has received correspondence from some sponsors seeking to clarify the size available for sponsor stands. Mitchell said that there would be space enough for a usual setup with one table. Can have a banner and table set up. I think this might have been about slide size.
- \$3181 has already been received from sponsors. The final budget for the symposium is the same as outlined in the last meeting.
- There has been an email from BioRad stating they are moving forward with the sponsorship process from their end, and that the payment should be made within a few weeks. It was

noted that it would be a good idea to get in contact with the SCMB finance team to see which sponsors are yet to have paid, so it the RSAG sponsorship group know who to chase up. Mitchell noted that the money we have already received from sponsors should be enough fund what needs to be paid prior to the symposium.

## 7.2 Advertising and Registration Update

- From the promotional emails already sent out the following people have registered for the symposium:
  - Oral presentation: 9
  - Posters: 8
  - Double blind: > 10
  - Volunteer judges: 14 (13 post docs and 1 group leader)
- Only 4 abstracts have been sent in as yet.
- It was discussed that depending on the amount of people who sign up to present, we will need about 20 judges. Everyone is encouraged to ask around within their lab to recruit more registrations.
- It's estimated that between 16-20 oral presentations could be accommodated on the day, with the presentation length able to be adjusted accordingly.
- There is no hard limit on how many poster presentations can occur. These will run across 2 sessions.
- Sean has been nominated to create meme advertisements.

- Promotional email draft 2, to send out next Monday:

Dear all,

Another month, another reminder to register for our 2024 SCMB Research students symposium. Visit [here](#) to fill out our form and read below for our reasons for you to attend.

Reason #2: Free food and merch! As always the symposium will have a catered morning tea and lunch including tea, coffee, soft drinks. This year morning tea will be catered by St Leos and our lunch will be catered by Bagel Boys. There will also be many sponsors present for you to interact with and snag some free goodies!

Reason #3 and event highlight: Every year, our feedback survey shows the highlight of everyone's day is the double blind competition. We would like to encourage people to sign up to participate, it is a light-hearted chance to test your science communication skills, and always brings lots of fun and laughs for all. The competition involves students submitting a single slide, and then presenting a slide from another participant. This is also another chance to win a prize ;)

Our abstract template is attached. For oral presentation register your interest by: **register by 01/10/2024** Submit your abstract by: **08/10/2024**. To present a poster or participate in the double blind competition please register by: **15/10/2024**

Feel free to reach out to us [uqmsorbe@uq.edu.au](mailto:uqmsorbe@uq.edu.au)

Kind regards,

#### Your 2024 Research Student Advisory Group (RSAG)

- Due to technical issues the email draft couldn't be shared during the meeting, so will be shared on Slack outside of the meeting for feedback.
- The following email will be sent out in early October which will focus on advertising plenary speakers.
- The 'SCMB All' email goes to all students except for Masters students. It was discussed that potentially the Masters Course Coordinators may need to be contacted.

**Action:** Mitchell to investigate how to get promotional emails to Masters students.

### 7.3 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.	Logos will continue to be chased up by the sponsorship committee.  SCMB finance team to be contacted to see which sponsors need to be chased up for payment.
Plenary speaker	Mitchell Sorbello	Rosemary Carter has confirmed and already sent through her relevant information to Mitchell.  No correspondence from Paul regarding the Talaru Hotsprings speaker so the decision has been made to commit to Julia's contacts from Newcastle instead.	<b>Action:</b> Julia to get in touch with her Newcastle collaborators and get them to formally register their attendance.  <b>Action:</b> Mitchell to liaise with plenary speakers to obtain the information required for booklet production and promotional emails.
Opening and closing speakers	Mitchell Sorbello	Completed	n/a
Advertising/Promotion	Gabriel Wolvetang	See 7.2 above.  Gabe has access to the SCIE competition art that he can share with the necessary people if requested.	Promotional emails will continue to be sent out every few weeks by Mitchell.  Everyone is encouraged to ask around to recruit more registration – the further in advance these can be finalised the better.
Sourcing of judges	Anthony Bengochea, Connor Scott	This is underway, as per 7.2 above there have currently been 14 recruited.	<b>Action:</b> Mitchell to give Anthony and Connor access to list of volunteers
Catering	Ella Graham, Sean Riek, Julia Huang	Catering has been confirmed.  Bagel boys need to be paid at least one day prior to the event. Schonell can be paid afterwards.	Payment to be organised closer to the date.
Booklet production	Jianjun Yang, Zhihe Yang	n/a	<b>Action:</b> Booklet team to prepare a draft of the booklet (minus names)

			before next meeting for discussion.
Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen	<p>See 7.2 above for current registration numbers.</p> <p>It was discussed that the closing date for registrations which is currently 1/10 will need to be pushed back by about a week.</p>	In the coming weeks reviewing of registrations and abstracts will commence.
General event logistics	All	n/a	<p>Mitchell will soon organise a sign-up sheet on the shred drive for RSAG members to allocate themselves to on-the-day jobs. Jobs will include making goody bags, transporting poster boards, getting esky/ies, Woollies run, MC for the day, MCs for each talk session, meeting the sponsors (finance team), meeting with guest speakers, A/V PowerPoint setup, setting up registration desk etc.</p> <p><b>Action:</b> Mitchell to ask Kirt about where to source eskies.</p> <p><b>Action:</b> Conner to ask Allie (lab manager) also about sourcing of eskies.</p> <p>Photographer from previous years: Jeff Lee.</p> <p><b>Action:</b> Mitchell to reach out to Mark Starky to get in touch with Jeff regarding symposium photography.</p>

Collecting feedback on the event	Gabriel Wolvetang	n/a	Will occur closer to the date.
Prizes and Award certificates	Josh Pallav	n/a	Prizes can begin to be purchased once finance forms are organised.
Timetable	All	n/a	Will occur closer to the date.
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	<p>Nametags need to be submitted one file at a time, therefore this needs to start earlier to prevent a large last-minute burden.</p> <p>A few weeks prior to the symposium, new printed nametags will be cut off. All registrants after this date will get a nameless one to fill in on their own.</p>	<b>Action:</b> Printing team to send UQ Print a reminder to ensure the current format meets their requirements.

## 8. Other Business

- Reminder: shut shared drive documents otherwise other people can't edit the same file.

## 9. Next Meeting

The next two RSAG meetings have been scheduled in room 68-306 and will occur as follows:

- ❖ 3<sup>rd</sup> of October 11-12:30pm

*Meeting concluded at 11:35am.*