

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: Thursday, 7th November 2024

TIME: 11:00 am – 12:30 pm

PLACE: 68-306 (Chemistry Building)

Present: Mitchell Sorbello, Sean Riek, Connor Scott, Ella Graham, Gabriel Wolvetang, Jiankun Yang, Pallav Joshi, Yixuan Liu, Julia Huang and Anthony William Bengochea

Absent: Evelyn Deplazes, Jody Peters, Quinn Zhao, Jiayu Li, Jun Jet Hun and Zhihe Yang

1. Welcome

Mitchell welcomed everyone and commenced the meeting at 11:04am.

2. Confirmation of minutes and business arising from meeting held 3rd October 2024

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

3. Research Student Social Committee report

Anthony William Bengochea reported:

- No meeting; nothing to report.

4. RSAG representative reports

4.1 SCMB Research Committee

Mitchell Sorbello reported:

- Nothing to report.

4.2 SCMB HDR Committee

Yixuan Liu reported:

- Nothing to report.

4.3 SCMB EDIC Committee

Gabriel Wolvetang reported:

- No meeting; nothing to report.

4.4 SCMB EAC Committee

Sean Riek reported:

- Nothing to report.

4.5 HDR Student Representative Forum

Mitchell Sorbello reported:

- No meeting; nothing to report.

5. Topics of relevance to SCMB research students

5.1 HDR

- Science team wanted to know if any grad school support is required for the symposium. Committee confirmed nothing would be required outside of what is already required, but thanks the grad school for their support.

5.2 Honours

- Most honours students are now finished for the year; nothing to report.

6. Annual SCMB Research Students Symposium

6.1 Sponsorship

- Mitchell has only received one delivery of sponsor merch (from Illumina).
- Sponsorship bingo is still in progress.
- Booklet design needs to be checked – Mitchell adjusted so platinum sponsors are on 1 page each, and there are 2 gold sponsors per page. Printing will be done early next week (needs to be ready by then).

Action: RSAG members to check over booklet design and make changes if required.

- Slide advertisements required for platinum sponsors: APS, MedChem

6.2 Registration

- Registration is now complete: 127 students, 18 judges.

Action: Sponsorship/Finance team to verify sponsor emails are correct.

6.3 Symposium Program

Action: RSAG members to check program for mistakes

- QR codes required to be printed: 1 for feedback, 1 for poster people's choice voting and 1 for double blind people's choice vote.

6.4 Judges

- Oral session: judges assigned.

Action: Mitchell to send email out to judges with a calendar invite

- Poster: Sessions assigned.

Action: Mitchell to send email out to judges with calendar invite, then begin assigning to individual posters.

- Only 2 confirmed chem judges. It was discussed that judges don't necessarily need to be judging their expertise as the mark of a good presentation is that it will be accessible to disciplines outside of its focus.
- We have enough judges unless Gary says he's unable to attend.

6.5 Printing and online booklet:

- Reminder to begin on online booklet (just add abstracts and poster titles).
- Finalize certificates: prizes
- Current certificates (\$1600) and prizes (\$300):
 - 4x Oral presentations Judged (\$200 ea, \$800)
 - 2x Best judged poster (\$150 ea) \$300
 - 2x best poster peoples choice (\$150 ea) \$300
 - Double blind, speaker and slide maker \$100 ea (\$200)
 - Survey form (\$100)
 - Random attendance (\$100)
 - Sponsor bingo (\$100)
- 7 poster people unconfirmed – late confirmations for posters won't be assigned judges but will still be allowed to present.
- 4 DB confirmations, max 6 would be ideal. Ella is a last minute recruit to fill out the session.
- Online booklet will be sent out a week before by Mitchell. Still need to add the poster listing

6.6 Logistics

- Thought that maybe there shouldn't be a mixer afterwards due to symposium being in the middle of the week, and the previous one will have been less than a week earlier. Decision made not to have one.
- Jeff Lee can do photography.
- Evelyn will send video latest by 18/11.
- Day before poster (C207) and lunch room (S201) in Hawken Building booked from 12pm. RSAG members should arrive between 2:30-3pm to help set up.
- Gift ideas for plenary speakers:
 - Gift from UQ shop + chocolate for Jemma
 - Chocolate + maybe flowers for Rosemary
 - Avoid alcohol

Action: Sean to check if there is any leftover sponsor merch from last year for goody bags.

Job	Assigned	Progress	Next Steps
Venue	HLO	Completed	n/a
Finance and sponsorship	Pallav Joshi, Yixuan Li, Jun Jet Hen, Julia Huang	See section 6.1 above.	Collate any merch sponsors send into goody bags. Check over booklet design.
Plenary speaker	Mitchell Sorbello	Confirmed	n/a
Opening and closing speakers	Mitchell Sorbello	Confirmed	n/a
Advertising/Promotion	Gabriel Wolvetang	Completed	n/a
Sourcing of judges	Anthony Bengochea, Connor Scott	See section 6.4 above.	n/a
Catering	Ella Graham, Sean Riek, Julia Huang	Bagel Boys payment has been organised. Schonell can be paid afterwards.	n/a
Booklet production	Jianjun Yang, Zhihe Yang	See section 6.5 above.	Final version will be emailed to registrants prior to the event. Print versions will be included in goodie bags and online version will be able to be accessed via QR code on the day.
Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen	Completed at extra RSAG meeting 2 weeks ago. Speakers have been emailed to confirm by session chairs. All have confirmed.	n/a
General event logistics	All	See section 6.6 above.	To be confirmed in extra meeting the week before the symposium.
Collecting feedback on the event	Gabriel Wolvetang	n/a	QR code to be developed for registrant feedback.
Prizes and Award certificates	Josh Pallav	Designs available on the shared drive.	Will be included in the bulk print.
Timetable	All	Draft timetable circulated for discussion. As per previous meeting the only change is that MT will go for an hour instead of 45 minutes to give judges more time	Final version to go in print and online booklet.
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	Draft designs available on shared drive.	Everyone to check over designs prior to bulk print.

7. Other Business

n/a

8. Next Meeting

- ❖ A final extra meeting will occur on 14/07 at 11-12:30pm in room 68-306 to organise final event logistics.