

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: Thursday, 3rd October 2024

TIME: 11:00 pm – 12:30 pm

PLACE: 68-306 (Chemistry Building)

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

Absent: Evelyn Deplazes, Jody Peters, Quinn Zhao, Jiayu Li, Jun Jet Hun, 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 5 September 2024

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

*Minutes were confirmed.

4. Research Student Social Committee report

Anthony William Bengochea reported:

- More people are encouraged to sign up for the inter-school soccer competition.

5. RSAG representative reports

5.1 SCMB Research Committee

Mitchell Sorbello reported:

- No report – next meeting is being held next week.

5.2 SCMB HDR Committee

Yixuan Liu reported:

- Nothing to report.

5.3 SCMB EDIC Committee

Gabriel Wolvetang reported:

- No meeting, nothing to report.

6.4 SCMB EAC Committee

Sean Riek reported:

- Named lecture
 - It would be good if everyone can encourage their respective groups to attend. They are catered as well.
 - Biochemistry alumni lecture: Sally Dunwoodie on 22 October
 - Steele Chemistry lecture: Spencer Williams on 29 October
 - Skerman Microbiology lecture: Lutz Krause date TBC
- Seminar series
 - The seminar series (especially MBS) are being poorly attended especially by students. Again, it would be good if we can encourage at least our group members to attend.

6.5 HDR Student Representative Forum

Mitchell Sorbello reported:

- No meeting, nothing to report.

6. Topics of relevance to SCMB research students

7.1 HDR

- Nothing to report.

7.2 Honours

- Nothing to report.

7. Annual SCMB Research Students Symposium

7.1 Sponsorship

- All logos have been received except for BioRad.
- The draft timetable and information packet will be provided at the next meeting on October 17th to sponsors (latest by 20/11). This email will include a reminder for silver sponsors upwards that they can put merch in a goodie bag.

Action: Sponsor bingo cards need to be made. There are more sponsors this year so may need to change layout (logos in a box).

7.2 Registration

- Final reminder email will be sent out next week. RSAG members also need to register.
- Current numbers: 91 + 16 from volunteer ECRs
 - Oral Presentations: 29
 - Biochemistry: 7 (5 from Kobe lab, only want max 2 from each lab; one seems to be an accident.
 - Micro: 13

- Chem: 4
- Genomics: 5
- *Students from Micro can split into biochemistry and structural biology.
- Posters: 19 + ~9 (that won't be accepted for an oral presentation. Max possible is ~40)

Action: Mitchell to put together marking rubric (do point system, extra for honours and late PhDs).

- Double blind: 21 registered with ~10 also registered to give oral presentations. We can accept around 10 students, with a preference given to students presenting a poster (don't want overlap with people giving oral presentations).

7.3 Timetable

- Last years' timetable was circulated during the meeting. Only change recommended is for morning tea to increase to 1 hour to allow more time for judges to finalise poster marks.
 - Session would then run from 10-11am, which will push everything else back 15 mins.
- It was discussed the symposium should start at the same time as last year as this worked well.
- 2 mins / person for double blind session = 10 people → suggested the QR code could be put on the booklet to save time in voting at the end.

7.4 Abstract judging

- Committee members need to be allocated to judge abstracts. Application names will be blinded, however if a member recognises a project, its important someone else judge these. This will be confirmed via email between meetings, with final decisions formalised on the 17/10 meeting.

7.5 Roles

- Roles were assigned for symposium preparation (separate sheet available on shared drive):
 - Anthony and Mitchell will liase with academics for judging.
 - Sean for whole day MC.
 - Session MCs: Jiankun, Anthony, Ella, Julia (who will MC each session will be discussed at 17/10 meeting once speakers have been finalised.
 - Sponsors: finance team + Mitchell
 - Guest speakers: Mitchell + Julia
 - Registration desk: Ella + Jiankun
 - MT shop: Mitchell
 - Check availability of MT tablecloths: Sean
 - Prizes: Mitchell

7.6 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 | Once all sponsor logos are obtained, they will need to be put into a bingo sheet. |
| Plenary speaker | Mitchell Sorbello | Confirmed | n/a |
| Opening and closing speakers | Mitchell Sorbello | Confirmed | n/a |
| Advertising/Promotion | Gabriel Wolvetang | n/a | Meme advertisements will be printed and distributed throughout SCMB buildings. |
| Sourcing of judges | Anthony Bengochea, Connor Scott | n/a | Action: Mitchell to give Anthony and Connor Access |
| Catering | Ella Graham, Sean Riek, Julia Huang | Confirmed, may increase order slightly to spend extra funds. | Bagel boys needs to be paid a day prior to the symposium. |
| Booklet production | Jianjun Yang, Zhihe Yang | Draft completed, SCIE art pictures transferred personally due to them not being allowed on the shared drive. | n/a |
| Receipt of abstracts, speaker selection | Mitchell Sorbello, Zhihe Yang, Jun Jet Hen | Most abstracts have been received, judging will commence shortly. | Speakers will be selected and confirmed with prior to the next meeting by session chairs. |
| General event logistics | All | See roles assigned in 7.5 above. | Meeting on 17/10 will confirm these and other logistics further. |
| Collecting feedback on the event | Gabriel Wolvetang | n/a | Will occur closer to the date |
| Prizes and Award certificates | Josh Pallav | n/a | Mitchell will be organising prizes. |
| Timetable | All | See discussion in 7.3 above. | * Committee members should arrive between 7-8am. Timetable will be finalised at 17/10 meeting. |
| Printing: e.g. nametags, feedback sheets, marking sheets, etc | Jiankun Yang, Zhihe Yang | Printing box for bingo cards | It was decided that individuals would be required to write their own name on to save a job. |

8. Other Business

- The closing date for travel awards is the 11/10/24.

9. Next Meeting

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

- ❖ 17th of October 11-12pm (uncatered, no minutes required).
- ❖ 7th of October 11-12:30pm