

# School of Chemistry & Molecular Biosciences

## Research Student Advisory Group

**Date:** Wednesday, 16<sup>th</sup> April 2025

**Time:** 12:00 pm – 1:00 pm

**Place:** 68-306 (Chemistry building)

**Present:** Mikael Boden, Alex De Sa, Quinn Zhao (Zoom), Phani Kumari Paritala, Hui Yi Lim, Lauren Baade, Jasvanti Lala, Diana Sanabria Lozano, Gemma Laird, Vishal Pandey, Genoveva Joe Elijah Phelps, Alyssa Peterson, Cheng-Yu Chiang, Mikayla Crouch, Claire Cheng

**Absence:** Evelyne Deplazes, Julia Huang, Laura Garzon Flores

### 1. Acknowledgement of country

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

### 2. Welcome

Gemma Laird welcomed everyone and commenced the meeting at 12:04 pm.

Some members were absent in last meeting held on 14<sup>th</sup> March 2025 were allowed to introduce themselves to other members.

Apologies received prior to the meeting: Julia Huang, Evelyne Deplazes

### 3. Confirmation of minutes and business arising from meeting held 25 March 2025

Job	Assigned
RSAG meeting room Access to RSAG shared folder	HLO
Communicate tentative date and get feedback from the school	Chair and secretary in consultation
Prepare agenda and circulate before meeting	Chair

Prepare minutes and circulate after meeting	Secretary, HLO
Appointment of RSAG Executive positions for 2025 SCMB	ALL
Student Symposium job assignment	ALL

#### **4. RSAG representative reports (if appropriate)**

##### 4.1 SCMB Research Committee

Vishal Pandey reported —

- No meeting yet, therefore no update to provide.

##### 4.2 SCMB HDR Committee

Jasvanti Lala reported —

- No meeting yet, therefore no update to provide.

##### 4.3 SCMB EDIC Committee

In Laura Garzon Flores absence, update will be provided in next RSAG meeting.

##### 4.4 SCMB EAC Committee

(To be elected in this meeting)

##### 4.5 HDR Student Representative Forum

Lauren Baade is yet to be contacted for attending a meeting.

#### **5 Topics of relevance to SCMB research students**

##### 5.1 New EAC committee elected

Chair gave the description of responsibility of selected EAC member.

**Action:** Mikayla Crouch puts EOI for EAC member from RSAG.

##### 5.2 RSAG Executive positions for 2025 RSAG

Gemma discussed about the RSAG executive positions as we currently have 2 treasurers.

**Action:** Jasvanti and Diana will be sharing the responsibilities of Treasurer.

Name	Position	Lab Group
Gemma Laird	Chair	PhD (Evans Lab)
Lauren Baade	Deputy Chair	PhD (Lawrie Lab)
Jasvanti Lala	Treasurer	PhD (Tanurdžić Lab)
Diana Sanabria Lozano	Co-Treasurer	PhD (Hugenholtz Lab)
Vishal Pandey	Secretary	PhD (Kobe Lab)

## 6. Annual SCMB Research Students Symposium

### 6.1 Confirm access to the shared drive

Quinn Zhao has provided access to every current RSAG member – student account only. Some members had difficulty accessing the shared drive.

**Action:** Correct link provided using student account; everyone will confirm the access to shared drive in the next meeting.

### 6.2 Preferred method of communication

Discuss options for forming a group chat to facilitate communication for planning and running the symposium.

Suggested to use –

- Slack (app/website which can use UQ emails)
- Teams (as everyone already uses and a better option)

**Action:** Gemma Laird will create Teams group chat for 2025 RSAG members.

### 6.3 Confirm date for the symposium

- Date and Venue to be confirmed. The rooms used last year have already been booked for the UQ Learning Lab Annual Symposium on 27th and 28th November in the building 50-Hawken Engineering Building, and the Steele Building has also been reserved. We may need to explore alternative locations for this year's event.
- Quinn Zhao suggested new dates, 18<sup>th</sup> and 19th November as these are dates available for 50-Hawken Engineering Building (overlapping with exam period).

- Quinn Zhao mentioned we need 2 rooms for lectures, 1 room for vendors, space for lunch/tea, 1 room for welcome/registration
- Jasvanti Lala suggested Advanced engineering (49) as alternative option for student symposium
- Other options as an alternative option for student symposium
  - Building 80 QBP seminar room
  - Miche building (9) (Alex De Sa mentioned as it hosted Research Bazaar)
  - Prentice building (building 42)
  - ModWest (building 11A)
  - Parnell building (7) as it hosted honour's presentations last year
- Quinn Zhao mentioned about keeping venue close to SCMB buildings to avoid worrying regarding poster board logistics.

**Action:** Need to confirm dates and venue by next meeting

#### 6.4 Advertising and promotion

Advertising opportunities were discussed.

- Design and print out posters in lift
- Further ideas required

**Action:** Genoveva Joe will design the poster for advertisement

#### 6.5 Sponsorship

- Organise plan for contacting sponsors and need to start contacting sponsors.
- Organise plan for contacting sponsors.
- Jasvanti Lala mentioned we should contact new sponsors as well.

**Action:** All members assigned to manage sponsorships to start sending emails to companies.

#### 6.6 Plenary Speakers

Gemma Laird reported –

- All members are invited to bring forward speakers.

**Action:** Alex has few names regarding plenary speakers, and we are awaiting budget.

**6.7 Timeline and Job Assignment**

- Gemma Laird discussed about job assignments and assigned to members.
- Discuss and set timeline for jobs

<b>Jobs</b>	<b>Assigned</b>	<b>Progress</b>
Venue	HLO	Booked Hawken for 18 <sup>th</sup> and 19 <sup>th</sup> as a backup. Waiting for further information about the final date and venue information
Finance and Sponsorship	Jasvanti Lala, Diana Sanabria Lozano, Julia Huang, Vishal Pandey, Lauren Baade	n/a
Plenary Speaker	Dr Alex De Sa	n/a
Opening and Closing Speakers	Jasvanti Lala, Alyssa Peterson	n/a
Advertising/Promotion	Genoveva Joe,	- See section 6.4
Sourcing of Judges	Vishal Pandey	n/a
Catering	Gemma Laird, Hui Yi Lim	n/a
Booklet Production	Genoveva Joe	- Start closer to date
Receipt of abstracts, speaker selection (develop selection criteria), contact selected speakers	Diana Sanabria Lozano	n/a
General event logistics	All	- Start closer to date
Collecting feedback on the event	Gemma Laird, Dr Alex De Sa	- Start closer to date
Prizes and Award certificates	Lauren Baade	- Start closer to date
Timetable	All	- Start closer to date
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Lauren Baade	- Start closer to date

## **7. Other Business**

- 3MT – 4th of June from 2-4pm (QBP Large Seminar Room 3.142).
- RSAG members will help in advertising of 3MT.

## **8. Next Meeting**

- 21<sup>st</sup> May 2025 – Room 68-306 (12pm-1pm)
- 18<sup>th</sup> June 2025 – Room 68-306 (11am-12pm)
- Mikael Boden mentioned he won't be able to attend June meeting.

Chair concluded the meeting at 12:45pm.