

## School of Chemistry & Molecular Biosciences Research Student Advisory Group

**Date:** Wednesday, 21<sup>st</sup> May 2025

**Time:** 12:00 pm – 1:00 pm

**Place:** 69-306 (Chemistry building)

**Present:** Mikael Boden, Alex De Sa, 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, Julia Huang, Laura Garzon Flores

**Absence:** Evelyne Deplazes

### 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 12:00 pm.

### 3. Confirmation of minutes and business arising from meeting held 14 March 2023

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 —

- Reported about new DVCRI starting
- Reported suggestion from research committee to have special awards for chemists during the student symposium if budget allows

##### 4.2 SCMB HDR Committee

Jasvanti Lala reported —

- Nothing to report

##### 4.3 SCMB EDIC Committee

Laura Garzon Flores reported —

- UQ is promoting services provided regarding mental health services
- UQ services mail will be sent out soon to everyone, if anything needs to be added in that mail, inform Laura regarding that

##### 4.4 SCMB EAC Committee

Julie Smullen and Larissa Chan are appointed to EAC committee, Mikayla Crouch won't be attending EAC meetings

##### 4.5 HDR Student Representative Forum

Lauren Baade reported —

- Nothing to report

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

##### 5.1 RSAG Executive positions for 2025 RSAG

<b>Name</b>	<b>Position</b>	<b>Lab Group</b>
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

Gemma Laird confirmed access to the shared drive, everyone confirmed except Laura Garzon Flores

**Action:** Drive mapped for Laura Garzon Flores

Shared drive – [//nas02.storage.uq.edu.au/SCI/SCMB/Operations/RSCC](https://nas02.storage.uq.edu.au/SCI/SCMB/Operations/RSCC)

### 6.2 Preferred method of communication

RSAG 2025 Teams group is made

Gemma Laird confirmed access to all RSAG 2025 members, and emphasised on usage of Teams channel regarding communication

**Action:** Teams channel is active

### 6.3 Confirm date for the symposium

- Initial date planned was 27<sup>th</sup> November for student symposium
- 27<sup>th</sup> November, Hawken building has room unavailable due to other symposium
- Alex de Sa raised the point regarding the Abacus week (24<sup>th</sup> to 29<sup>th</sup> Nov), and many groups will be attending that
- Examination period for 2<sup>nd</sup> semester 2025 is 8<sup>th</sup>-22<sup>nd</sup> November, and
- Honour's presentation will be in the first two weeks of November
- Master's student will have some clashes if symposium occurs on 19<sup>th</sup> Nov
- Phani booked the rooms,

**Action:** Gemma Laird confirmed the student symposium date for 19<sup>th</sup> November 2025 (Wednesday) and rooms are booked (check below for the rooms)

Room Number	18-Nov	19-Nov
50-N201	From 2PM	Whole day
50-N202	From 2PM	Whole day
50-S201	Whole day	Whole day
50-C207	Whole day	Whole day

#### 6.4 Advertising and promotion

As date is fixed for 2025 student symposium, we need to send out the save the dates to everyone

Before the next meeting Genoveva Joe will design the save the dates and poster to be circulated

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

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

#### 6.5 Sponsorship

- Jasvanti Lala reported —
  - ASBMB Silver tier sponsorship
  - John Morrison Gold tier sponsorship
- Julia Huang reported —
  - MedChem Express Gold tier sponsorship
  - Other ones sent out, and she is following up
- Diana Sanabria Lozano reported —
  - ASP needs a proposal for bronze tier sponsorship, which Diana already proposed
  - Sartorius is looking to sponsor but want to have to business table to give out promotional material at bronze tier sponsorship.
  - Diana will communicate regarding two options; bronze sponsorship and support poster and student prize, or silver sponsorship and get trade table
- Vishal Pandey reported —
  - Following up regarding invitations
- Lauren Baade reported —
  - Following up regarding invitations

**Action:** Sponsorship teams are looking and sending out invitations for student symposium sponsorship. Updating the email lists and keeping track of sponsors, which needs to be done before the end of financial year

#### 6.6 Plenary Speakers

Gemma Laird reported –

- All members are invited to bring forward speakers.

- Alex de Sasuggested names regarding plenary speakers, and we are awaiting budget to look for speakers outside of Brisbane
- Alex de Sa suggested Dr Thomas Ve from Griffith University
- Jasvanti Lala suggested Dr. Stephanie Wyeth, School of the Environment
- Julia Huang suggested a chemist speaker, Dr Masnun Naher

**Action:** Still looking for plenary speakers, as we need one from biology and one from chemistry

#### 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
Finance and Sponsorship	Jasvanti Lala, Diana Sanabria Lozano, Julia Huang, Vishal Pandey, Lauren Baade	Ongoing
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. Next Meeting

- 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 1:04 pm.