

School of Chemistry & Molecular Biosciences Research Student Advisory Group

Date: Wednesday, 23rd July 2025

Time: 12:00 pm – 1:00 pm

Place: 69-306 (Chemistry building)

Present: Lauren Baade, Mikael Boden, Cheng-Yu Chiang, Claire Cheng, Mikayla Crouch, Alex De Sa, Genoveva Joe, Julia Huang, Phani Kumari Partiala, Gemma Laird, Jasvanti Lala, Alyssa Peterson, Elijah Phelps, Diana Sanabria Lozano

Absence: Laura Garzon Flores, Vishal Pandey, Hui Yi

Lauren Baade acted as Secretary on behalf of Vishal Pandey.

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 11:04 am.

3. Confirmation of minutes and business arising from meeting held 18 June 2025

Job	Assigned
Confirmation of date and rooms booked	HLO
Save the date printed and put in lifts	Confirmed
Sponsorship team continuing with emails	Finance team- in progress
Calendar invite	Confirmed, Gemma
Opening and closing speakers	Opening confirmed, closing in progress- Jas

4. RSAG representative reports (if appropriate)**4.1 SCMB Research Committee**

Vishal Pandey reported —

- Nothing to report

4.2 SCMB HDR Committee

Jasvanti Lala reported —

- Nothing to report

4.3 SCMB EDIC Committee

Laura Garzon Flores reported —

- Nothing to report

4.4 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**

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 Poster room booking

Phani forwarded an email explaining the room intended for the poster session will be being refurbished. Email proposed replacement room in Adv Eng building investigated by Gemma and deemed unsuitable. Chemistry podium proposed during meeting.

Action: Phani booked chemistry podium for 18th 1pm onwards & 19th, awaiting confirmation.

6.2 Sponsorship team

General discussion of current budget; estimate to be ~4.5k, unclear how much has been fully confirmed. Final budget aimed to be confirmed by next meeting.

Action: Treasurers to confirm figures.

Gemma Laird discussed no response from Association of Postgraduate Students (APS) to Gemma's previous email about sponsorship.

Action: Gemma Laird to send follow-up email.

Julia Huang emphasised the importance of getting final receipt of payments from SCMB Finance team.

Action: Sponsor team to ensure final receipts are obtained for sponsors.

Julia Huang recommended that sponsor team members contact respective sponsors to obtain high-quality logos to pass onto promotion team. Also, to find out sponsor needs regarding merchandise.

Action: Sponsor team to send enquiries.

6.3 Promotional team

Gemma Laird discussed save the dates have now been sent out. Gemma would like to know how many EOIs there are / how to gain access to the spreadsheet. Gemma intends to send out monthly reminder emails.

6.4 Plenary speakers

Both speakers have been confirmed.

Dr Masnun Naher (confirmed by Julia Huang), to present at 9am; abstract and headshot have been received.

A/Prof Thomas Ve (confirmed by Alex De Sa), to present in the afternoon; waiting on abstract and headshot.

Action: Alex to obtain abstract and headshots from Thomas.

6.5 Opening and closing speakers

Opening speaker has been confirmed (Dr Evelyne Deplazes).

Jasvanti Lala has emailed Professor James de Voss about being closing speaker; awaiting reply.

6.6 Abstracts submission

Discussion of applicant eligibility:

- RSAG members are able to apply and are eligible to win awards, but will not be able to be part of the decision making about speeches for sessions they are involved in.
- Non-SCMB submissions will be accepted, but SCMB submissions will receive higher priority.

6.7 Welcome to country

Gemma Laird proposed having an indigenous person do a welcome to country; Alyssa Peterson regretfully expressed that attempting to organise this previously in other roles has been very difficult.

Action: Gemma Laird to investigate.

6.8 UQ Strategic Plan roundtable

Gemma Laird shared an email from Evelyne regarding volunteers for a UQ Strategic Plan roundtable; Lauren Baade and Gemma Laird volunteered.

Action: Gemma Laird to reply to Evelyne with volunteers.

6.9 Artwork

Genoveva Joe enquired whether any progress has been made on obtaining artwork. Julia Huang recommended emailing SCMB PA Julie.

Action: Genoveva to email SCMB PA.

6.10 Next steps before August meeting

Catering quotes – Dominos, Bagel Boys, Fruit

RSAG members should sign up for the symposium if they will be there on the day

Jobs	Assigned	Progress
Venue	HLO	Booked, Chemistry podium awaiting confirmation
Finance and Sponsorship	Jasvanti Lala, Diana Sanabria Lozano, Julia Huang, Vishal Pandey, Lauren Baade	Ongoing; budget to be hopefully confirmed by August meeting
Plenary Speaker	Dr Alex De Sa	Confirmed
Opening and Closing Speakers	Jasvanti Lala, Gemma Laird	Opening speaker confirmed; awaiting reply from HoS
Advertising/Promotion	Genoveva Joe, Hui Yi Lim, Elijah Phelps	n/a
Sourcing of Judges	Vishal Pandey, Laura Garzon Flores, Lauren Baade	Vish to direct; Alex and Claire volunteered to assist
Catering	Gemma Laird, Hui Yi Lim	n/a
Booklet Production	Genoveva Joe, Elijah Phelps	Worth beginning anything that can be started.
Receipt of abstracts, speaker selection (develop selection criteria), contact selected speakers	Diana Sanabria Lozano, Gemma Laird	Gemma has been saving and collating abstract submissions.
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

- 20th August 12-1pm
- 24th September 12:15-1:15pm

Chair concluded the meeting at 12:45 pm.