

School of Chemistry & Molecular Biosciences

Research Student Advisory Group

Date: Wednesday, 20th August 2025

Time: 12:00 pm – 1:00 pm

Place: 68-306 (Chemistry Building)

A G E N D A

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 and Apologies

Gemma Laird welcomed everyone and commenced the meeting at 12:05 pm.

Apologies received prior to the meeting:

- Elijah
- Genoveva
- Evelyne
- Lauren
- Rick

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

Job	Assigned
Confirmation of date and rooms booked	DONE
Save the Date printed and put in lifts	DONE
Sponsorship team continuing with emails	Finance team- in progress
Plenary speakers	Confirmed- Julia and Alex
Calendar invite	DONE- Gemma
Opening and Closing speakers	In progress- Jas
Month by month plan for symposium	DONE

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 —

- About wellness room in building 76, it is going forward as planned
- Both buildings are getting mobility benches

4.5 HDR Student Representative Forum

Lauren Baade reported —

- Update to be provided next meeting

5. Annual SCMB Research Students Symposium

5.1 Promotional update:

Genoveva- asked Julie for the artwork to put into the booklet and uploaded them to the RSAG folder. If you could ask the team if they have any preference on which artwork to use, or if I should just go ahead and choose whichever one.

Action: It was agreed that the Promotional Team will have the authority to make decisions regarding artwork

5.2 Sponsorship team:

Sponsorship team provided update from Treasurers regarding budget.

Budget confirmation of \$████, waiting on 1 platinum sponsorship.

Update on APS sponsorship, pending, most likely won't sponsor.

Action: Gemma Laird will reach out again to APS

Vishal Pandey will contact UQ PEF regarding sponsorship as well

Thermo Scientific might sponsor too

5.3 Plenary speakers: Confirmed

- Dr Masnun Naher – Preferred slot of 9am (Abstract and headshot have been received)
- A/Prof Thomas – Dr Alex de Sa is the contact point (afternoon slot and awaiting on abstract and headshot)

5.4 Opening and closing speakers

- James DeVoss – closing speaker ,
- Opening HDR – update pending

5.5 Abstract submission:

- RSAG members can 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.
- RSAG members to promote about symposium in their own labs and invite peers to apply for talks.

5.6 Next steps before August meeting:

- Catering quotes- dominos, bagel boys
- Promotional team need to start getting quotes for printing

5.7 Welcome to country for symposium:

- Paul Evans has said he can work with Laura to do this

Action: Laura Garzon Flores will contact Paul Evans regarding this and how to proceed ahead

5.8 General progress discussion:

Jobs	Assigned	Progress From July Meeting	Progress	Next Steps
Venue	HLO	Booked		
Finance and Sponsorship	Jasvanti Lala, Diana Sanabria Lozano, Julia Huang, Vishal Pandey, Lauren Baade	Budget confirmed, Still we can find potential sponsors	Need to plan LOGO BINGO	
Plenary Speaker	Dr Alex De Sa	Emails to Plenary speakers have been sent	Awaiting Thomas Ve abstract and head shot	
Opening and Closing Speakers	Jasvanti Lala, Alyssa Peterson	Jas will do this		
Advertising/Promotion	Genoveva Joe, Hui Yi Lim, Elijah Phelps, Rick	Poster, rego, save the date email sent	Before next meeting would like to see some emails drafted so we can remind people each month that the symposium is on, and that abstracts should be submitted. Social mixer should be targeted as well	
Sourcing of Judges	Vishal Pandey, Alex, Claire, Laura Garzon Flores	Posters-post docs Speeches-higher academics	Need to start reaching out to judges before next meeting (everyone to ask their lab members	
Catering	Gemma Laird, Hui Yi Lim, Vishal	Quotes food and DRINKS	Need quotes before next meeting	

Booklet Production	Genoveva Joe, Elijah Phelps	- Finalise closer to the date	Promotional team need to start making drafts	
Receipt of abstracts, speaker selection (develop selection criteria), contact selected speakers	Diana Sanabria Lozano, Gemma, Rick	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	Print save the date and put in lifts, etc.	Need to get quotes	

6. Other Business

7. Next Meeting

September meeting – 24th September 12:15pm (invite sent out)

October meetings –

- 8th October 12:15pm
- 22nd October 12:15pm

Phani is away for 25th September to 17th October

Mikael Boden will be not able to attend 22nd October meeting

Chair concluded the meeting at 12:50 pm.