

School of Chemistry & Molecular Biosciences

Research Student Advisory Group

Date: Wednesday, 8th October 2025

Time: 12:15 am – 1:15 pm

Place: 68-306 (Chemistry Building)

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

Apologies received prior to the meeting:

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 – Jasvanti
Month by month plan for symposium	Done

4. RSAG representative reports (if appropriate)

4.1 SCMB Research Committee

Vishal Pandey reported —

- Will report in next meeting

4.2 SCMB HDR Committee

Jasvanti Lala reported —

- Will report in next meeting

4.3 SCMB EDIC Committee

Laura Garzon Flores reported —

- Will report in next meeting

4.5 HDR Student Representative Forum

Lauren Baade RSAG representative is invited to report —

- Will report in next meeting

5. Annual SCMB Research Students Symposium

5.1 Promotional update:

Updates:

- Keep printing out the sign-up posters.
- 18 abstracts so far
- We are extending abstract submission deadline by one week
- UQ brand approval done, need to discuss about details with brand approval team
- Quotations were discussed, UQPrint regarding certifications, and booklets
- Photographer for the day is fixed
- Mail Danielle regarding promoting SCMB student symposium in weekly newsletter blast

5.2 Sponsorship team:

- Logos for the promotional team

Updates:

- The budget was discussed, and finalisation of the budget was done

5.3 Plenary speakers:

Dr Masnun Naher - Julia Huang - 9 am - abstract and headshot have been received

A/Prof Thomas - Alex De Sa – afternoon - abstract and headshot sent through

Updates:

- We need to buy gifts for speakers

5.4 Opening and closing speakers:

- James DeVoss - closing, Opening HDR - update
- Jasvanti hasn't heard about it
- Evelyne is doing

5.5 Catering quotes:

Dominos and Bagel Boys

Updates:

- Get an updated quote from Bagel Boys before the next meeting

5.6 Next steps before October meeting:

- Jobs assigned in Table 5.8

5.7 Welcome to the country for symposium:

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

Updates: Laura contacted Paul, we have a volunteer to do acknowledgement of country

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	Emails to potential sponsors BUDGET CONFIRMED	LOGO BINGO	
Plenary Speaker	Dr Alex De Sa	Emails to Plenary speakers have been sent		
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		
Sourcing of Judges	Vishal Pandey, Alex, Claire	Posters- post docs Speeches- higher academics Need to start reaching out to judges before next meeting	We need 12 judges for presentations	

		(everyone to ask their lab members		
Catering	Gemma Laird, Hui Yi Lim, Vishal	Quotes food and DRINKS		
Booklet Production	Genoveva Joe, Elijah Phelps	- Start closer to date		
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.		

6. Other Business

7. Next Meeting

October meeting - 22nd October - 12:15pm