

School of Chemistry & Molecular Biosciences

Research Student Advisory Group

Date: Wednesday, 22nd 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

Mikael Boden, Lauren Baaden were running late

Apologies received – Alyssa Peterson

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. Annual SCMB Research Students Symposium

4.1 Promotional update:

Updates:

- We have 26 abstracts submission
- Phani will send the booklet template

4.2 Sponsorship team:

- Logos for the promotional team

Updates:

- The budget was discussed, and finalisation of the budget was done
- The logos need to be sent by the end of the week to the promotional team
- We need to send details about symposium, location, and room allocation to the sponsors

4.3 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:

- Gifts for judges and speakers decided by Alyssa

4.4 Opening and closing speakers:

- James DeVoss - closing, Opening HDR - update
- Evelyne is doing

Updates:

- James DeVoss – hasn't responded yet
- For closing speaker another suggestion is Prof. Joanne Blanchfield

4.5 Catering quotes:**Updates:**

- Bagel Boys is fixed as catering option

4.6 Next steps before October meeting:

- Jobs assigned in Table 5.8

4.7 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

4.8 General progress discussion:4.8.1 Allocation of jobs

Orange- before EOD Wednesday 29th October 2025

Yellow- before RSAG meeting on the 5th November 2025

Tasks	Description	Assigned to
Plenary speakers	Check in email with all the appropriate information	Alex and Julia
Budget	Treasurers to finalise and organise quotes	Jasvanti and Diana
Abstracts	Group into categories and spread out to the team	Laura and Gemma
Judging	Reach out to all those who have confirmed judging	Vishal
Judging	Source additional judges	Vishal
Judging	Allocate judges to sessions once speakers are confirmed	Vishal
Booklet Production	Finalise booklet - limited number of pages	Promotional team
Sponsor email	Send draft timetable and information booklet to sponsors	Sponsorship team
Logos	Send through to Promotional team	Finance team
Logos bingo	Need to be finalised	Promotional team
Advertisement slide	Slide advertisements for sponsors	Promotional team
Marking rubric	Check last years and make appropriate changes	Needs to be assigned
Catering/dietary	Finalise dietary things - list dietaries needed	Claire
Double blind	Decide on who will chair this and who will present	Lauren
Timetable	Finalise timetable	Promotional team

Prizes	Buy prizes and store until symposium	Jasvanti and Vishal
Drinks/Woolworths food	Buy food and store until symposium	Alyssa, Jasvanti and Vishal
Esky sourcing		Gemma
Organise MCs	Organise who will chair each session	Decide after timetable
Prize money finalised		Diana and Jasvanti
Deliveries	Who will receive and store these	Gemma and Lauren
Closing speaker	Urgent	Gemma

4.8.2 Jobs needed before and during the day of symposium

Time	Activity/Job	People assigned
	Make goodie bags	All available day before
	Transport poster boards - Line up - Add numbers to poster boards with Velcro dots	All (afternoon before)
	Organize judging sheets and clipboards - bring print outs - put into clipboards - collect 30 clipboards from SCMB office	Jasvanti
	Esky	Gemma booked, collect day before
	Buy Food from Woolies - list on excel (drinks, biscuits)	Alyssa and give to Vishal and/or Jasvanti
	Pick up supplies from Officeworks? - Envelopes? Velcro dots?	Jasvanti
Jobs:		
	MC whole event	
	MC Session 1 + Tech backup	
	MC session 2 + Tech backup	
	MC session 3 + Tech backup	
	MC session 4 + Tech backup	
	Sponsor liaison	Jasvanti, Lauren, Laura
	Guest speaker liaison	Julia and Alex
	Photographer	Francis (Guddat lab)
	Registration desk	Laura, Hui, Cheng-Yu

	Uploading PowerPoints to room	Claire and Gemma
	Esky fill with drinks and ice	Vishal, Gemma to get ice
	Judge liaison – marking sheets collate results	Vishal, Gemma
	Assist with morning tea and Bagel Boys lunch	Claire, Hui, Cheng-Yu
	Tallying scores from judges, people's choice, organize prizes	Gemma, Lauren
	Clean up	All

5. Next meeting

November meeting – 5th November – 11am-1pm

12th November – Time and location to be decided