

School of Chemistry & Molecular Biosciences

Research Student Advisory Group

Date: Wednesday, 5th November 2025

Time: 11:00 am – 1:00 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 – None

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	Done
Plenary speakers	Confirmed
Calendar invite	Done
Opening and Closing speakers	Done
Month by month plan for symposium	Done

3.1 Updated 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)
Vishal Pandey	Secretary	PhD (Kobe Lab)

4. Annual SCMB Research Students Symposium

4.1 Promotional update:

Updates:

- Weekly reminders for the student symposium will be done by Gemma Laird/Lauren Baade as the date approaches
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4.2 Budget discussion:

Updates:

- The budget was finalised
- Jasvanti Lala is going to be the liaison between UQ finance team and RSAG
- Everything needed for the symposium needs to be bought via UniFi

4.3 Plenary speakers:

Updates:

- Getting gifts for plenary speakers' job is assigned to Laura and Alex
- Vishal and Jasvanti will be helping in storing gifts at appropriate location
- Alex asked about compensation regarding speaker travelling from Gold Coast, Jasvanti will look if the budget allows

4.4 Opening and closing speakers:

Updates:

- Evelyne Deplazes is the opening speaker
- James De Voss is the closing speaker

4.5 Catering quotes:

Updates:

- Bagel Boys is fixed as catering option
- Quotes are sent to the treasurer

4.6 Next steps before November meeting:

- Jobs assigned in Table 5.8

4.7 Welcome to the country for symposium:

Updates: Laura contacted Paul Evans, 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	Status
Plenary speakers	Check in email with all the appropriate information	Alex and Julia	Ongoing
Budget	Treasurers to finalise and organise quotes	Jasvanti	Ongoing
Abstracts	Group into categories and spread out to the team	Laura and Gemma	Done
Judging	Reach out to all those who have confirmed judging	Vishal and Alex	Ongoing
Judging	Source additional judges	Vishal	If needed
Judging	Allocate judges to sessions once speakers are confirmed	Vishal and Alex	Ongoing
Booklet Production	Finalise booklet - limited number of pages	Promotional team	Ongoing
Sponsor email	Send draft timetable and information booklet to sponsors	Sponsorship team	Waiting for timetable
Logos	Send through to Promotional team	Finance team	Done
Logos bingo	Need to be finalised	Promotional team	Done
Advertisement slide	Slide advertisements for sponsors	Promotional team	Ongoing

Marking rubric	Check last years and make appropriate changes	Julia	Ongoing
Catering/dietary	Finalise dietary things - list dietaries needed	Claire	On the day
Double blind	Decide on who will chair this and who will present	Lauren	All over it
Timetable	Finalise timetable	Promotional team (+ Jasvanti)	Done
Prizes	Buy prizes and store until symposium	Alex and Laura to buy Jasvanti and Vishal to store	Ongoing
Drinks/Woolworths food	Buy food and store until symposium	Laura, Jasvanti and Vishal	Ongoing
Esky sourcing	Mail SCMB store and ask	Gemma	Done
Poster Liaison	Mail confirmed	Alyssa	Done
Organise MCs	Organise who will chair each session	Decide after timetable	Done
Prize money finalised		Jasvanti	Done
Deliveries	Who will receive and store these	Jasvanti, Gemma, Julia	Ongoing
Closing speaker	Urgent	Gemma	Done
Morning tea	Organising with St Leo's and Schonell Theatre	Laura	Ongoing

4.8.2 Jobs needed before and during the day of symposium

Time	Activity/Job	People assigned
	Make goodie bags	All available day before
	Fold programs	Everyone - no exceptions
	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	Lauren, Vishal
	Esky	Gemma booked, collect day before
	Buy Food from Woolies - list on excel (drinks, biscuits)	Alex and Laura and give to Vish and/or Jas
	Pick up supplies from Officeworks?	Weekend – Lauren - Name tags - Prizes z- certificates - Marking sheet - Logo bingo - Pens/Sharpies - Box cutter

Jobs:

	MC whole event	Gemma
	MC Session 1 + Tech backup	Micro session- Rick
	MC session 2 + Tech backup	Comp session - Claire
	MC session 3 + Tech backup	Chem session - Julia
	MC session 4 + Tech backup	Biochem session - Laura
	Sponsor liaison	Jasvanti, Gemma

	Guest speaker liaison	Julia and Alex
	Photographer	Francis
	Registration desk	Laura, Lauren, Gen, Alex
	Uploading PowerPoints to room	Chairs to do - Julia, Rick, Claire and Laura
	Esky fill with drinks and ice	Vishal, Gemma to get ice
	Judge liaison – marking sheets collate results	Vishal, Alex, Lauren
	St Leo's liaison – assist with morning tea and Bagel Boys lunch	Claire
	Tallying scores from judges, people's choice, organize prizes	Gemma, Rick, Alex
	Clean up	All

Additional notes:

If you are listed as the chair for the session, you are responsible for collecting presentation slides, sending emails to presenters, and providing technical support on the day of the session.

5. Next meeting

November meeting – 12th November – 10 am-11 am