

SCHOOL OF CHEMISTRY & MOLECULAR BIOSCIENCES
RESEARCH STUDENTS ADVISORY GROUP

Meeting: 2/18

29 May 2018

For general publication

Present: Mr James Beckett (in the Chair), Mr Bowie Chong, Miss Clara Jiang, Miss Vaidehi Pandit, Miss Sheena Chua, Miss Sabrina Sadiq (minutes), Dr Rochelle Soo, Mr Sajid Tahir, Mr Mawell Rank, Miss Khushboo Manubhai Patel, Mr Garrick Spencer, Ms Tess Dobinson

Apologies: A/Prof. Stuart Kellie, Miss Yuk Ping Chin, Ms Jill Sheridan

1. Business arising out of the minutes (note elsewhere listed):

All action items are dealt with in other agenda items.

2. Annual SCMB Research Students Symposium

2.1. Date and venue

Due to other school events taking place from 18th - 23rd November and an MBS retreat from 26th – 28th November, the new date for the symposium was decided to be Thursday, 29th November.

Hawken building is unwilling to release the venue before 22nd November, but may be available for the new proposed date (29th November). UQ Centre was also suggested as a venue, but Hawken building remains ideal due to its proximity to buildings 68 and 76.

2.2. Sponsors

Members agreed to start looking and contacting sponsors now. Bowie Chong will send out details for appropriately and efficiently contacting sponsors. Sponsors must be asked for names of *all* attending representatives early so correct nametags can be printed. Nametags will be made alongside booklet production.

2.3. Plenary speaker

Conferences and workshops around the time of the symposium may also have a suitable candidate. Potential speakers should be shortlisted within a month, as 2-3 months notice is required, particularly if seeking a speaker from interstate.

2.4. Opening and closing speakers

Prof. Paul Young is primary candidate for opening speaker, and should also be contacted for ideas for closing speakers. Some options for closing speakers were suggested, including Prof. Avril Robertson (new director of biotech) and Prof. Mary Garson.

2.5. Advertising and promotion

Sabrina and Vaidehi agreed to bring poster drafts to the next meeting.

2.6. Catering

Feedback from last year's symposium suggested the diversity of food was good but the quantity was too high. St. Leo's and Piccolilli catering are options and Clara will get updated quotes from them with certain menu adjustments, including:

- Less wraps, more skewers
- Fruit platters, sweets
- Cut out tea/coffee at the beginning

Belinda will be invited to the next meeting for financial advice.

2.7. Networking event

Members agreed to fill in any empty spaces at the networking event so no academic is unspoken to. Ideas for a potential activity to introduce students to academics will be spearheaded by Sajid Tahir, but all members should contribute to brainstorming. The event should be held at the end of the day so academics attending the symposium but not the networking event are not interrupted. Alternatively, the idea of lucky draw raffles at the end of the day was suggested, as this gives incentive to stay for the whole event.

The most useful scheme is to allow students free choice of which academics to speak to, as it is important to give the opportunity to maximise time with people the students want to talk to/are relevant to their field.

Photos and short bios for attending academics will be included in the booklet.

Some people from industry should be invited as speakers too. Sponsors may be informally invited to attend alongside students

3. Drive

Tess has agreed to send instructions to members for accessing the drive with resources for symposium organisation.

4. Bank account

Action has been taken for account to be closed, as funding will be directly through school finances.

5. Next meeting

Scheduled for 26th June, 2018