Present:  Mr Daniel Westlake (in the chair), Mr Simon Chen, Ms Eve Chow, Mr Pinus Jumaryatno, Mr Ivor Lee, Miss Bianca McCarthy, Dr Ross McGeary, Assoc Prof Gary Schenk, Mr Xiang Setoh, Ms Jill Sheridan, Mr Mark Starkey (minutes), Ms Pegah Varamini, Miss Lucy Weaver.

Apologies: Assoc Prof Melissa Brown, Prof Alastair McEwan.

Minutes: Minutes of the meeting held 18 April 2010, having been circulated, were taken as read and were confirmed.

Business arising out of the minutes and items for noting:

**OH&S Committee vacancy**

Following discussion of the ongoing vacancy, Simon Chen of the Burn group volunteered to be the Chemistry Building RHD student representative on the School’s Occupational Health & Safety Committee. Mark Starkey undertook to advise the Committee secretary.

**Postgraduate Students’ Society**

Setoh reported that little interest in forming a social-based society had been expressed to him to-date and he suggested that the idea be put on hold for now, given that there were postgraduate forums and the symposium coming up, which would take effort to organise.

**RHD Discussion Forums**

Members had been invited at the last meeting to think of topics for the forums.

A member mentioned that the School of Biomedical Sciences was holding a student forum in July – it was understood that Luke Guddat would be circulating details of the event, which could be of interest to some SCMB RHD students.

Bianca mentioned that the Society of Undergraduate Science Students (SUSS) arranged interesting seminars for undergraduates – perhaps some of their topics might generate ideas.

Gary suggested that students who were part-way through the new candidature milestones process could reflect on it and offer tips to newer students. Jill observed that the SCMB RHD student induction sessions covered the milestone process. Gary then suggested that a couple of later year students could attend each induction session on a rotating basis. He undertook to email student members of the Committee seeking volunteers. Bianca suggested that something similar be considered for Honours student inductions.

Lucy suggested that a forum be held on how to get overseas experience as a postdoc in a university or industry. Members thought that those who had come to UQ from overseas as postdocs could be asked how they went about this. SCMB RHD students who had completed travel fellowships awarded by UQ could be invited to give their reflections as well. It was agreed that such a forum could be held sometime after September.

**Alumni Reunion Day**

Mark reminded student members who are UQ alumni that they should have received an email from him, on behalf of the Head of School, in early May, inviting them to the School’s alumni reunion day function on 3 July. He encouraged eligible members to register to participate and to encourage fellow students who were SCMB alumni to do the same.

**ACTION**

Mark

Gary, Ross

Gary
1. **Sixth Annual SCMB Research Students Symposium:**

**Guest Speaker**

Daniel reported that he had not yet contacted Prof Ian Frazer, but he tabled a draft invitation letter. Members endorsed the letter with minor amendments and agreed that, as chairperson of the Committee, Daniel should sign it. Daniel was encouraged to send the letter as soon as possible, or to at least make contact with Prof Frazer’s personal assistant to seek to claim the date in Frazer’s diary.

**Venue/Catering**

Setoh suggested that the Parnell Building lecture theatres would be suitable, utilising the cloisters, Great Court and adjacent Radon Court for displays and catering.

Bianca suggested the Sir Llew Edwards Building lecture theatres and foyer space might be suitable – she had attended an event there. Setoh undertook to check this venue.

Catering options could be determined once the venue had been secured.

**Sponsors**

Eve said that the plan was to approach last year’s sponsors. She suggested that leads for new sponsors could come from collecting the business cards of supply company representatives and asked members to do this for her. Eve added that she and Pegah would send letters to potential sponsors as email attachments in the coming month. It was suggested that, based on 2009 experience, the letters ask sponsors for a specific amount or give them options for different amounts (eg, Gold, Silver, Bronze sponsorship) as well as leaving open the options of donating goods in lieu of cash or the donation taking the form of a prize.

**Other Event Components**

Mark and Jill had prepared a list of event tasks as follows (some items added subsequent to the meeting):

1. Set date and time for event.
2. Determine event format and program.
3. Secure venue, including audio-visual requirements.
4. Secure plenary speaker.
6. Sponsorship (including sponsor rights/displays).
7. Tracking income and expenditure.
8. Advertising/promotion, including letters to Heads of Schools, etc.
9. Registrations, including dietary requirements.
10. Receipt of abstracts and determination of student presenters.
11. Securing judges and determining judging criteria.
13. Chairpersons for sessions and timekeeping.
15. Prizes.
17. Gifts for plenary speaker and any others.
18. Venue bump-in and bump-out team and requirements (including furniture, posterboards, stationery, etc.)
19. Photographs of the event.
20. Debrief/feedback.

It was agreed that in relation to Item 1, the date had been set. Items 2 and 5 were affected by Item 3, which was underway. Items 4 and 6 were underway.
1. **Sixth Annual SCMB Research Students Symposium:** (cont’d)

**Other Event Components** (cont’d)

Regarding Items 8 and 10, it was agreed that the first advertising of the event and a call for abstracts should occur by the start of second semester. It was agreed that honours and postgraduate coursework students should be invited to participate, as they had been in 2009. It was also agreed that speaking presenters should be chosen on the quality of abstracts, as had occurred in 2009.

Jill tabled documents prepared by the 2009 event organisers which this year’s student organisers might find useful. Members could approach Jill to obtain electronic versions.

2. **Next Meeting:**

It was agreed that the next meeting be held at 1.00 pm on 1 July. Bianca, Jill and Setoh would be absent. Mark could not guarantee that he would be available, due to the date’s proximity to the Alumni Reunion Day and his involvement in setting up for that event. In the event Mark could not attend, Ross undertook to record decisions and actions.

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