Present: Mr Jed Burns (in the chair), Ms Lena Daumann, Mr Hamish Kelly (from partway through Business Arising – RHD Forums), Ms Rhiannon Mondav, Ms Katie Nichols, Miss Talia Pettigrew, Ms Sohinee Sarkar, Mr Mark Starkey (minutes).

Apologies: Mr Nabil Alikhan, Miss Kylie Agnew-Francis, Mr Mohammed Alaidarous, Prof Melissa Brown, Mrs Chandhi Goonasekera, Assoc Prof Lisbeth Grondahl.

Minutes: Minutes of the meeting held 27 August 2012, having been circulated, were taken as read and were confirmed.

Business arising out of the minutes:

RHD Forums

Members noted that a workshop had been held 25 September for RHD students dealing with Resume and Application Writing (including Selection Criteria), Interview Skills, and Abstract Writing. Lena Daumann was the only member of the Committee who had attended. Others noted that it had clashed with an OH&S workshop or was seen to be more useful to those in the later years of their candidature. Lena reported that 20-30 students had attended, which was seen to be a good number. Members suggested that more advertising of the event could have occurred, including posters.

Lena said that the resume and application writing section had been fairly generic in nature, and although likely to have been useful to a student who had not heard the tips before, could have been improved with illustrations of ‘dos and don’ts’. She had found the abstract writing section very helpful.

Feedback on the session had not been collected and it was suggested that an on-line survey of attendees be considered.

Members felt that there was a place for such a workshop at least once a year.

Making Turnitin available to RHD and Honours students – creation of RHD student community in Blackboard

Prior to the meeting, Lisbeth Grondahl had reported that, due to pressure of other business, she was yet to discuss with the Head of School the suggestion from some advisors that final theses be submitted via Turnitin and the comment of RSCC members that this be optional rather than compulsory.

1. Annual SCMB Research Students Symposium:

Members were referred to updated versions of the preparations timetable and tasklist, which had been included in the agenda papers along with a draft program, summary statistics of registrations and judging criteria mark sheets.

Finances and Sponsorship

Members discussed what the information pack for sponsors should contain: program; poster; and a cover letter reminding sponsors to register and explaining set-up time, tea/lunch arrangements, contact liaison person on the day, parking arrangements. Mark Starkey explained that scratch-it parking permits could be purchased and mailed out to sponsors in advance. Rhiannon Mondav noted that it parking would be a claimable business expense in any case. Sohinee Sarkar undertook to draft the pack and circulate to members ahead of the next meeting.
1. Annual SCMB Research Students Symposium: (cont’d)

**Plenary Speaker**

Kylie Agnew-Francis was understood to be dealing with this aspect. Members felt the information pack for the speaker should contain the program and notes of what to expect, including any role in prize-giving.

Lena Daumann undertook to look at gift options for the speaker, particularly charity donation options with an Australian focus.

**Venue**

Katie Nicholls said confirmation of the venue bookings had been received and she would place them in the electronic share directory.

**Catering**

Lena Daumann said that this was in hand.

**Advertising/Promotion and Abstracts**

Members were heartened by the 44 registrations to date, but noted only three abstracts had been received. Lena Daumann had been acknowledging authors as abstracts were received and it was agreed that she continue to do this.

Members discussed when emails should commence to supplement notices in *The Week Ahead*. Given the deadline for RHD abstracts was 12 October, the emails should start in the coming week. Members agreed that Kylie Agnew-Francis should forward the text of emails to Mark Starkey to send on to relevant lists. One would be to students to encourage abstracts and registration. Another would be to SCMB staff and for passing on to other Schools and Institutes for circulation, encouraging registrations.

Katie Nicholls and Sohinee Sarkar volunteered to put up replacement posters and new posters on lab doors in the Molecular Biosciences Building, while Lena Daumann and Jed Burns would do so in the Chemistry Building.

It was reported that the web page was up to date. Mark Starkey reported that a post had been made to the School’s Facebook page.

It was noted that letters were yet to be done to senior UQ staff, Heads of sibling Schools and Directors of Institutes.

**Judging**

Sohinee Sarkar reported that ~20 staff had agreed to be judges, with a relatively even split between chemistry and the molecular biosciences disciplines. She would liaise with Nabil Alikhan on how to allocate the judges to sessions and poster judging.

Members felt that the 2011 marking criteria sheets were suitable to be used in 2012.

**Student Presenters**

It was agreed to revisit the criteria for oral presentations after the deadline for RHD abstracts lodgement.

The coaching workshop to be run by Peter O’Donoghue was in hand, reported Jed Burns. Hamish Kelly said that he was looking into a session for Honours students.
1. **Annual SCMB Research Students Symposium: (cont’d)**

   **Awards**

   Following discussion, it was agreed that there be a 1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} prize in each of the three judging categories, plus a People’s Choice award for best presentation (oral or poster). The value of the prizes would be: 1\textsuperscript{st} - $250; 2\textsuperscript{nd} - $150; 3\textsuperscript{rd} - $100; People’s Choice - $200.

   **Master of Ceremonies and Session Chairs**

   It was agreed to revisit this once more abstracts were in.

   **Event Logistics**

   In terms of photographs, members asked Mark Starkey if Ros Boulton could take photos. Mark explained that Ros was probably too busy to spend the whole day at the symposium and that PhD student Lucas Goh had taken photos at previous symposia. He had very good equipment and was a keen photographer. Katie Nicholls agreed to approach him. Mark suggested that Lucas be offered payment or at least a gift. Mark also advised that Ros had contact details for professional photographers if the Committee wanted them. It was suggested the School camera also be booked so that Committee members could take photos during the day. Photos should be placed on Facebook after the event.

   Members agreed that laser pointers should be on hand for the day and should be added to the logistics list. Mark Starkey said that he believed the School office held some pointers for loan.

   A run-through of slides to be used on the day of the symposium should take place on the day before and ideally include any slides the plenary speaker intended to use.

2. **Next Meeting:**

   Members favoured holding the next meeting on the day RHD abstracts were due, 12 October. [Subsequent to the meeting, Mark Starkey learned that a School Executive Committee meeting would be held on that day at 1.00pm. An alternative meeting day and time would be canvassed amongst RSCC members.]

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