Present: Mr Nabil Alikhan (in the chair), Miss Kylie Agnew-Francis, Mr Mohammed Alaidarous (until part way through Item 3), Mr Jed Burns, Ms Lena Daumann, Mrs Chandhi Goonasekera, Assoc Prof Lisbeth Grondahl, Mr Hamish Kelly, Ms Rhiannon Mondav, Ms Katie Nichols, Miss Talia Pettigrew, Mr Mark Starkey (minutes).

Apologies: Prof Melissa Brown, Ms Sohinee Sarkar.

Minutes: Minutes of the meeting held 28 September 2012, having been circulated, were taken as read and were confirmed.

Business arising out of the minutes:

RHD Forums

Lisbeth acknowledged the feedback given at the September meeting and undertook to survey workshop attendees.

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

Lisbeth said that she could not recall discussing the matter of final thesis submission via Turnitin in her meetings with the Head of School, so this was yet to be done.

1. Participation by members in RHD student orientation sessions:

Chandhi Goonasekera mentioned that the School’s RHD administration staff had indicated that it would be useful to have a couple of RHD student members of the RSCC attend the next RHD Orientation morning tea on 8 November at 10.30am. Around 12 new students were expected to attend. Chandhi and Katie Nicholls volunteered to participate.

2. Social event for Science RHD students:

Lena Daumann reported that a fellow student had suggested to her that the RHD student committees of the Science Faculty Schools and UQ Institutes consider combining to organise a social event such as an end-of-year BBQ.

Members were interested, but it was agreed to consider the idea at a meeting following the symposium, possibly even in the new year.

3. 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 sample sponsor information kit, which in turn provided a program outline.

Workshop for Presenters

Jed Burns reported that posters had gone up promoting the workshop to be conducted by Peter O’Donoghue and that 14 students had signed up so far. He tabled a handout of the slides Peter intended to use. It was agreed that a reminder to out to students by around 2 November.

Sponsorship

The sponsor information pack had been completed and sent out to around half the sponsors so far. Two new sponsors had signed up – the ASBMB, which was supplying named prizes, and the ASM, which had taken out a silver sponsorship. This brought the sponsorship income total to ~$5,850. Nabil would check with the School Finance Office whether invoices issued to sponsors had been paid.
3. **Annual SCMB Research Students Symposium:** (cont’d)

**Floor plan**

Members considered a venue plan prepared by Nabil. It was agreed that there was sufficient space for posterboards and that sponsor positions were appropriate. The position of the registration desk was to be determined, but a spot near the entrance to the lecture theatres was generally favoured.

**Plenary speaker**

Kylie Agnew-Francis undertook to rework the sponsor information pack to create an information pack for the speaker.

Gift options had been narrowed down and it was agreed that they be emailed to members to make a consensus choice.

**Registrations**

Around 145 registrations had been received, 90 of whom were students, including 72 PhDs. It was agreed that the closing date for registrations be 12 November, in order to finalise catering thereafter.

**Catering**

Lena Daumann asked if the caterers would be able to park outside the Hawken Building. Mark Starkey suggested that they would be able to load and unload at various times during the day, but if they parked all day at the venue, they risked being fined.

Lena would seek to meet with the caterers on-site in advance of the event to check transport and power requirements and then liaise with Property & Facilities as necessary (via Jill Sheridan or Mark Starkey if needed).

**Promotion**

Kylie would update the poster to include the logos of the new sponsors and the registration closing date, and members would assist in replacing old posters with the new. The webpage would also be updated. It was felt that the posters and direct emails were bringing the most registrations; posts in *The Week Ahead* were not having significant impact.

**Invitations**

Invitations were still to be sent to the Heads of other Faculty of Science Schools and to the Directors of UQ Institutes.

**Judging**

A working list of staff who had agreed to be judges on the day was tabled. It was agreed that there were now enough judges and that the number of chemistry and biology judges was fairly even.

Rhiannon Monday suggested that a spreadsheet of presenters and judges be prepared to facilitate judging and that it indicate whether a presenter was eligible for an ASBMB prize.

Rhiannon agreed to prepare an information pack for the oral presenters, based on the sponsor information pack.
3. Annual SCMB Research Students Symposium: (cont’d)

Prize presentations

It was agreed that sponsor Bruker should be asked what part they wanted to play in the awards ceremony and then to work the role of the plenary speaker, Hugh Possingham, around that.

Winners’ certificates would be printed on the day, but as a back-up, Kylie Agnew-Francis would be able to neatly handwrite certificates.

Photographs

Lucas Goh was willing to assist, but was travelling near that time and could not yet confirm his availability. In the event that Lucas could not be the photographer, the School camera had been booked by Katie Nicholls, and she and Chandhi Goonasekera were willing to take photos.

Logistics

It was agreed to add to the logistics list that the School’s tablecloths be obtained, eg, for the registration desk. Sponsors had been advised to bring their own cloths.

Abstracts

It was agreed that once the formal part of the meeting was over, student members would remain to choose from the submitted abstracts those authors who would present at the symposium. It was agreed that the deadline for Honours students abstracts submission be extended to 2 November.

4. Next Meeting:

Members agreed to meet soon after the symposium in order to debrief on the event. The meeting would be held at 1.00pm on Thursday 29 November in 68-303.

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