1. Business arising out of the minutes

All action items were dealt with in agenda items, as set out below.

2. Annual SCMB Research Students Symposium:

Discussion for livening up the symposium

A “double blind” poster competition was planned to be held during the symposium. Students who submitted poster abstracts would have the option of selecting to be part of this competition. From the participants, a pool of posters would be made and randomly assigned. On the day of the symposium, participants would be required to visit the poster they were nominated to present, and prepare a one-minute talk about the poster to an audience and judges. A prize would be awarded to the best presenter. Gabe offered to take charge of this event and would update the committee during the next meeting.

Social drinks to wrap up the symposium:

It was planned that social drinks, facilitated by the Social Club, would be held following the conclusion of the symposium. Imogen would check the TRI alcohol policy to determine whether this would be permitted.

Tasks were updated as follows:

<table>
<thead>
<tr>
<th>Job</th>
<th>Assigned</th>
<th>Progress/Next step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Alex</td>
<td>In order to improve attendance at the symposium, alternate venues to Hawken Engineering were discussed. TRI, Advanced Engineering Building and Hawken Engineering were discussed as possible venues, with TRI the most preferred venue. Alex and Thisun would visit TRI and determine whether there was enough space available for the conference.</td>
</tr>
<tr>
<td>Finance and sponsorship</td>
<td>Thisun/Amelia</td>
<td>Amelia notified that a potential sponsor had requested that a promotional flyer be distributed with the symposium booklet. Symposium sponsors would be contacted and the demand for a symposium satchel gauged. A total of 10 sponsors had pledged $4,900 so far to the symposium, with nine sponsors requesting a trade display table. It was highlighted that several smaller biotech companies found the $500 donation for a trade display table at the symposium too expensive. It was decided that these companies would be asked for a donation of $300 for half a table.</td>
</tr>
<tr>
<td>Plenary speaker</td>
<td>Raine</td>
<td>A draft list of potential speakers was tabled and discussed. A shortlist of potential speakers would be made prior to next meeting, with speakers ranked in order of preference. The option of an opening and closing plenary speaker was also discussed.</td>
</tr>
<tr>
<td>Opening and closing speakers</td>
<td>Kurt/Raine</td>
<td>Potential speakers were discussed, and it was agreed that an invitation would be given to new academics within the School to present an opening or closing talk. A list of potential speakers would be formulated prior to next meeting. Kurt would make a discussion topic on Blackboard so committee members would be able to add potential speakers.</td>
</tr>
<tr>
<td>Advertising/Promotion</td>
<td>Duin</td>
<td></td>
</tr>
<tr>
<td>Sourcing of judges</td>
<td>Melinda</td>
<td></td>
</tr>
</tbody>
</table>
Catering  | Alex  | Alex obtained detailed quotes from seven catering companies on the various catering options available and the cost per person. It was highlighted that it was essential to cater for dairy free, gluten free, vegetarian, vegan and halal dietary requirements. St Leo’s was chosen as one of the most suitable catering companies from the list of quotes, and Alex would call St Leo’s to see if the quote from this company could be negotiated. Should TRI be chosen as the symposium venue, quotes from companies which often cater for TRI events will be obtained.

Booklet production | Amelia
Receipt of abstracts, speaker selection | Thisun/Imogen
General event logistics | Everyone
Collecting feedback | Gabe
Presentations – develop selection criteria, contact selected speakers | Kurt
Prizes and Award certificates | Sonya | It was notified that Sonya would be absent until September, and this task may need to be assigned to another committee member.

3. Update from the SCMB Research Student Social Committee

Imogen reported that the second social mixer of the SCMB Research Student Social Club held on Friday 6th May had been a success, and a social mixer would continue to be held on the first Friday of every month.

Imogen advised that the Social Club would look into the purchase of a table tennis table using the club kitty, which would be used at club social events.

As the start of the 2016 Rio Olympics coincides with the SCMB social mixer on Friday 5th August, it was discussed whether an SCMB Olympics competition would be organised to mark this occasion. Potential games were discussed, such as games which involved lab-related skills such as a tip box filling competition.

Imogen advised that the SCMB hoodies would be ordered this winter, which would have the same design as last year. The tentative price for a hoodie was quoted at $40.

Imogen reported that the SCMB Social Club was looking for more committee members to help organise and run club events. It was also discussed that the Social Club would do a five-minute talk to introduce themselves to new RHD students during the SCMB orientation tours.

4. Next meeting:

The next meeting is scheduled for Wednesday 15th June.

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