

School of Chemistry & Molecular Biosciences Research Student Advisory Group

A meeting was held as follows:

DATE: 09/09/2020

TIME: 12:00 pm – 1:30 pm

PLACE: Virtual meeting, Zoom

September 2020

Madeleine Dallaston (Minutes)

A G E N D A **(6/20)**

	Pages
1. Apologies received prior to the meeting: Farrhana Ziana Firdaus, Hannah Byrne	
2. Confirmation of minutes of the meeting held	1
3. Business arising out of the minutes (not elsewhere listed)	1
4. Research Student Social Committee report	1
5. Annual SCMB Research Students Symposium	1
6. Other Business (student feedback/concerns)	2
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Present: Chiara Carnevali, Madeleine Dallaston, Viet Tram Duong, Mohammad Omer Faruck, Jose Daniel Gonzalez, Md. Tanjir Islam, Harrison Madge, Ras Roseli, Miljan Stupar (Chair), Adriana Zamora.

2. Confirmation of minutes of the meeting held 26th August 2020:

The minutes of the meeting held 26th August 2020, having been circulated, were taken as read.

3. Business arising out of the minutes (not elsewhere listed):

All action items are dealt with in other agenda items.

4. Research Student Social Committee report:

An update will be provided by the RSSC.

5. Annual SCMB Research Students Symposium:

Job	Assigned	Progress/Next step
Venue	Tess and Miljan	Several rooms have been booked for the 26 th of November. This will be used to display posters for the day.
Finance and sponsorship	Chiara	Three sponsors (one silver, two bronze) have accepted the new virtual sponsor benefits for a total of \$1000. John Morris Group are unable to sponsor but will provide gift cards up to the value of \$100. It was decided to split this into two \$50 gift cards and to use them as the people's choice awards.
Plenary speaker	Silvia, Jose	Chris McMillan from Young group is confirmed as one plenary speaker. Chemistry plenary speaker still required. Chiara and Miljan are contacting potential chem speakers.
Opening and closing speakers	Hannah, Chiara	Scott Beatson and Lisbeth Grøndahl have been contacted.
Advertising/Promotion	Hannah, Farrhana	The poster is nearly complete and once it is updated with the new two day schedule can be printed and circulated by email. Miljan will ask Jill Sheridan to circulate via school-wide email. Chiara raised the SCMB website page for the symposium which has not been updated since 2018.
Sourcing of judges	Adriana	25 judges confirmed, should be enough for 2 judges per poster and 2 posters per judge.
Booklet production	Tram	No progress as yet.
Receipt of abstracts, speaker selection	Faruck, Harrison	The registration form is ready to go. Receipt of abstracts will be to the @uq.edu.au email address, to which Faruck has access.
General event logistics	All	It was decided to run the posters and talks on separate days, with posters on Thursday 26 th and talks on Friday 27 th . The rooms are already booked

		for the 26 th . A timetable for posters will be drawn up so that the authors and judges for each poster will be present at the same time. Chiara raised the option of running the symposium as a webinar in conjunction with UQ ITS.
Collecting feedback on the event	Jose	Feedback in previous years has been collected by handing out physical forms, this year will need to be online. The idea of a “live comment box” was brought up as an option.
Prizes and Awards	Tanjir	Tanjir will contact UQ Glass for an approximate quote for two glass statues. One (coronavirus) for Chris and one (undecided) for the chemistry plenary speaker.
Timetable	Faruck	Faruck will provide an update to the committee on a draft schedule.
Printing: e.g., name-tags, feedback sheets, marking sheets, etc.	Madeleine, Jose	Once the poster is finalised it can be printed at POD and posted around the buildings. Other printing (e.g. feedback forms) will be reduced due to the online nature of the symposium.

6. Other Business

No other business was raised.

7. Next Meeting

The next meeting will be held 23rd of September via Zoom.