

## School of Chemistry & Molecular Biosciences Research Student Advisory Group

A meeting was held as follows:

**DATE:** 20/05/2020

**TIME:** 12:00 pm – 12:50 pm

**PLACE:** Virtual meeting, Zoom

**May 2020**

**Madeleine Dallaston (Minutes)**

### **A G E N D A** **(2/20)**

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1. Apologies received prior to the meeting: None	
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**Present:** Hannah Byrne (until Booklet Production item), Madeleine Dallaston, Miljan Stupar, Chiara Carnevali (until Booklet Production item), Tess Dobinson, Silvia Chowdhury, Ras Roseli, Viet Tram Duong (from Booklet Production item onwards), Harrison Madge, Jose Daniel Gonzalez Jaramillo, Md. Tanjir Islam, Farrahana Firdaus, Adriana Pliego Zamora, Mohammad Omer Faruck (from Sourcing of Judges item onwards).

**Selection of roles for next meeting:** Miljan Stupar (chair, agenda), Madeleine Dallaston (secretary, minutes)

## **2. Confirmation of minutes of the meeting held 17<sup>th</sup> March 2020:**

The minutes of the meeting held 17<sup>th</sup> March 2020, having been circulated, were taken as read.

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

Tess advised that although the evolving COVID19 situation made it hard to predict, we should continue to plan as if the symposium will go ahead as planned in November.

Access to the Google Drive will need to be organised for all committee members to share documents.

## **4. Research Student Social Committee report:**

An update will be provided by the RSSC.

## **5. Annual SCMB Research Students Symposium:**

<b>Job</b>	<b>Assigned</b>	<b>Progress/Next step</b>
Venue	Tess and Miljan	The plan is still to use Hawken Engineering, Tess will contact room bookings to see if we can get Hawken Engineering.
Finance and sponsorship	Chiara	Chiara will share last year's sponsorship levels and details. All committee members to review and suggest any changes. (Subsequent to the meeting Chiara emailed sponsorship opportunities to all committee members)
Plenary speaker	Everyone	All committee members should email a possible topic to Silvia by Wednesday 27/05/2020. Silvia will then put together a survey for circulation to gauge interest in different topics.
Opening and closing speakers	Hannah, Chiara	Chiara will assist Hannah with suitable people and contacting.
Advertising/Promotion	Hannah, Chiara	Hannah has been working on posters and will email the committee first drafts when they are ready. Miljan raised the idea of a Facebook page and other social media promotion. Chiara will look into who ran the Facebook page last year and whether we will need to start a new one or can take over the old one.
Sourcing of judges	Adriana	Faruk advised that last year there were 56 posters and 26 oral presentations. Adriana will use this as a guide for how many judges are required.
Catering	Ras	No progress as yet.
Booklet production	Tram	No progress as yet.

Receipt of abstracts, speaker selection	Faruck, Harrison	Harrison agreed to assist Faruck.
General event logistics	All	
Collecting feedback on the event	Jose	No progress as yet.
Prizes and Awards	Tanjir	No progress as yet.
Timetable	Faruck	Faruck spoke about the overall schedule that was used last year with two separate room running concurrently and a morning and afternoon session. Faruck will share the schedule from last year with the committee so a similar schedule can be followed this year.
Printing: e.g., name-tags, feedback sheets, marking sheets, etc.	Madeleine, Jose	Faruck advised that POD should be contacted a minimum of one month in advance for printing of certificates.
Networking with industry representatives	Silvia	Faruck advised that last year's industry sponsor speaker had not replied to emails, this might be because of the COVID19 situation but is not considered urgent at this point.
Event registration	All	Last year registration opened in July, and a similar time should be suitable this year. Given the uncertainty of COVID19 registration will be discussed at the next meeting.
Event date	All	November 19 <sup>th</sup> was decided as the preferred date.

## 6. Other Business

Jose asked whether the next meeting could be held on campus rather than via Zoom, and the possibility of an outdoor meeting was raised in order to maintain physical distancing measures. Many people are still working from home so are not on campus, but a decision on whether to hold the next meeting via Zoom or in person will be made closer to the date.

## 7. Next Meeting

The next meeting is scheduled for **17<sup>th</sup> June 2020**.

**Agenda:** Miljan

**Minutes:** Madeleine