

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

A meeting was held as follows:

**DATE:** 24/06/2020  
**TIME:** 12:00 pm – 1:00 pm  
**PLACE:** Virtual meeting, Zoom

**June 2020**

**Madeleine Dallaston (Minutes)**

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### **A G E N D A** **(3/20)**

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1. Apologies received prior to the meeting: Adriana Pliego Zamora, Mohammad Omer Faruck	
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**Present:** Tess Dobinson, Madeleine Dallaston, Harrison Madge, Chiara Carnevali, Miljan Stupar, Viet Tram Duong, Ras Roseli, Farrahana Firdaus, Silvia Chowdhury (from Plenary Speaker section onwards), Hannah Byrne (from Other Business section onwards).

**2. Confirmation of minutes of the meeting held 20<sup>th</sup> May 2020:**

The minutes of the meeting held 20<sup>th</sup> May 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	It was confirmed that the date set for the symposium is the 19 <sup>th</sup> of November. Tess provided a list of the rooms booked for last year and it was decided that they would be suitable for this year, pending social distancing rules. Madeleine will look at the rooms and determine the maximum number of posters that will fit, allowing 2 metres between each one.
Finance and sponsorship	Chiara	Chiara has successfully obtained several sponsors to support the RSAG in 2020 for a total of \$1750 so far; 2 x Gold, \$750 each (Gold: John Morris Group, LabGear) 1 x Bronze, \$250 (ASBMB)
Plenary speaker	Silvia	Silvia only received one email with a theme idea for the symposium. Paul Young was suggested and approved as a possible plenary speaker due to his involvement with the COVID-19 vaccine work. Silvia agreed to email Natalie asking about Paul's availability. If more ideas are necessary Tess will email RHD students.
Opening and closing speakers	Hannah, Chiara	Hannah reported that she will circulate an email with ideas for opening and closing speakers.
Advertising/Promotion	Hannah, Chiara	Chiara contacted Julia, who ran last year's FB page, and it was decided that a new page should be made for this year. It was suggested that the images submitted for the SCMB SciArt competition could be used for advertising.
Sourcing of judges	Adriana	Adriana advised via email that 9 judges for posters have been sourced so far.
Catering	Ras	No progress as yet, attendance numbers will need to be confirmed.
Booklet production	Tram	No progress as yet.
Receipt of abstracts, speaker selection	Faruck, Harrison	August 03 <sup>rd</sup> was decided as a time to start accepting abstracts to allow time for advertising beforehand.
General event logistics	All	

Collecting feedback on the event	Jose	Subsequent to the meeting Chiara circulated feedback from last year's symposium.
Prizes and Awards	Tanjir	It was decided that gift cards (e.g. mastercard) are a better prize than books. A glass sculpture for the plenary speaker could be organised with the glassblowers, dependent on budget. Chiara agreed to check what the prizes were last year.
Timetable	Faruck	No report provided.
Printing: e.g., name-tags, feedback sheets, marking sheets, etc.	Madeleine , Jose	No report provided.
Networking with industry representatives	Silvia	Silvia reported that there was still no response from last year's industry sponsor speaker. Chiara agreed to provide a list of email contacts from previous years.
Event registration	All	August 03 <sup>rd</sup> was decided as the date to open registration to allow time for advertising beforehand. Tess/Natalie can assist with an email to all HDR/Honours students.

## 6. Other Business

Subsequent to the meeting Chiara circulated instructions for requesting access to the shared drive. All committee members should request access to facilitate collaboration.

A student sent an email to the RSAG requesting information on a diversity in SCMB study.

## 7. Next Meeting

The next meeting will be held Wednesday 22<sup>nd</sup> July via Zoom.