

School of Chemistry & Molecular Biosciences Research Student Advisory Group

DATE: Tuesday 5th Sep 2023

TIME: 12-1:00 pm

PLACE: Room 306-68, Chemistry Building

Present: Quinn Zhao, Sean Riek, Anthony Bengochea, Samuel Davis, Chendi Yu, Yichi Zhang, Zannati Zaoti, Tuan Anh Tran, Gabriel Foley, Samuel Davis, Qi Zhao, Shaun McAnally

Apologies: Jody Peters, Mitchell Sorbello, Jiahui Zhang, Yastika Banerjee, Zoe Ingram

1 Acknowledgement of Country

An Acknowledgement of Country was spoken by Sean (the Chair), in recognition of the traditional owners of the land on which the meeting was taking place.

2 Welcome

The Chair, Sean Riek, welcomed all members to the 7th meeting of RSAG for 2023.

3. Minutes:

The minutes of the meeting held on 8th August 2023 were circulated in advance, read, and confirmed.

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

5. RSAG Committee reports:

5.1 Research Student Social Committee Report

The mixer that follows the symposium has been officially scheduled for Monday, November 20th. We are in search of RSAG members who hold an RSA qualification and are willing to volunteer to assist with beverage service.

5.2 SCMB Research Committee

No updates. The upcoming meeting is planned for September 6th.

5.3 SCMB HDR Committee

There hasn't been a meeting since the previous RSAG meeting. Applications for the Earmarked/Exceptional scholarship for RQ1 2024 have now closed. It's important to note that many academics will be unavailable during December and January. Please be aware that the Progress Review can be arranged via Zoom.

5.4 SCMB EDIC Committee

No updates.

5.5 SCMB EAC Committee

No updates.

5.6 HDR Student Representative Forum

No updates.

6. Topics of relevance to SCMB research students

6.1 HDR:

6.2 Honours:

7. Annual SCMB Research Students Symposium:

7.1. Judges

Currently, we have four academic staff members who have expressed their willingness to serve as judges. Sam will get in touch with those academics who participated as judges last year to inquire if they are available to judge again in 2023. Our target is to secure a total of 12 academics for this role, which would ideally translate to 3 judges for each of the 4 sessions.

Additionally, we have received commitments from 12 EMCAs to participate as judges. Gabe will make efforts to recruit more judges during the upcoming EMCA meeting.

7.2. Sponsorship

APS has agreed to a diamond sponsorship (\$1,000). To ensure all sponsors are on board, Mitchell and Jiahui will send follow-up emails to the sponsors who have not responded yet.

7.3. Plenary Speakers

We have confirmed David Ascher and Lucia Zacchi as our plenary speakers for the event. Sam will reach out to Kate Stacey to inquire about her availability and interest in delivering the opening address. Additionally, James De Voss has been confirmed to deliver the closing address and present the prizes.

7.4. Catering

We've reviewed quotes from Bagel Boys, Genies, Schonell, St. Leo's, and Subway for our catering needs. After careful consideration, Subway has been chosen as the most cost-effective option.

Qi will take on the task of exploring Halal catering options available between the campus and Hawken Village shops. Qi will also gather a catering quote for 180 people.

In addition to the catering, We are going to add a Woolworths shop for morning tea, drinks, ice cream etc.

7.5. Abstracts and Registrations

The call for registrations went out last week on 31 August. So far, we have received 3 registrations. Sean will contact Julie to discuss sending an email encouraging staff to register and revising the school posters to include a QR code for registration purposes.

The 300-word limit is not possible on Google Forms, so a 5000-character limit has been imposed. If students submit more than a 300-word abstract, they will be advised to shorten it or it will be cut to 300 words.

7.6. Timeline:

The table shows the assigned jobs, progress, and next steps.

7.7. Other event logistics

8. Additional item:

We will move to fortnightly meetings as the Symposium approaches.

9. Next Meeting: 19th Sep 2023, from 12 pm to 1:30 pm in 68-306

Appendix for the timeline:

Job	Assigned	Progress	Next Steps
Venue	HLO	Booked	
Finance and sponsorship	Jiahui Zhang Mitchell Sorbello	APS secured	Continue working on sponsors
Plenary speaker	Sean Riek	Plenary speakers confirmed	
Opening and closing speakers	Sean Riek	James De Voss confirmed for closing	
Advertising/Promotion	Sean Riek	Save the Date circulated	Update posters for registrations
Sourcing of judges	Zannati Zaoti Samuel Davis Gabriel Foley	Good uptake from EMCAs	Contact academic staff directly
Catering	Qi Zhao Tuan Tran	All quotes secured, decided on Subway	Investigate halal options, 180 people
Booklet production	Chendi Yu Mitchell Sorbello	Images from SciArt gathered	
Receipt of abstracts, speaker selection	Yastika Banerjee Anthony Bengochea Yichi Zhang	Call for abstracts sent out	Begin sorting through abstracts as they come in
General event logistics	Zoe Ingram Samuel Davis (All members closer to the event)	n/a	n/a
Collecting feedback on the event	Anthony Bengochea	n/a	n/a
Prizes and Award certificates	Tuan Tran	n/a	n/a
Timetable	Zannati Zaoti Zoe Ingram	Will base on last years, noting required changes	
Printing: e.g., nametags, feedback sheets, marking sheets, etc	Chendi Yu Mitchell Sorbello	Templates are ready to go	