

# School of Chemistry & Molecular Biosciences Research Student Advisory Group

**TIME:** 11:30-1:00 pm

**PLACE:** Room 306-68, Chemistry Building

**Present:** Evelyne Deplazes, Jody Peters, Carol Pomfret, Amanda Carrozi, Quinn Zhao, Connor Scott, Sean Riek, Mitchell Sorbello, Julia Huang, Pallav Joshi, Jun Jet Hen, Yixuan Liu, Zhihe Yang, Gabriel Wolvetang, Ella Graham

**Absent:** Anthony Bengochea

## 1.1 Acknowledgement of Country

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

## 1.2 Welcome

Mitchell welcomed everyone and commenced the meeting at 11:13am.

**Apologies received prior to the meeting:** n/a

## 2. Confirmation of minutes and business arising from meeting held 14 March 2023

Job	Assigned
RSAG meeting room Symposium venue booked Access to RSAG shared folder	HLO
Communicate tentative date and get feedback from the school	Chair and secretary in consultation with Luke
Prepare agenda and circulate before meeting	Chair
Prepare minutes and circulate after meeting	Secretary
Discuss finances for the symposium	Treasurer and Carol

The previously circulated minutes were approved as a true and accurate record of that meeting by Sean Riek.

## 3. Research Student Social Committee report

No student representative was elected at last meeting. Mitchell will fill in this role for Anthony during his absence.

#### 4. RSAG representative reports

##### 4.1 SCMB Research Committee

Mitchell Sorbello reported –

- No meeting as of yet, therefore no update to provide.

##### 4.2 SCMB HDR Committee

Yixuan is yet to be contacted for attending a meeting.

##### 4.3 SCMB EDIC Committee

Gabriel Wolvetang reported –

- Catering for symposium: suggestion to book it through SupplyNation (connects indigenous workers to catering jobs)
- Talaru Hotsprings: Indigenous representative is trying to plan a talk about the science and culture of the hot springs (suggested that this could potentially be a talk in the student symposium). Cost is estimated to be \$3000 - they would cover majority out of their \$5000 yearly budget. Talk length would be about an hour.
  - It was discussed that this would be an interesting and unique talk that would definitely be welcome at the symposium, however whether we can go ahead with this will depend on how much RSAG is expected to contribute.

**Action:** Gabe to ask at next EIDC Committee Meeting how much RSAG would be expected to financially contribute.

- They are trying to plan a diversity event (R U Ok Day / Mental Health Week).

##### 4.4 SCMB EAC Committee

Sean Riek reported –

- The meeting is being held later on today, therefore no update to provide.

##### 4.5 HDR Student Representative Forum

Pallav Joshi (attended on behalf of Mitchell) reported –

- Stipend campaign update: 40 reps from schools signed for a stipend increase. UQ has notably the lowest stipend. The stipend is being increased to \$35 000 pa from June.
- SSAF Survey results: Post-grad students were much more responsive than undergrad response, therefore this will be used to increase by 5% the amount of money allocated to post-grad community (38% of UQ students are post-grad).
- There are no post-grad clubs, and the question was asked if this would increase a sense of community.

- Fair Fairs campaign: part-time students are to be included in student travel campaign.
- Some funds are available for RSAG – they asked if it would be possible for RSAG to become an association for the purpose of having a bank account for easier transfer of said funds.
  - It was discussed if that's appropriate since RSAG primarily is not for social purposes. The consensus was that it would not be appropriate if it's not necessary.

**Action:** Pallav to check whether RSAG becoming an association is necessary for the HDR Committee to arrange a funds transfer.

- Discussed that there is a discrepancy in that APS mainly represents post-grad students without including honours students.
- A career development component to the symposium was suggested.
- There is a pizzeria event on 22/04 - \$5 fee.
- They provide free academic thesis and journal article reading for grammatical error check.
- General business:
  - Ideas for a UQ specific journal.
  - Monthly BBQ suggested.
  - Suggested there be an online event every 2 months.

## 5. Topics of relevance to SCMB research students

### 5.1 HDR

- New HDR student wants to join RSAG this year.
  - General response is the more the merrier, they would be welcome.
- Yixuan attended a get together workshop by HAS – how to find info and apply for things online for new research students (e.g. Honours and Masters). It may not be as relevant to PhD students. Idea suggested to send out a short survey to see how many would be interested in doing a similar thing.
  - Email for core academics (most of which are course coordinators) could be used to send out surveys → Priscilla + SCMB Honours Mailing List

**Action:** Yixuan to write questions for a Google Form to gauge interest to send out to honours and masters students.

### 5.2 Honours

- Nothing reported for Honours students.

## 6. Annual SCMB Research Students Symposium

6.1 Confirm access to the shared drive (<\\nas02.storage.uq.edu.au\SCI\SCMB\Operations\RSCC>).  
Everyone confirmed they have access to the shared drive.

6.2 Preferred method of communication

Options were discussed for forming a group chat to facilitate communication for planning/running the symposium.

- Suggested to use Slack (app/website which can use UQ emails)

**Action:** Mitchell to set up a Slack group chat for 2024 RSAG members.

### 6.3 Confirm date for the symposium

The venue has been booked for 20/11/24.

**Action:** Mitchell to create a save the date / calendar invite to send out to the wider research community.

### 6.4 Advertising and promotion

Advertising opportunities were discussed now that a date has been confirmed:

- Design and print out posters.

**Action:** Gabe to design posters and organise printing.

- Contact Mark Starkey for access to SCIE art competition for use in posters.

**Action:** Gabe to contact Mark Starkey

- Emails as previously discussed (Action under 7.3).
- Screens access at MBS

**Action:** Michael to coordinate access to screens for advertising in Building 76 (MBS)

- Put prepared poster at the Friday afternoon drinks organised by the SCMB Social Committee.

**Action:** Mitchell and Anthony (upon his return) is to liaise with SCMB Social Committee for poster to present at Friday afternoon drinks.

- Research committee ability to urge chemistry student participation was discussed. Some ways to help encourage this that were put forward include:
  - Getting in touch with chemistry club to request promotion within their association (will happen later in the year)
  - Organising for poster in the seminar series for chemistry coordinator as well.
- Head of school email send out to all academics.

**Action:** Jodie to email James to request an promotional email for the symposium to be sent out once advertising material is received.

- Advertising planned to increase later in the year, closer to the symposium date.

### 6.5 Sponsorship

- Organise plan for contacting sponsors:
  - Contact APS first due to their history of being supportive sponsors.

- Contact other companies that have associations with UQ. Divide 100+ list evenly between sponsorship team. Tracking on excel spreadsheet to go on shared drive.
- Now is a good time to contact before the end of financial year. Gives the opportunity to do to rounds of emailing.
- Do in rounds of 3-5 and wait for a response to make it more manageable. Can send follow up email 1-2 weeks later for companies that did not response.

**Action:** Julia in charge of delegating split of industry companies.

**Action:** All members assigned to manage sponsorships to start sending emails to companies.

### 6.6 Plenary Speakers

Mitchell Sorbello reported –

- All members are invited to bring forward suggestions.
- Confirm list of potential speakers to be contacted:
- Contact seminar coordinators for chemistry and MBS if there are any international or national speakers whose stay overlaps with the symposium.

**Action:** Mitchell to contact chemistry and MBS seminar coordinators to determine if any national or international speakers will be in Brisbane at the time of the symposium.

- Good to keep within UQ and around Brisbane to save on cost.

### 6.7 Timeline

Job	Assigned	Progress	Next Steps
Venue	HLO	Booked	n/a
Finance and sponsorship	Pallav Joshi, Yixuan Li, Jun Jet Hen, Julia Huang	n/a	- Plans to start contacting sponsors in the coming weeks. Sponsor list is being divided between assigned members evenly, between 3-5 emails being sent out at a time before emailing more (round system). Also follow up emails will be sent 1-2 weeks post initial contact. A spreadsheet will be organised to track progress. * See section 7.5 above for more details.
Plenary speaker	Mitchell Sorbello	n/a	- Need 2 plenary speakers (one experienced, and one early career). - Indigenous speaker recruited through EIDC for one potentially if budget allows. - If there's a high-profile chemistry speaker on the list, it might encourage more chemistry students and academics to attend. - Also would be good to have

			speakers doing a mix of chemistry and molecular bioscience topics. * See section 7.6 above for more details.
Opening and closing speakers	Mitchell Sorbello	n/a	- Need one opening and one closing speaker. - Suggested closing – James De Voss (not yet confirmed) - Suggested opening – Kate Stacey (not yet confirmed)
Advertising/Promotion	Gabriel Wolvetang	- Plans as discussed in section 7.4	- See section 7.4
Sourcing of judges	Anthony Bengochea, Connor Scott	- Start closer to date.	n/a
Catering	Ella Graham, Sean Riek, Julia Huang	n/a	- Investigate EIDC idea. - Get quotes from Leo's, Subway, Schonell (est 150 attending) Try and spend own money on MT, only need fruit + tea and coffee from quote. Wait until better idea of sponsorships .
Booklet production	Jianjun Yang, Zhihe Yang	- Start closer to date.	n/a
Receipt of abstracts, speaker selection	Mitchell Sorbello, Zhihe Yang, Jun Jet Hen	- Start closer to date.	n/a
General event logistics	All	- Start closer to date.	n/a
Collecting feedback on the event	Gabriel Wolvetang	- Start closer to date.	n/a
Prizes and Award certificates	Josh Pallav	- Start closer to date.	n/a
Timetable	All	- Start closer to date.	n/a
Printing: e.g. nametags, feedback sheets, marking sheets, etc	Jiankun Yang, Zhihe Yang	- Start closer to date.	n/a

## 7. Other Business

- SBB Seminar Series Advertisement, highlight prizes to be won.

## 8. Next Meeting

- ❖ Thursday 16/05 11-12pm, Rm 306