



Operational year: 17/18  
Meeting #2

## Protocol DOMFIL Board Meeting

When: 2017-09-26, 17.15-20.00

Where: Liljekonvaljen

Attendance: Maite, Karin, Anna and Elisabeth

### §1. Opening of the meeting

The meeting is opened by Chairman Maite Casado

### §2. Electing a Secretary

Elisabeth Paul was chosen as the secretary.

### §3. Electing a Minutes adjustor

Maite Casado was chosen as a Minutes adjustor.

### §4. Previous protocol

The previous protocol was discussed and put to file.

### §5. Registration of new questions

No new questions was registered.

### §6. Reports from Board members

#### a. Chairman

##### i. Floorball updates

Maite went to the first training. Not all of the participants were DOMFIL members so we have to go there again to check if everyone is a member. Also we will go there to take pictures for advertisement.

Maite furthermore contacted LiU PhD to make an open floorball event so LiU PhD students can get an activity pass to join the training. More details will follow.

##### ii. Nobel dinner

Maite is in contact with the LiU PhD responsible. They want to do it at the 9th of december(Saturday). LiU PhD suggested to do it at Scandic again and we agree. Maite and Frederik (LiU PhD) will meet and plan further.

#### b. Vice-chairman

##### i. Protocols previous years

Section meeting protocols are sent out to the ones responsible to sign them. Anna will put them on the website as soon as all are signed.

#### c. Treasurer

##### i. Pre-research course (forskningsförberedande kurs) list update

IKE - are willing to put information about DOMFIL on their application website and they sent us a mail list. Elisabeth included them to the contacts under the lable research prep fall 2017

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IMH - replied that they dont have any students at the moment, Elisabeth will contact them again to tell them how IKE handles it and see if IMH is willing to handle it similarly

ISV - Elisabeth will contact FUS and ask if ISV offers research prep course

**d. Educational supervisor**

**i. Representatives update**

3 potential representatives will come on thursday to our information dinner.

**ii. DOMFIL information**

Karin wrote information texts in swedish and english about DOMFIL for e.g. the research prep course website.

**iii. Evaluation of courses**

The evaluation for the mandatory courses on the FUN webpage is from 2015 - we need to update this. Karin will summarize the evaluations of this year and send them to the course leaders.

**§7. HURS:**

**a. General idea: Changes or no changes**

Stick to the general outline of the previous years. For the day, people will not need to sign up and there is no entrance fee, it is an open event and everyone can come. For the dinner, people have to sign up. We will offer fika and coffee but no lunch (only for companies).

**i. Book rooms**

Karin will the Haselquvist, Digitalis, Papaver and the extra room in the corner (dont know the name) or Belladonna. She will also book the outside space. Get the guest wifi code and electric cords.

**b. Donations**

Elisabeth and Maite will write letters to IKE, IMH, FUN and Consensus to ask for donation.

**c. Speakers**

**i. Suggestions**

Salvador Aznar Benitah

Heather F. Smith

Thomas Lindahl

Moser and Moser

**ii. Invite speakers**

Anna will contact them asap and will also contact MD PhDs to ask for suggestions.

**d. Companies**

**i. Invite companies**

Elisabeth contacts the same companies as last year and we will think about other companies.

**e. Poster session**

PhD posters - DOMFIL will cover the charge for not yet printed posters

**f. Best Scientific Paper and Committee board**

Maite is in charge to contact a potential committee board. The committee will consists of 2 Professors and 2 either Associate Professors or PostDocs

**g. PhD talks**

We will invite all PhD students for the talk. Phd students who are interested in giving a talk will be asked to hand in the title of the talk.

**h. Lunch and Fika**

Lunch will be included for companies and workers. Fika will be for everyone.

**i. Banquet**

Will be at Stångs Magasin and Maite will book it (with updated menu!!)

**j. Workers**

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Distribute flyers and help with fika etc. 6 all day long and a few extra when we furnish and put everything back. Anna will ask some students if they are willing to help.

**k. Promotion and advertising**

**i. Deadline to sign-up for dinner**

Maite already published the date in the last newsletter. She will send some more information out about PhD talks and posters.

**ii. Posters/Flyers**

Karin will create some kind of agenda for the upcoming events of DOMFIL or poster/flyer and put it on our notice boards.

**iii. Website / Facebook**

Elisabeth will create a facebook event and put info about HURS on the website.

**iv. Newsletter**

Maite already sent it out

**§8. Other questions**

No other questions

**§9. Next meeting**

Next meeting for general discussions and a HURS update will take place at the 16th of october

**§10. Closing of the meeting**

Meeting was closed.

A handwritten signature in black ink, appearing to be "Maite Casado", written above a horizontal line.

Maite Casado, Chairman

A handwritten signature in black ink, appearing to be "Elisabeth Paul", written above a horizontal line.

Elisabeth Paul, Secretary

A handwritten signature in black ink, appearing to be "Maite Casado", written above a horizontal line.

Maite Casado  
, Minute adjustor

