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 Scandin 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 label research prep fall 2017
IMH - replied that they don't 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 book Haselqvist, Digitalis, Papaver and the extra room in the corner (don't 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 consist
   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
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.

Maite Casado, Chairman

Elisabeth Paul, Secretary

Maite Casado, Minute adjustor