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## **Protocol DOMFIL Board Meeting**

When: 2018-10-03, 17.00-19.00

Where: Utsikten

Attendance: Andrea, Maike, Georgia, Giulia

### **§1. Opening of the meeting**

The meeting is opened by Chairman Andrea Molinas

### **§2. Electing a Secretary**

Giulia Pizzolato was chosen as the Secretary.

### **§3. Electing a Minutes adjustor**

Georgia Papapavlou 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 were registered.

### **§6. Reports from Board members**

#### **a. Chairman**

#### **Section contract with Consensus**

The section contract between Consensus and DOMFIL will be signed.

The operational plan regarding the work for the coming year has been sent to Consensus.

Consensus President of the board Jacob Larsson will look into GDPR and how DOMFIL can send emails to all PhD students in accordance to GDPR.

#### **Reimbursement/travel grant for representatives**

Consensus head of educational affairs Thea Sandqvist has reopened the ongoing discussion about the reimbursement/travel grant for representatives and DOMFIL board with Fakultetsledningen at a meeting on 2<sup>nd</sup> October.

Since it is difficult to recruit PhD representatives for both boards/committees and DOMFIL board, and also only representatives at the hiring committee, FSM and FUN get a reimbursement, it has been

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suggested by DOMFIL, together with Consensus, to the "Fakultetsledningsråd" to offer a reimbursement to other representatives as well, as a travel grant to the student's supervisor, in order to increase the involvement of PhD students in representative work. The discussion was ongoing last year about the financing of the grant.

We would like to know what was decided from the meeting that DOMFIL attended the 20th of April with Fakultetsledningsrådet.

Fakultetsledningsrådet was going to look in to the budget and the administration and also look over which representatives that were most important for the faculty, the ones that they would like to award a "travel grant". It will not be called a travel grant because officially they cannot give out scholarships or grants like that, but they were looking in to how to do it instead.

#### **b. Treasurer**

Liam Ward is the auditor for 17/18 and will give us a report to be presented at the autumn section meeting.

Elisabeth Paul will be elected as auditor for 18/19 in the autumn section meeting?

Maïke got her ID card and has access to the bank account?

Maïke will take over the one.com account for the website, the previous webpage will be kept and updated for the coming year.

#### **c. Educational supervisor**

##### **Representatives**

Olof has checked the list of representatives and updated it.

Olof will hold in November a representative meeting for all representatives and representative from Consensus Thea Sandqvist.

Colm Nestor will continue to be representative for the position "anställningsnämnd/anställningar, rekryteringar" in spring?

Stéphanie Heil will be representative for the position "anställningsnämnd/docentur"?

##### **UKÄ evaluation**

There is an ongoing evaluation of the PhD program and a committee has sent in questions ("kvalitetsrapport") that need to be answered by the Medical Faculty. The board is invited to attend the meeting concerning this document that will take place on **October 25th** at 1:00-3:00 pm.

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**d. Communications officer**

Georgia is the HURS contact for the companies and has sent the invitation to the companies and framework companies for HURS 2019.

The amount charged for company exhibitions has been lowered a bit, following suggestions from previous HURS, as it is already a very expensive exhibition.

Georgia and Andrea will meet the contact from the Procurement office on 17th of October to get an update on the framework companies and discuss a collaboration for HURS. The representative from the Procurement office may have a place at the company exhibition and may hold a talk during the day.

**e. Secretary**

If the previous website is going to be kept in parallel, updates are needed on this page, since it has not been updated since long time ago, for example update the list of representatives, upload documents, update the links to postgraduate courses at other universities, events and HURS, and so on. Instructions on how to update and upload documents using wordpress are in the drive.

Giulia met with Consensus Vice-president Louise Abrahamsson to go through the new webpage under Consensus website. Link to the new webpage <https://consensus.liu.se/sektionerna/domfil>

The page looks good and it will be improved with help from Consensus, so that it looks like other sections under Consensus.

**§7. Marketing and recruitment strategies**

**a. Newsletter**

Georgia will send the autumn newsletter to members as soon as there are more members (only 9 members in September).

The newsletter will contain:

1. Autumn section meeting (November 28th)
2. HURS (March 29th 2019)
3. Autumn event (October 25th; Shuffle board)
4. Afterwork event (November 15th; Horse and Hound)
5. Floorball (every Monday)
6. Vacant positions for representatives
7. Link to become member at Consensus (<https://medlem.consensus.liu.se/snabbbetalning/>); mention that it is possible now to pay with Swish.
8. Link to the previous webpage and to the new page under Consensus (<https://consensus.liu.se/sektionerna/domfil>)

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Andrea will ask to Consensus Vice-president Louise Abrahamsson a new mailing list of members prior to sending the newsletter. Members were in total 9 in September. We wait to send the newsletter to members until there are more members. Georgia has sent information about DOMFIL recruitment event to all PhD students at IKE and IMH.

#### **b. Facebook updates**

Everyone in the board is administrator and can update the page. The same information in the newsletter will be posted in the Facebook page and webpage.

#### **c. Webpage**

If the previous webpage is going to be kept in parallel, Maike will take over the one.com account and check for invoices and we can prepare a testament in which it is explained how to take over the one.com account for the next board, so it becomes an easier routine to do. Instructions on how to update information on the previous website using wordpress are on the drive.

Giulia met with Louise Abrahamsson to go through the new webpage under Consensus website. The work is ongoing and the page looks promising.

In both old and new webpages make visible:

1. upcoming events/important dates (see newsletter)
2. link to Facebook page
3. HURS (March 29th 2019)
4. vacant positions for representatives
5. Link to become member at Consensus (<https://medlem.consensus.liu.se/snabbbetalning/>); mention that it is possible now to pay with Swish
6. link to postgraduate courses at LiU and other universities (update the link for postgraduate courses at the old webpage)
7. subfolder to upload documents and protocols from board and section meetings

### **§8. Events**

#### **a. Section meeting**

Autumn: Wednesday **28<sup>th</sup> of November** at 17:15. Andrea booked Almen. We will have dinner with members who participated, after the meeting.

Spring: preliminary end of May

#### **b. HURS**

Friday **29<sup>th</sup> of March** 2019.

Andrea booked Valeriana, Digitalis, Papaver, Salix, from Thursday 28<sup>th</sup> at 17:00 until Friday 29<sup>th</sup> at 17:00.

See section on HURS below.

#### **c. Autumn representatives meeting**

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Olof called the representatives and Consensus Head of Educational Affairs Thea Sandqvist for the autumn meeting with representatives, followed by a dinner, 2-3 weeks before the section meeting (at the beginning of November).

**d. "Fuck off"**

Andrea will send a Doodle to figure out the date.

Activity? Spa? overnight?

According to the general testament 17/18, a present box from Norins (voucher for Norins, 200-300sek/each) and a bottle of wine will be given to each of the previous board members.

**e. "Kick in"**

Escape room and dinner in Norrköping

Doodle

**f. Recruitment event/kick-off for new members**

Thursday 27<sup>th</sup> of September kl. 18.00 pizza buffet and bowling.

Very successful. There were 24 participants to the pizza buffet and 18 to the bowling.

**g. Afterwork/other event**

1. Thursday 25<sup>th</sup> of October: Activity, shuffleboard. Check for vouchers.

2. Thursday 15<sup>th</sup> of November: Afterwork at Horse and Hound? Maïke will check if they accept the vouchers as payment. At the end of the event, the treasurer pays the "voucher"-bill.

**h. Nobel prize dinner**

Saturday 8<sup>th</sup> of December together with LiU-PhD at Scandic hotel. Andrea contacted LiU-PhD.

There will be one toastmaster from DOMFIL and one from LiU-PhD.

**§9. HURS (Friday 29<sup>th</sup> March 2019)**

**a. Invitation to companies**

Georgia has sent the invitation to all companies and framework companies. A reminder will be sent at the beginning of January.

Georgia and Andrea will meet on 17<sup>th</sup> October Sofia Gripenback, the representative from the Procurement office, who is the contact for the framework companies. The representative from the Procurement office may have a place in the company exhibition and make a talk during the day. The Procurement office can help to advertise HURS to the framework companies.

**b. Rooms**

Valeriana: lectures

Digitalis and Papaver: company exhibitions

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Rooms available from Thursday 28<sup>th</sup> March at 17:00 to have time for preparations.

Poster exhibition: space between Valeriana and Papaver

### **c. Donations**

The chairman and the treasurer write and sign a letter to FUN, IKE, IMH and Consensus in order to get donations for HURS. The letter (see the letters from previous years in the drive) should introduce DOMFIL, HURS and specify what the donation will be used for. For example, scientific paper award, invited speakers etc. The donation amounts in previous years have been 25 000kr from FUN, and 10 000kr from IMH and IKE.

Though the donations are usually given, the boards are getting more reluctant to help due to finances. You may want to consider reducing the amount requested with respect to the prospective income from the invited companies (for example: 15 000kr from FUN and 5000kr from IKE/IMH). Though this is highly dependent on the amount of companies you can predict will attend. Also, we had way less costs this year compared to the previous year (because we did not have to invest so much into advertisement). Seeing that, the boards will likely not sponsor us to as much anymore. If, in upcoming years, more advertisement is needed again (e.g. print new bags) that can be clarified in the application.

For the funding from Consensus, we need to write about how we can contribute with their values and how we will use the money (see donation request 2018 in the drive). Last year it was asked for 4000 kr, but we can apply for more.

### **d. Best scientific paper award**

Every year DOMFIL awards two prizes for the best scientific paper published by a PhD student at MedFak in the previous year (for HURS 2019, this would be papers accepted/published in the calendar year 2018). Previous prizes for the winners have been a monetary prize of 5000 kr each, payable to the winners after HURS. The winners are chosen by an independent committee of, preferably, post-docs and PIs from different fields and someone with a clinical perspective. Committee members are invited to the HURS banquet at no cost.

#### **i. Committee**

The scientific paper committee is an independent organisation, DOMFIL just provides the prize and has no say in it whatsoever.

#### **ii. Dinner with the committee**

The committee is invited for a dinner, usually in November, to give the chance for the committee to get together, so they get to know each other and so that they can discuss the prize and what help they require from DOMFIL. Traditionally, the dinner was held at Kniv&Gaffel, last year it was held at RICO instead.

Deadline for nominations should be discussed and set at this meeting so that advertising can commence soon after.

#### **iii. Advertising scientific paper award**

Adverts for scientific paper award are sent in all 3 newsletters:

MedFak – susanne.b.karlsson@liu.se

IKE – chatrina.malm@liu.se

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IMH – emma.busk.winquist@liu.se

Emails are sent to all MedFak PhD students.

Posters are placed around campus (fika-rooms is a good place). For a general guide for the poster's see previous years on the drive.

#### **iv. Nominations**

Deadline for nominations is usually set around one month prior to HURS, but it is decided by the committee.

Nominations can be sent to: [scientificpaper@domfil.consensus.liu.se](mailto:scientificpaper@domfil.consensus.liu.se), the password can be reset by administrator of the google account (chairman), Andrea has reset the password. This log-in should be distributed to the committee members, also one of the committee members should be responsible for ensuring all nominated papers are distributed. Please note that people can nominate themselves. PhD students associated with committee members are also allowed to be nominated, however the relevant committee member must abstain from voting on that paper.

#### **v. Meeting of the committee to discuss winners**

No DOMFIL board members should be present at this meeting. One of the committee members should take responsibility to set up the meeting (a doodle is a good way to find a date). Make sure we know the winner at least 10 days prior HURS so we can inform the winners and invite them to hold a short-talk. The committee should write a motivation as to why this paper has won.

Winners are to be contacted ASAP and asked to give a short presentation (5-10 min), if they cannot present, another co-author can give the presentation. Ask them about their bank details (both winners receive 5000 kr on their account).

Winners are presented by a committee member.

Certificate: a certificate can be made (and framed) with a motivation as to why the paper won, see example from last year in the drive.

Gifts & flowers: As a gift, and thanks for holding a talk, the winners are also presented with a flower bouquet and a cheese basket.

#### **e. HURS advertising**

Advertising for HURS starts as early as possible.

Adverts are placed in:

1. Newsletters (MedFak, IKE, IMH)
2. Kalendarium (MedFak, IKE, IMH)
3. Both webpages
4. Facebook

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5. Poster in both campus US and Valla

6. Consensus and LiU PhD facebook

7. When the speaker schedule is confirmed, advertise the schedule to Forum Scientium and IFM newsletters

8. Procurement office

Highlight that the event is free of charge and open for everyone. Include information on the opportunity for PhD students to present their research through a poster session (**poster prize?**) or a short talk.

#### **f. Speakers**

Last year there were 5 invited guest lecturers and 6 PhD short-talks, including the 2 winners of the Scientific Prize.

Set the invited speakers as soon as possible so that you can start advertising who is coming early on.

The speakers may be grouped into topics like immune, cardio, cancer, etc. Speakers are in various fields and 2:3 ratio between LiU researchers and external researchers.

It was suggested that since the Wallenberg center is growing with new researchers, it could be possible to invite many of them for short talks as an alternative.

It is suggested to have the most attractive lecture last in order to encourage people to attend the less attractive talks before.

It is suggested to not offer a speaker fee when trying to recruit speakers but should they ask for one, then you can discuss money (NB: researchers affiliated with LiU are not allowed to request or be paid a speaker fee, travel/accommodation is ok).

#### **g. Poster sessions and PhD talks**

PhD students may present their research, either during a poster session or as a short 10-15 minutes talk. Advertise separately for these, to focus on the opportunity, in newsletters, posters, e-mails to all PhD students.

Add a section in the pre-registration form asking if the PhD student would like to present a short-talk and/or poster. Applicants should provide a title & abstract.

#### **h. Fika and lunch**

Companies are included in the fika and lunches during the day. Ask for specific numbers of representative they will send and dietary requirement. Order salads and distribute them/they can pick it up at the info desk, since if they only send one representative they can't leave the desk.

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**i. Banquet**

The banquet was held at Stångs Magasin. A three course dinner with beverages (3 wine/beer/other + 1 welcoming glass of champagne). Contact Stångs early (if you want it there) to provisionally book some table (previous years we have had 30-40 guests).

**§10. Next meeting**

The next meeting is on Wednesday **31<sup>st</sup> of October**, kl. 17.00, at Utsikten (Organize HURS and section meeting).

**§11. Closing of the meeting**

Meeting was closed.

Andrea Molinas

Andrea Molinas, Chairman

Giulia Pizzolato

Giulia Pizzolato, Secretary

Georgia Papapavlou

Georgia Papapavlou, Minute adjustor

