



Operational year: 18/19
Meeting #5

Protocol DOMFIL Board Meeting

When: 2019-01-21, 17.00-19.00

Where: Utsikten

Attendance: Maike, Georgia, Giulia, Olof

§1. Opening of the meeting

The meeting is opened by Communications Officer Georgia Papapavlou.

§2. Electing a Secretary

Giulia Pizzolato was chosen as the Secretary.

§3. Electing a Minutes adjustor

Maike Bensberg 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

Andrea is on parental leave since 15th January 2019 so will no longer participate in the board meetings.

b. Treasurer

Andrea has assigned Giulia to sign for DOMFIL expenses.

Maike took over official responsibility for the DOMFIL website from Kjerstin.

c. Educational supervisor

45 responses were received regarding a Swedish course at Campus US. 17 yes and 28 no. Mostly for B level in the evening. Olof will contact Fredrik Elinder, Junior Faculty and IKE to further proceed in planning the course.

Olof will send out in January informations about positions for PhD representatives and call for new board members.

Olof will send the educational survey this week.

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d. Communications officer

Georgia sent reminder for HURS to companies. Georgia has to advertise HURS 2019. (Discussed later)

e. Secretary

Giulia will call for new board members on Facebook and on the website.

§7. Marketing and recruitment strategies

Maïke will order DOMFIL hoodies and polo shirts for HURS for board members.

§8. Events

a. Spring section meeting

Suggested date: 23rd May 2019.

Dinner: 1854.

b. Afterwork

23rd January at Yellow Fellow.

21st February, another event (Laserdome + Cioccolata)

c. Scientific writing workshop with Nature editors (April)

d. HURS

Friday **29th of March** 2019.

- Olof will be the responsible for fire safety during HURS.
- Georgia will send an email to PhD students about HURS and the Scientific Paper Award next week.

Adverts are placed in:

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

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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 or a short talk.

- Speaker
 - Georgia will send emails to speakers and asks them for title and short summary, informs them about dinner.
- PhD student talks/posters
 - All board members will invite PhD students for short talks during HURS. The invitation for poster presentation will be sent together with the sign-up form for the HURS banquet as well as advertised on Facebook.
- HURS dinner, discuss details
 - Georgia will contact Stång Magasin about the HURS banquet.
- Best scientific paper award
 - Giulia will be responsible for the communications with the committee and winners and prepare certificate /prizes for winners
- HURS day food
 - Maïke will contact Deli Marche to arrange for fika and lunch during HURS day.
- HURS schedule
 - Georgia will make a draft schedule for the event.

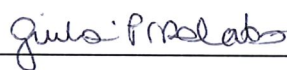
§2. Next meeting

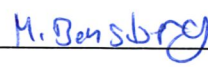
The next meeting is on 25th February.

§3. Closing of the meeting

Meeting was closed.


Georgia Papapavlou, Communications Officer


Giulia Pizzolato, Secretary


Maïke Bensberg, Minute adjustor

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