



Operational year: 18/19
Meeting #6

Protocol DOMFIL Board Meeting

When: 2019-02-25, 17.00-19.00

Where: Utsikten

Attendance: Maike, Georgia, Giulia, Olof

§1. Opening of the meeting

The meeting is opened by Maike Bensberg

§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

Andrea ss on parental leave and does not participate in board meetings.

b. Vice chairman

Maike was elected as Vice chairman.

c. Treasurer

Donations from IKE for HURS 2019 were received (7 000 SEK).

DOMFIL Hoodies and collared shirts for HURS 2019 for all board members (Andrea, Giulia, Georgia, Olof and Maike) with print were ordered at Profil Partner AB and have arrived.

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d. Educational supervisor

Olof will send a reminder to Fredrik Elinder and IKE about Swedish courses. The survey about interest in a Swedish course at the medical faculty has been send out to Junior Faculty members. Olof will contact people responsible for Swedish courses in Valla.

Update on representatives. Olof will send out again the information about available positions.

37 answers have been received so far about the educational survey.

Olof will send out the survey for the national meeting of the deans made by Lund PhD organization.

e. Communications officer

HURS will be discussed later on.

f. Secretary

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

§7. Marketing and recruitment strategies

Merchandise will be ordered from Profil Partner AB: DOMFIL bags (50), HURS pins (50), water bottles with DOMFIL logo (50), Thermos with Logo (50) key chains (50).

§8. Events

a. Spring section meeting

Suggested date: 23rd May 2019.

Dinner: 1854.

b. Afterwork

23rd January at Yellow Fellow was attended by 10 people

21st February: Afterwork at Horse and Hound with laser-tag before was attended by 11 people

Suggestion for an event with Escape Room followed by Afterwork (Horse & Hound) on 14th March.

c. Spa event with the old board

The event with the old board will be held at 16th March in at the spa in Vadstena Klosterhotel.

d. HURS

- Friday 29th of March 2019.
- We received 9 applications for the best scientific paper award. All papers have been made anonymous and send to the committee to decide on the best 2 papers, which will receive the prize. The committee will meet on the 18th March to decide the winners. The committee members will be invited to the HURS banquet.

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Committee:

David Engblom
Johanna Raffetseder
Celia Escudero Hernandez
Manuel Alvaro Rodriguez
Sara Liin

- Adverts are placed in:

1. Newsletters (MedFak, IKE, IMH)
 2. Kalendarium (MedFak, IKE, IMH)
 3. Both DOMFIL webpages
 4. Facebook
 5. Poster in both campus US and Valla
 6. Consensus and LiU PhD facebook
 7. Advertise the schedule to Forum Scientium and IFM newsletters
- 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.
 - HURS companies
 - 28 companies have confirmed their attendance at HURS
 - Signs will be put on the table for companies with framework agreement and will be pointed out in the booklet.
 - Speaker
 - 3 speakers are confirmed.
 - 2 speakers have sent the short summary of their talk.
 - Emails will be sent out for finding last speaker.
 - PhD student talks/posters
 - Everyone who will present a short-talk will get HURS dinner for free, if they are DOMFIL member or supportive member.
 - HURS dinner, discuss details
 - Stång Magasin is booked for 40-60 people on 29.3.2019 at 19:00
 - We will receive the menu on the 26.2.2019
 - The sign-up for the dinner will be send at the beginning of March and the deadline will be 16.3.2019.
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- DOMFIL members and supportive members will pay 100 SEK for the dinner. Activity pass members will pay 345 SEK per person. Guests will pay 690 SEK per Person.
- We will let Stång Magasin know about attendees and food choices until 18.3.2019
- Georgia and Giulia will be toastmasters for 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
 - Winners and the committee will get HURS dinner for free.
- HURS day food
 - Maike will contact Deli Marche to arrange for fika and lunch during HURS day.
- HURS schedule
 - Preliminary schedule has been made and should be advertised by email and by posters soon.
- Gift for speaker: LiU water bottles and a cheese basket for invited speakers, small cheese basket for PhD short talks, flowers and small cheese baskets for winners of best scientific paper award.
- Volunteer help from bachelor/master students
 - Recruitment of volunteer students to help during HURS and when setting up the day before has been published in the MedBi facebook group.

§2. Next meeting

The next meeting is on 7th March (17.00).

§3. Closing of the meeting

Meeting was closed.

M. Bensberg

Maike Bensberg, Treasurer

Giulia Pizzolato

Giulia Pizzolato, Secretary

Georgia Papapavlou

Georgia Papapavlou, Minute adjustor