Protocol DOMFIL Board Meeting

When: 2019-03-07, 17.00-19.00
Where: Utsikten
Attendance: Maike, Georgia, Olof

§1. Opening of the meeting

The meeting is opened by Maike Bensberg

§2. Electing a Secretary

Georgia Papapavlou was chosen as the Secretary.

§3. Electing a Minutes adjustor

Olof Rundquist was chosen as a Minutes adjustor.

§4. Registration of new questions

No new questions were registered.

§5. Reports from Board members

a. Chairman

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

b. Vice Chairman/ Treasurer

Meeting about prolongation and a general update with consensus.
Merchandise for DOMFIL as agreed upon in the last board meeting has been ordered with ProfiPartner.
Posters and flyers for HURS are printed from LiU Tryck. Consensus organization number was used for this. They will be picked up tomorrow and distributed during the weekend.

Total estimated cost for food during HURS (excluding drinks): 7200 kr

c. Educational supervisor

A second round of the survey about interest in a Swedish course at the medical faculty has been send out to Junior Faculty members. Deadline end of week 11. Olof will contact people responsible for Swedish courses in Valla.
Update on representatives. Olof sent out again the information about available positions. There was one interest so far.
Olof send out the survey for the national meeting of the deans made by Lund PhD organization.
Olof will have a meeting t’with Thea to update her on what is going on with DOMFIL.

d. Communications officer

HURS will be discussed later on.

e. Secretary

Giulia posted to call for new DOMFIL board members, update on the upcoming event and shared the HURS schedule and the poster with companies both on Facebook and the website.

HURS schedule and poster have also been sent to Consensus (which already shared in their news the promo poster) and Klervie Toczè (to be shared with LiU PhDs).

§6. Events

a. Spring section meeting

Suggested date: 23rd May 2019.
Dinner: 1854.

b. Afterwork

Escape Room followed by Afterwork (Horse & Hound) on 14th March.
Proposal for a new afterwork + event in April.

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.
Giulia will book a restaurant for dinner and two cars.

d. Special Events X

Date: Suggestion in early June (Saturday-Sunday, 1st or 2nd week of June)
Maybe team building, sauna, Kajak,... Last years Event X in VÅRDNÄS STIFTSGÅRD was very well received and we could do the same again.

e. HURS

- Friday 29th of March 2019.

- 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

- HURS information will be published once more to the calendars on week 12. Highlight that the event is free of charge and open for everyone and info on our website.

- Maike will make the name tags

- Location/ Rooms: HUS 511
  - Company exhibition: Digitalis and Papaver
  - Talks: Valeriana
  - Storage: Salix

- HURS companies
  - A floor plan has been send to companies who have asked for it for them to decide where they want to have their table
  - The tables available in the rooms for HURS are smaller than what was advertised to the companies (70x140 cm instead of 100x200 cm). This has to be corrected for invitations in the next years!
  - Georgia will check for access to wi-fi
  - Georgia will make the company descriptions and upload them to the drive
  - Georgia will assign tables to the companies and send them to Maike

- Speaker
  - 3 speakers are confirmed.
  - all speakers have sent the short summary of their talk.
  - Emails are being sent out for finding last speaker.

- PhD student talks/posters
  - Sandra Hellberg will give a short talk during HURS
So far 1 person has signed up to present a poster

- **HURS dinner**
  - The sign-up for the dinner has been send by email and been advertised on facebook. Deadline for signing up is the 17th March.
  - We will let Stång Magasin know about attendees and food choices until 18.3.2019

- **Best scientific paper award**
  - The committee will meet with Giulia on the 19th March to decide the winners for the best scientific paper award prize. On the 20th March the winners will be contacted and informed about the presentation at HURS.
  - The committee have been invited to the HURS banquet (it is complimentary for them).

- **HURS day food**
  - Maike has contacted Deli Marche to arrange for fika and lunch during HURS day.

Lunch and fika for HURS during the day have been ordered at Deli Mache

- Salad as lunch for around 50 people (a more accurate number will be given to Deli Mache later): 72kr per salad = ca. 3600 kr
- Flat rate for coffee and tea: unlimited for the whole day (we pay as much as we drink)
- Fika in the morning and afternoon for 100 people each time: buns in the morning small cakes/cookies in the afternoon (20 kr per bun and 16 kr per cookie = 3600 kr)
- Total estimated cost for food during the day: 7200 kr

- **HURS schedule**
  - The preliminary schedule will be printed in A4 and will be distributed at Campus Valla and US together with the flyer

- **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. Gilulia will order these.

- **Volunteer help from bachelor/master students**
  - Giulia contacted both Consensus and the chairman of the MedBi section to recruit people. Also a new post has been published on the MedBi Facebook page. Still so far 1 person is available to help and 2 people were interested but are not available during the morning of HURS. (master students?)

**§2. Next meeting**

Preliminary date: Thursday 11th April
§3. Closing of the meeting
Meeting was closed.

Maike Bensberg, Vice Chairman

Georgia Papapavlou, Secretary

Olof Rundquist, Minute adjustor