



Operational year: 18/19
Meeting #8

Protocol DOMFIL Board Meeting

When: 2019-03-18, 12.00-13.00

Where: Utsikten

Attendance: Maike, Georgia, Olof, Giulia

§1. Opening of the meeting

The meeting is opened by Giulia Pizzolato

§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.

a. HURS

- Friday 29th of March 2019.
- Maike will make the name tags
- Shopping list for HURS- everyone knows what will buy
- Location/ Rooms: HUS 511
 - Company exhibition: Digitalis and Papaver
 - Talks: Valeriana
 - Storage: Salix
 - Frames to hang posters?
 - Presentation for HURS opening- who does it?

GP
O, R
GP



Operational year: 18/19
Meeting #8

- HURS companies
 - Georgia fixed access to wi-fi
 - Georgia uploaded company descriptions
 - Georgia assigned tables to the companies and will send it to the companies when it is ready so they know where they are.
- HURS dinner
 - Deadline for signing up extended to 20th March.
 - We will let Stång Magasin know about attendees and food choices until 21.3.2019
 - Georgia and Giulia will be toast masters at the dinner and do not have to pay the fee for the dinner.
 - Gifts for winners- DOMFIL thermos mugs and chocolates/candies- Maike fixes them
- 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.
 - Georgia is making the list with the lunch options

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)
- Gift for speakers: 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?)

GP
0,2
GP



Operational year: 18/19
Meeting #8

- What to put in the 50-60 HURS Goodiebags :
 - Pens
 - Board position advertisement
 - Representative advertisement
 - Pins
 - key-holder
 - mugs, keep 4 for HURS dinner.
 - A bit of candy
 - Company merchandise

§2. Next meeting

Preliminary date: Thursday 11th April

§3. Closing of the meeting

Meeting was closed.

Giulia Pizzolato, Secretary

Georgia Papapavlou, Communications Officer

Olof Rundquist, Minute adjustor

