



Operational year: 19/20  
Meeting #5

## Protocol DOMFIL Board Meeting

When: 2019-11-27 17.00-19.44

Where: Utsikten

Attendance: Maike, Kate, Damon, Sandra, Signe

### §1. Opening of the meeting

The meeting was opened by chairman Maike Bensberg.

### §2. Electing a Secretary

Damon Frampton was chosen as the Secretary.

### §3. Electing a Minutes adjustor

Kate Easingwood was chosen as a Minutes adjustor.

### §4. Previous protocol

The previous protocol was discussed and put to file.

### §5. Registration of new questions

None registered

### §6. Reports from Board members

#### a. Chairman

#### Dokotrandombud (DO)

- Meeting next Friday with Studentledningsråd. Maike and Damon attended a meeting with LiUPhD to discuss strategy and how to prepare for the meeting.
- Damon will attend the meeting on the 6th, Klervie will join via link (Team/Zoom).
- Board will be updated on state of DO after the meeting.

#### Internationalisation of consensus

- Consensus want to internationalise, and have offered each section 2 representative posts each in the advisory group.
- Maike will ask Consensus for more information, as we would like to know more before assigning board member's time to this group. Sandra and Signe are potentially interested if this group proves interesting to our needs.

#### SOM-meetings

- Maike will ask Consensus if we can have separate meetings with Consensus, as the format of SOM-meetings cater to the undergraduate student sections. SOM-meetings are also held too often, and the content is seldom of relevance to us.

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**b. Vice Chairman**

Seminar with Åsa Lothigius and Nobel dinner, discussed in depth during §7c and §7d, respectively.

**c. Educational supervisor**

Two new representatives for IMH - Admission committee for PhDs

- Sandra was in contact with Kajsa Bendtsen, who had identified 2 potential candidates for the IMH admission seminars. Sandra has filled the positions with these candidates.

Representatives meeting 28<sup>th</sup> November

- There will be more to report following the meeting. Dinner will be at the restaurant Alfama. 3 people have signed up so far.

**d. Treasurer**

Sophia is away from work due to personal reasons for the unforeseeable future. Maike will take over responsibility for managing the bank account and adding supportive members and activity members and other tasks of the treasurer until she is back.

**e. HURS-manager**

To-do list for HURS + timeline of what needs to be done when and by whom

- Discussed in depth during §10 of the agenda.

**f. Communications Officer**

Both points discussed in depth during §10 of the agenda.

- Update: marketing of Scientific Paper Award (HURS 2020)
- Update: jury for Scientific Paper Award (HURS 2020)

**§7. Events**

**a. Board Kick-In**

*Date:* Undecided

*What/Where:* Escape room and dinner in Norrköping

*Responsible:* Kate and Maike

The kick-in is put on hold for the foreseeable future, as several board members are absent for personal reasons for the remainder of 2019.

**b. Monthly PhD breakfast/ Christmas Fika**

Christmas Fika: 4<sup>th</sup> December

- Kate has spare jumpers to lend to the board members without
- Almen has been booked (17:00 and forward)
- Posters have been distributed
- Suitable Christmas fika: pepparkakor, lussebullar, julmust, water, glögg (both alcoholic and non-alcoholic), make small appetiser-style food so we have something savoury to serve
- Maike has some Christmas decorations we can loan
- Board games are in Kate's office, anyone can collect them when the time comes

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#### Breakfast/Fika 9<sup>th</sup> January

- Breakfast event rescheduled later in January, and later in the day (09:30-10:30)
- Kotten needs to be re-booked for the new times
- Details will be planned via Slack as the date approaches

#### c. Seminars

##### Previous seminar

Åsa Lothigius, 26<sup>th</sup> November

Very successful seminar. Åsa provided us with several good ideas for future seminars:

- "Build a CV"-day with the union Naturvetarna
- Go to AstraZeneca in Gothenburg and get a tour of their facilities
- "Speed date", possibly at HURS. Would involve giving AstraZeneca their own room where people can meet and speed date with their recruiters. Signe will get contact info from them soon.
  - Last one is not a bad suggestion, but we're unsure if it's a good idea to have it at HURS.

Åsa had a great interest in returning, both next year or for any similar events arranged by DOMFIL in the future.

##### Board's comments

- *Price*: Åsa didn't charge for anything, but we spent approx. 400kr on a thank you basket for her.
- *Content*: Short introduction to AstraZeneca as a company, majority of the talk was more of a dialogue with the audience, in which Åsa made clear what's important for the CV and took questions from the audience regarding the importance of work experience, time in academia, etc.
- *Audience ratings*: Very appreciated, attendance from PhD and PostDocs at several departments (including some from Campus Valla).
- It seems that Åsa has several topics to discuss, so repeating the exact same seminar may not be necessary as there Åsa has more to offer.
  - If we want to have a seminar with the same topic, we could ask another company to give their perspective (to see if their strategies and priorities differ from AstraZeneca's)

##### Next seminar

Responsible: Damon

Will be held in January or February 2020.

- Suggested time by the board is 15:00-17:00, we shall see if this improves audience attendance.
- Theme not yet determined: Damon cannot decide between either the Drug Development Platform to show how someone late in their academic career can either blend or transition into an industrial career, or whether to go with someone who can talk about the importance of science communication (plan to contact Dr. Emma Frans at KI and see if she may be interested).
  - *Vote*: 3 votes to prioritise science communication, 1 vote to prioritise Drug Development Platform
    - If Emma Frans says no or is too expensive we go with the Drug Development Platform

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**d. Nobel Dinner**

*Date:* 7<sup>th</sup> December

*Location:* Östgöta Kök

- A 3 course dinner for 550 SEK/person, with an alcoholic drink-package (including 3 drinks) costing 300 SEK extra. Total for dinner and drinks will thus be 850 SEK/person. DOMFIL's full and supportive members will pay 100 SEK, activity pass members will pay 350 SEK (for food and drinks).
- A sign-up sheet (Google Form) has been sent out with the 2<sup>nd</sup> of December as the deadline for registration.
- Toastmaster will be: Sandra from DOMFIL. Rodrigo has received the honours from LiUPhD. Signe will connect Sandra and Rodrigo for planning purposes.
- Goodie bags/presents of some kind for the winners of the games at the dinner. Make sure that the prizes from DOMFIL match the estimated value of the LiUPhD prize.
- LiUPhD have made a preliminary poster for advertising the dinner.

**e. Afterworks**

**Escape Room Afterwork**

Planned for January.

Escape room followed by Afterwork at Horse and Hound.

- Maïke will organise the event

**§9. Travel Grant**

During our section meeting on 14<sup>th</sup> of November, the section asked us to continue working on a travel grant for DOMFIL board members.

- Potential conflicts may arise, as those eligible for the travel grant may be more frugal during their year on the board in order to free up more money for their travel grants once they step down.
  - Suggestion: have section vote on whether a board is eligible for travel grants, based on their performance (similar to voting on freedom of liability).
  - Suggestion: have a set amount, e.g total of 2,000 SEK/board member for the former board to apply for.
- We should put our suggestions forth to the section members at the next meeting this Spring.

**§10. Organized introduction of mentorship program at the medical faculty**

Maria Jenmalm asked whether DOMFIL is interested in organizing an educational introduction day for mentors of PhD students.

- Annelie Lindström was originally asked, but didn't have time to arrange this. She suggested Maria Jenmalm ask DOMFIL to do this.
- This is, truth be told, is not our job but rather that of the University. It is a good idea, but we don't really have the expertise.
- We could suggest that Junior Faculty could arrange this, as they're more experienced and more likely to be chosen as mentors.

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#### **§11. HURS 2020**

Main responsible: Kate

Date: 6<sup>th</sup> March

#### **Donations**

Requests for donations have been sent to FUN (25,000 SEK), IKE (15,000 SEK), IMH (15,000 SEK) and Consensus (5,000 SEK).

- The request to FUN has been approved for the full amount (25,000 SEK)
- IMH has granted us a donation for HURS 2020 of 10,000 SEK
- Have not heard from IKE yet, Maike may remind them
- Consensus will decide in December

The money granted is added to the HURS budget, and can be spent on HURS-related activities.

#### **Advertisement**

- Discussed a HURS mug for speakers/invited companies. Good advertisement.
- Goodie bags will be dealt out to the first 60 attendees.
- Vote on preliminary poster designs: 4 most favourable designs will be uploaded to the Drive, Maike is responsible for this.

#### **Best paper award**

- Update advertisement: Posters have been distributed throughout the cell biology, pathology and microbiology buildings, including house 511 (elevators, stair halls and lunch/fika rooms). An email with a digital copy of the poster was sent out to IMH, ISV and IKE PhD lists.
  - Facebook/Instagram: Event will be made later this week, advertisement can be placed there. Instagram post with "save the date" and paper award poster (we could make a post with several photos, so people can swipe to see the best paper award advertisement).
  - Newsletters: Damon will contact Forum Scientium, IKE/ISV/IMH and the Medical Faculty's newsletters for advertisement there.
- Update jury: Amaya Juaregi, Magnus Ziegler, Björn Ingelsson and Antonios Pantazis have all accepted. Not heard yet from Björn Wallner, if he doesn't respond by Friday Damon will contact someone else.
- Update submissions: several submissions made the same day as the email advertisement was sent out. We need to double check PhD registration (check LiU's website for employment status), including during the period the paper was submitted/accepted (calendar with thesis defense dates). Can also check with Annlie Lindström/Munther or their IMH/ISV counterparts.
- Once jury is set we will arrange their first dinner. Likely to occur in January.

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#### Best poster award

- Update jury: Lavanya Moparthi and Cristina Martinez have accepted
  - Suggestion from Damon: [argel.estrada@liu.se](mailto:argel.estrada@liu.se)
- Update advertisement: Kate will plan the advertisement and run ads during December for the competition
- Offer to pay for printing (ask participants to cc DOMFIL in their email order, or provide them with a code when they order from LiU Print)

#### To-Do list

- Update companies: 12 tables booked for far (62,000 SEK income)
  - Kate will continue to manage company registrations (will ask for help if necessary)
- Update speakers: We still need 2 more speakers, one local (LiU) and one exotic (another university). Presentations are 45 minutes long, 15 minutes about the speaker's background and 30 minutes about their work.
  - Suggestions are present in older minutes from previous meetings, further can be submitted to Kate via email (as Slack doesn't send notifications).
- We need to begin planning an approximate schedule for the day. We have older schedules to work with for now, and can build a preliminary suggestion from these.
  - We need to make a poster with the schedule on it.
- We need to make the HURS programme (booklet). This will be a dynamic process, we can begin filling it with the information we have, but, as not everything is set as of yet we need to hold out on printing anything.
  - We can update old booklets, but this requires Illustrator
  - Company layout needs to be updated for this year's companies
- We may invest in some new advertising materials (a canvas to hang from Örat's balcony, roll-ups for outside of the rooms)
- We still need to find workers. We should check with undergrad students.
  - Damon will speak to students and see if he can recruit people (MedBi BSC students, MSc student)
- We need to begin planning the HURS dinner at Stånga Magasin.
  - Invite juries, speakers, workers, the winners of Best Paper and all who submit a poster (these receive their dinner for free, as do the Board member that choose to attend)
  - Once the aforementioned guests are accounted for we can open up for DOMFIL members/supportive members (charge a small fee of 100 SEK/person)

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**§12. Next meeting**

The next board meeting will be held next year, January 27th 2020.

**§13. Closing of the meeting**

Meeting was closed by Maike Bensberg at 19:46.

A handwritten signature in blue ink, appearing to read "M. Bensberg", written over a horizontal line.

Maike Bensberg, Chairman

A handwritten signature in black ink, appearing to read "Damon Frampton", written over a horizontal line.

Damon Frampton, Secretary

A handwritten signature in black ink, appearing to read "Kate Easingwood", written over a horizontal line.

Kate Easingwood, Minute adjustor

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