

## DoLS POSTDOC COMMITTEE

Wednesday 8<sup>th</sup> March 2017  
12 – 1:30pm  
213B Sir Ernst Chain Building

### Minutes

**Present:** Aldersley, Andy; Aulino Campos de Lima, Melina; Aw, Rochelle; Briggs, David; Estacio Gomez, Alicia; Haghighat-Khah, Roya; Storch, Marko Vincent, Crystal

**Apologies:** Grob, Alice; Marbiah, Masue; Mombrikotb, Shorok; Pang, Poh-Choo

	Agenda Item	Action
1	<b>Apologies</b> Apologies received from Alice Grob, Masue Marbiah, Shorok Mombrikotb and Poh-Choo Pang	
2	<b>Minutes of the last meeting</b> No issues	
3	<b>Welcome new committee members</b> The DoLS Postdoc Committee would officially like to welcome Andy Aldersley (Silwood Park), Melina Aulino Campos de Lima and Alicia Estacio Gomez to the committee.	
4	<b>Beer and Pizza Update</b> For the last 2 months beer and pizza has been popular with over 30 people each time. No beer and pizza even for March due to the symposium, but beer and pizza to resume in April.	
5	<b>Silwood Park update</b> Recent postdoc meeting (currently held once a month with beer & pizza) discussed in depth access for postdocs at SP to PDC training courses. Meeting schedule with Tim Barraclough to discuss ways to improve access. R. Aw suggested liaising directly with Dan Brooke from the PDC to arrange meetings. Potential to arrange a mini-van for postdocs to attend the symposium from SP, to be investigated further.	S. Mombrikotb, A. Aldersley  S. Mombrikotb, A. Aldersley
6	<b>Staff Meeting Update</b> D. Briggs attended the latest staff meeting, which was the first held by new HoD Anne Dell. New structure for the department in terms of increase of advisory boards. Discussion regarding Chemistry department move to White City and the potential availability of new space. Discussed the options of lab teaching space or potentially common room areas.	

Discussed post-Brexit effect on attracting students from Europe which could have implications for budgets.

Robert Endres introduced himself as the Postdoc Champion. Highlighted to PIs the importance of postdocs attending 10 days training and development.

Departmental seminar series has been changed so that it will now be on a 4 week cycle. Weeks 1 & 2 will be 25 mins talks (+5 min questions) by either postdocs or PhD students (2 each week). Week 3 will be an internal staff member and week 4 will be an external invited speaker. The DoLS Postdoc Committee would like to make note that we were not consulted regarding this, and it would have been beneficial for the Department to determine our feelings on this. A. Grob spends a considerable amount of time trying to attract speakers for our monthly beer and pizza event, and the Committee feel that this may have an impact on our ability to attract speakers for either our beer and pizza events or events such as the symposium. However, the Committee note that this is similar to other universities and it does give Postdocs the opportunity to present to a wider audience. It was also felt that this may be beneficial as people will have longer slides prepared and therefore they may feel more at ease giving a shorter talk at another time. The Committee agreed to monitor the situation to determine whether this was a disruption for our plans.

There will be a lab hosted happy hour once a week, each PI who wants to take part (voluntary) will put up £100 from the F account and the Department will contribute £100. This will aim to increase the social aspect of the Department. Concerns were raised that the frequency of this may be too high, but it was agreed this was a Departmental concern.

#### 7 **Postdoc Emailing List (EOC)**

M. Marbiah was asked to investigate the potential of setting up a mailing list for postdocs that cover social aspects that any postdoc subscribed to the list can email. Whilst the Postdoc committee feel that this is a potentially good idea we feel that it is not the responsibility of the DoLS Postdoc Committee to establish or run this list. We would feel that something like a self-managing email list would be more beneficial. Furthermore we feel that this is something that should be maintained by a Faculty member. The question was raised whether it would be an opt in/out situation, we feel that initially all postdocs could be signed up, and then operate on an opt out position. However, it is sometimes difficult to get information regards new postdocs joining the Department and therefore they may not automatically receive the email if they were missed off the list. We would be happy to put in our Postdoc Handbook information regarding opting-in to the list. Information to be relayed back to Dr. Matthew Child who suggested the list.

M. Marbiah

#### 8 **Health and Safety**

No updates, although it was noted that spot checks are occurring.

#### 9 **Research Strategy Committee Update**

No update. R. Haghighat-Khah will be taking a break from the Committee (but will remain a member) as of April 2017 and therefore we will need a replacement to sit on this committee. All of the Committee (particularly those not already serving on a committee) were asked to consider whether they would like to nominate themselves and this will be discussed at the next meeting.

All

#### 10 **Postdoc Symposium**

One of the abstracts received was from FILM who wanted to discuss their

services as a 15 minute talk. It was agreed that we could investigate a potential facilities day instead in the future as this talk does not fit in line with our intentions for the postdoc symposium.

It was noted that two speakers are from the same group (Alice French and Esteban Beckwith) and so should not be placed back to back. Also noted that Linus Schumacher would need to talk before 3:30pm. All these considerations will be taken into account when arranging the talks.

C. Vincent agreed to host the panel in the afternoon sessions. All members are to come up with potential questions to ask the panel and to pass this on to C. Vincent. All

Lenne to be asked to send an email out to the whole department (PhD students and all staff to try to finalise numbers). R. Aw

The idea of badges was raised so that we could determine who people are. It was agreed that stickers should be used. Service point is capable of printing these, but spares will be available on the day. M. Storch

Panel will be asked to score and judge posters for the prize. Postdoc committee will be responsible for scoring talks. A marking sheet will be drawn up for both poster marking and talks. C. Vincent

Three sponsors are confirmed, Thermo Fisher (£150), NEB (£300) and Molecular Dimensions (£250). Invoices to be raised. D. Briggs

Floor plans to be requested to determine whether we can see how to arrange tables and how many posters are feasible to put into the room. To R. Haghighat-Khah

date 13 confirmed posters.

All speakers will be asked to bring their talks 30 minutes before the start of their session (10am for a morning session, 1:15pm for the afternoon session). M. Marbiah

Tables and chairs (for the panel only) will need to be organised along with posterboards on the day. FoM to be consulted. R. Aw

Budget is a total of £1700, about £300 required for travel (approximated) and £100 for prizes (£50 x 2 amazon vouchers). Food and drink to be costed up. Lenne to be queried as to whether water/juice can be purchased outside of College/M&S.

Current schedule plans are as follows:

- 1000 – Registration & coffee
- 1030 – 1100 Keynote Anne Dell
- 1100 – 1215 Talks (5 people)
- 1215 – 1345 Lunch
- 1345 – 1500 Talks (5 people)
- 1500 – 1530 Coffee
- 1530 – 1700 Panel
- 1700 – Poster & drinks and prize awards

## 11 AOB

New members require Sharepoint access R. Aw

A. Estacio Gomez suggested we run a survey to find out what postdocs are interested in. It was agreed to bring this survey to the symposium.

Postdoc Handbook needs to be updated with new committee members and some information that is now known. R. Haghighat-Khah requested if anyone was interested in helping re-write the handbook but has offered her assistance to do so.

Annual report to the EOC due at the end of the Spring term. R. Aw

## 16 Next Meeting

To be held after Easter break. Date TBC.