

Royal College of Science Union

Minutes of meeting of the Science Challenge Committee

To be held at 18:00 on 9th November 2017 at the RCSU Office (Sherfield 214D)

Attendees:

- Ansh Bhatnagar – RCSU Science Challenge Chair (AB)
- Becky Neil– RCSU Vice President Operations (BN)
- Michael Edwards- RCSU President (ME)
- Pranavi Agarwal – RCSU Broadsheet Editor (PA)
- Ivan Tang – RCSU Web Communications Officer (IT)
- Beatriz Estrada – SciChal Committee Member (BE)
- Shabaz Khan – SciChal Committee Member (SK)

Apologies received from:

Jemima Graham- SciChal Committee Member (JG)

Minutes

General Update

- 3 judges confirmed, 1 almost confirmed, confirmed judges have been asked for questions.
 - AB to confirm with Lord Winston and ask for questions
- Some societies have been contacted about stalls
 - BN to continue getting stalls booked
- Website is being updated and still needs some information and work doing
 - IT to continue working on this

Launch- 5th December 2017, CAG Foyer and Lecture theatre

- Launch is being promoted via the website, a facebook event, the social media page, a video, felix article, broadsheet, posters, lecture shout outs, emails to schools and Imperial students
 - AB to produce video, IT to work on website, AB/ME with RCSU publicity officer assistance facebook event. AB to think about lecture shout outs. PA to advertise in Broadsheet. AB to make a template email and a google doc for schools emailed so that

Agenda

What Committee (What Meeting)

BE/SK/PA/BN/JG/AB can send emails to their schools or the list of schools. **BN** to get list from Outreach. **AB** to produce a poster.

- An eventbrite ticket list maybe the best way to ensure numbers capped at capacity of the lecture theatre
 - **AB/BN/ME** to make eventbrite/ check the capacity
- More stalls can be asked about taking part in the event suggestions of engineering societies, data science soc, IOP, RCS, IOB etc
 - **BN** to approach more people to take part. **PA** to have a broadsheet stall.
- **IT** needs a list of everything that needs changing to the website and has requested extra information including committee photos, prizing policy, dates for countdown clocks, last years winners photos.
 - **BN/AB** to coordinate a list of all things that need changing on the website by 17/11 for **IT**. **AB** to find prizing policy. **ME** to find last years winners photos.
- Food for the event will be bought from Sainsbury's with suggestions of sandwiches, sausage rolls, crisps, nibbles, fizzy drinks, fruit juices etc and platters/ displays need to be made. Food order should include a box of chocolates or similar for each judge. A total budget of £500 is allocated.
 - **SK** to design a food order to be brought to **ME** for approval. **ME** to look at platters etc Ikea, Wilko etc
- Volunteers are needed for this event. We could approach SciChal Committee, RCSU general committee, Depsocs etc (union council occurs on the same day so not all GC will be available)
 - **AB/BN** to organise
- Security will need to be notified that school children will be around. This occurs at the same time as the Fringe so should not be a problem.
 - **ME** to contact security
- Signage for the event to direct people/ use volunteers.
 - **AB/BN** to discuss?
- Competition for the signed book needs to be decided and ran by someone.

Agenda

What Committee (What Meeting)

- All to think about competitions. SK/JG to man stall?
- Speeches need to be planned, written, and practiced prior to the launch. Does a presentation need to be made, getting everyone's slides together etc? Running order of Michael Edwards to present RCSU, safety aspects, what is available during the event and introduce Ansh. Ansh to explain about the competition including deadline dates, submissions, theme etc. Lord Robert Winston to make a small speech. The judges to introduce their questions. Ansh to conclude the session.
 - AB and ME to make their speeches. AB to make judges and Lord Winston aware they are making speeches.

Deadlines

- The deadline for submission is 12pm 22nd January 2018.
- PhD judges will need to be approached before this to judge the submissions in preparation for the judges. Suggested to maybe contact the Msc Science Communications course to get involved. Suggestions of offering pizza sessions for this. Currently unknown how many sessions will be required, previous years had over 100 submissions.
 - BE to contact PhD students etc at some point.

The Final 6th March 2018 House of Lords

- Currently waiting on an invoice for 25% of the total cost which will confirm the booking.
 - AB, BN, ME and RCSU Treasurer to ensure this is sorted.
- A list of dates for items such as menu orders, numbers, invoices, invitations etc is currently pinned to the notice board above the fridge in the RCSU office.
 - BN to keep note of these dates and coordinate with AB as appropriate.