



## AGENDA FOR AUPA'S BOARD MEETING

TIME: 15:00-16:00

LOCATION: Online on Teams

GUESTS:

ABSENT WITH APOLOGY:

1. Welcome
  
2. Formalities
  - Election of Chairman: Kristoffer Ibsen
  - Approval of minutes from the last meeting (available via Dropbox)
    - i. The minutes have been approved.
  
3. News/updates
  - PAND
    - i. PAND updated their website and made our events present.
    - ii. Kristoffer tries to find out about the contact information we need in order to get the money from PAND.
      - A. The accountants are busy these days due to closing the books for 2022.
    - iii. PAND wants AUPA to have PAND's logo on our flyers, event descriptions and so on, when we get money from PAND.
      - A. Trine includes PAND's logo on the sign-up link for the conference.
  - HAMU
    - i. No news from HAMU
  - PhD and Postdoc Activity Group
    - i. Juliane and Kristoffer had a meeting with the group where they discussed the merger.
    - ii. It was agreed that the group will be a subgroup under AUPA, and that they will be more or less responsible for themselves.
    - iii. Postdocs are still welcome if they participate in the work being done. Or else, it is only for PhDs.
    - iv. Currently, Kristoffer is writing up the statutes to make them ready for the General Assembly.
    - v. As Kristoffer understands, by including the Activity Group as a social part of AUPA (which per se has an academic purpose), it is enough to justify that the Activity Group only make social events.
    - vi. At the meeting it was also agreed that the Activity Group will have its own treasurer and that the two groups will have separate meetings.
      - A. It would be preferable to have the meetings right after each other.

- vii. Right now, the Activity Group board only consists of six people. We should reach for 10 board members.

#### 4. The Conference

- Any updates regarding Frank and his workshop?
  - i. Mario books flights from Amsterdam to Aarhus and back + two nights at a hotel and a bus ticket from the airport to the hotel.
    - A. Mario can use Kristoffer's AU Card to pay for the
  - ii. Mario sends Trine a few lines about Frank's workshop and Trine updates the event description.
- Right now, 10 people have signed up for the conference. We need to make an effort to get people to sign-up.
  - i. Department of Molecular Biology and Genetics just announced a mandatory conference on the same day as AUPA's conference.
    - A. We should try to prevent making events on the same days as other events. It is even harder to get people to sign up if they have to choose between two events.
    - B. We need to improve our communication with the other PhD Associations.
- We discussed the possibility to make the conference a hybrid event to get PhDs from other universities to attend online.
  - i. The keynote session could be held online, but the workshop is harder to make online.
  - ii. We decided that we will not make the conference hybrid because of a fear that people will not show up. The conference is free and Frank costs a lot of money, so we need people to show up.
  - iii. For future events/conferences it could be a possibility to make it hybrid, but it must be decided earlier.

#### 5. The General Assembly

- Update regarding Conrad Molden
  - i. We decided not to have Conrad Molden because it will be too expensive.
- Funding
  - i. Kristoffer was unable to get funding from the association we talked about at the last meeting.
  - ii. Kristoffer also talked to the Activity Group about the General Assembly, and they suggested doing something more low-cost, e.g., free beers and pizza and board games.
- Planning of the GA
  - i. Fie suggested that we make a quiz where you can win something, e.g., movie tickets. Maybe the Activity Group could make a fun quiz?

- ii. Trine has booked a room called “Multirummet” in Studenterhuset. It is right across from Studenterbaren.
  - A. Trine finds out if we can bring pizza and order beers from the bar.
- iii. How many people do we expect to show up?
  - A. Hopefully more than 20 people... We can order pizza a couple of days before.
- iv. Posters for the GA
  - A. We decided to make a generic AUPA poster to hang around the university all the time, and also make a GA-poster.
    - a. Kristoffer talks to Juliane about the posters.

#### 6. Workshop: How to improve your presentation skills?

- How did the workshop go?
  - i. 10 people showed up and the workshop went very well. Great oral feedback from the participants.
- Evaluation
  - i. Trine sends an evaluation to the participants.
- A lot of the participants heard about the workshop from the posters we hang around the university.
  - i. We should advertise more in that way.
- Linda sends Trine her latest paper on how to do research presentations, and Trine sends it to the participants.
- Regarding catering:
  - i. We discussed whether all catering in the future should be vegetarian. A lot of the participants chose the vegetarian option even though they didn't tick off “vegetarian” when signing up. When the “real” vegetarian person arrived, there weren't any vegetarian options left for them.
  - ii. We decided not to make it fully vegetarian, but to include more vegetarian options.
  - iii. Besides, there wasn't any bottle opener to open the sodas. Maybe we should only order sodas with screw caps. It might be a mistake from Jespers Torvekøkken that they didn't bring a bottle opener.

#### 7. Deciding on the date for the next board meeting

- The next meeting should be held before the conference.
- We decided to make the next meeting online.
- Trine sends out a doodle.
  - i. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> of February

#### 8. Any other business?

- Regarding the PhD Associations on the different faculties:

- i. We should have Google Sheets/Google docs or some kind of shared calendar with the other PhD Associations to prevent that we make events at the same time.
    - A. This can also make it easier in terms of funding because we can be ahead and start planning events earlier.
    - B. We end up competing with the other associations about the same participants, which is a pity!
    - C. We need to cooperate properly with the other associations. The problem is that people don't attend all the meetings they should e.g., in PAND.
- The mail from a PhD Student, who contacted AUPA regarding reference programmes (EndNote, Zotero, etc.)
  - i. The ones who wrote the mail already did the proper work of contacting the AU Library
  - ii. Martin contacts someone from IT and tells them about the problem. They need to make sure that the reference programmes work the same way, when they update them.
    - A. Martin keeps us updated.