
QAAFI SCIENCE SEMINAR COMMITTEE

Terms of Reference

1. Purpose of Committee

The purpose of the QAAFI Science Seminars is to provide a badged seminar series for promotion of QAAFI current and future science activities and impacts to internal and external communities.

The responsibilities of the QAAFI Science Seminar Committee (QSSC) are to

- Oversee and coordinate the QAAFI Science Seminar Series
- Identify potential internal and external speakers
- Review, select and schedule speakers

2. Membership

The Committee will be comprised of:

- Chair
- EMCR or student representative from each of the four QAAFI centres
- 1 representative from QAAFI Communications team

Selection of Committee

- The chair will be appointed by QMT following a EOI call
- Centre representatives will be selected by the chair following a EOI call
- The Committee will be selected to support diversity of discipline, gender, and career stage will be considered in shortlisting and include student representation.

3. Positions and Roles

QSSC (through Chair) will:

- Determine and schedule speakers including formal invitation of speakers and hosts
- Provide content for Seminar Series promotional activities, including relevant sections in QAAFI break and QAAFI website, such as publication of seminar title, speaker name, speaker photo, abstract, and name of host (person introducing speaker).
- Discuss further opportunities for promoting QAAFI Seminar Series

QAAFI Communications will support the Committee through:

- Promotion of seminars
- Provision of AV and IT support, in advance, and on the day of delivery
- Maintenance of seminar schedule spreadsheet

QAAFI EA's will provide administrative support for:

- Seminar Room/auditorium bookings
- Support for invited external speakers (e.g. arranging parking, cab vouchers)

4. Expectations

Ensure adherence to ethos of QAAFI Seminar Series to create a badged QAAFI seminar series which is disseminated to DAF Regional Centres and other internal and external stakeholders. The seminars would largely be the platform for delivery of presentations by QAAFI researchers and students, with occasional invited speakers from the broader UQ community, DAF researchers and eminent and appropriate visitors who could provide presentations relevant to QAAFI and the larger audience. *Seminars should be designed to engage with a wider scientific audience.*

Identify potential speakers

- Liaise with centre directors, and QAAFI, UQ and external communities to identify potential internal and external speakers and topics that are suitable for a wider scientific audience
- Where required, facilitate preparation of EOI detailing title, presenters name, name of person introducing speaker (host), contact details for speaker and abstract.
- EOI will be communicated to QSSC chair for review and preparation for Committee meetings

Items for monthly QSSC meetings

- Review issues from previous seminars
- Review EOI and speaker suggestions for seminars and select potential speakers 5-10 weeks in advance
- Identify periods of delegation of chair responsibilities

Selection and scheduling of speakers

- Speakers will be selected to balance across centres, gender, diversity, career stage and discipline
- Staff in regional locations will be encouraged to present at the Seminars
- In general, over a 5 week period, 1 speaker from each centre + 1 external speaker
- Seminars speakers and hosts confirmed 4 weeks in advance
- Chair (or delegate) will have responsibility for managing changes at short notice

Regular attendance at QAAFI Science Seminars

5. Further Details

Version : 0002 – revised 4th February 2021
Custodian: QAAFI Science Seminar Coordinator
Contact: Craig Hardner
Approved by: QAAFI Management Team
Date: 28th October 2020