



International Research Enrichment

Students' Society

Hong Kong University of Science & Technology

Students' Union

Session 2014 – 2015

Annual Report

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Executive Committee Members

Position	Name in Chinese	Name in English	Department or Program	Nickname	Student ID	ITSC
President	劉詩翔	Lau Sze Cheung	PHYS (IRE)	Karen	20133607	sclauad
Internal Vice-President	李偉鏗	Lee Wai Hang	CHEM (IRE)	Will	20187555	whleeac
External Vice-President	陳卓然	Chan Cheuk Yin	CHEM (IRE)	Kelvin	20186927	cychanbm
Financial Secretary	丘文翰	Wen Han Chiu	PHYS (IRE)	阿翰	20186795	whchiuaa
Promotion Secretary	梁思靜	Leung Sze Ching	PHYS (IRE)	Iris	20193205	scleungac
Academic Secretary	胡梓俊	Wu Tsz Chun	PHYS (IRE)	Johnny	20195100	tcwu
General Secretary	麥詠君	Mak Wing Kwan	BCB (IRE)	Esther	20197835	wkmakab
Marketing Secretary	蘇翠華	So Chui Wa	BCB (IRE)	Cathy	20201492	cwsoaa

Activities

Date	Function	Venue	Person in charge
14 April 2014	Class Photo Taking	Sundial	Johnny
5 May 2014	Joint Science Inauguration Ceremony	LT-B	Kelvin
30 May 2014	Graduation Party	Milano	Esther
11 August 2014	Registration Day	UST Campus	Iris
19 – 21 August 2014	Orientation Camp	UST Campus	Karen
4 September 2014	Open Semester Dinner	Hang Hau	Will
September 2014	Orientation Week	Atrium	Wen Han
November 2014	Joint-Science Singing Contest	UST Campus	Kelvin
9 November 2014	Subcommittee Function	Pak Sin Leng, Tai Mei Tuk	Will

13 November 2014	New Ex-co Information Session	Room 3501	Karen
27 November 2014	Annual Dinner	Chinese Restaurant	Cathy
22 December 2014	Alumni Sharing	LT-H	Johnny
23 December 2014	Christmas Party	Common room 5+6	Karen
February 2015	Annual Election	Atrium	Karen
March 2015	Annual General Meeting	UST Campus	Karen

Class photo taking

Person in charge: Johnny Wu

Date: 14th April, 2014

Time: 13:00 – 14:00

Venue: Sundial

Preparation

Task	Date
Sending invitation emails to professors	9/4
Reminding members to come	13/4
Photo editing finished. Flickr photo album and order form are available	18/4
Class photos are distributed.	11/5

Rundown

Time	Details
13:05-13:20	Setting up the venue: Chairs, plastic bags, Society plaque
13:20-13:30	All the members meet up at the sundial
13:30-13:35	Professors' arrival

13:35	Start taking photos: 2 versions 1. Normal 2. Cute version
13:35-13:40	Photo taking for year 3 members
13:40-13:45	Photo taking for year 2 members
13:45-13:50	Photo taking for year 1 members
13:50-13:55	Group photo
13:55-14:00	Free shot. Members are free to take photos with the professors or other members.

Summary

The date was chosen since the greatest number of members were available at that period. All the members and faculties who have a closer relationship to IRE were invited. After the event, the photos were edited and an ordering form for hard copy of photos was sent to all the members through email. All the photos were uploaded to a Flickr album for them to review. In the early May, the ordered photos were distributed to members in person and each professors involved received an L-size photo.

Evaluation

Concerning the number of participants, it was over-estimated and the actual number of participants was only around two-third of the expected one. It may be due to the time conflict of schedules among members. We had tried our best to choose a favorable date for the members and faculties after considering their availabilities. It can hardly be improved since our members have different majors and take different courses. However, those who were not available for the photo taking could also order the photos.

For the photo taking day, most of the members and professors involved arrived on time. Although we decided to meet up the faculties in their office at 13:20, we could not find Prof. Leung Pak Wo, Prof. Ng Tai Kai and Prof. Leung Wa Hung. As a result, we could not control the arrival time of all the faculties. Some of them came before the scheduled time, but fortunately our members were keen to talk with them and our executive committee members also took initiative to chat with them. To ensure we can meet up the faculties, we should have come to their office earlier.

Another unexpected outcome is that Prof. Leung Wa Hung was wandering around atrium without noticed by our executive committee members. We should have paid extra attention to the faculties arrived. Besides, we should not just focus on the area around sundial, but also the atrium.

Joint science inauguration ceremony

Person in charge: Kelvin Chan

Date: 5th May, 2014

Time: 19:00 – 22:30

Venue: LT-B

Preparation

Our assigned field was promotion, and our duties included:

1. Design and publication of Poster
2. Design and publication of Booklet
3. Design of format of Invitation card, Thank you card
4. Design and publication of Sign board
5. Design and publication of Banner
6. Design and publication of Pull-up banner
7. Design and publication of Seating card
8. Design and publication of Road-sign
9. Design of E-board
10. Design and publication of Name Tag
11. Provide seven helpers

Rundown

Time	Session	Things to do
18:30-19:00	Reception of guests	<ol style="list-style-type: none">1. To lead guests from north gate/ south gate to cocktail session2. To register guests3. To hand in name card and flower corsage4. To hand in seating card5. To deliver souvenirs6. To invite guests to sign and take photo
	Cocktail session	<ol style="list-style-type: none">1. To serve cocktail and refreshments
18:45-19:00	Entry of guests	<ol style="list-style-type: none">1. To invite guests to enter the venue

		2. To lead guests to their seats
19:00-19:30	Start of ceremony and entry of honorary guests	<ol style="list-style-type: none"> 1. To give welcoming speech by MC 2. To invite Principal of HKUST to enter the theatre by MCs 3. To invite Dean of Science of HKUST to enter the venue by MC 4. To invite the Heads of Department/Division to enter the venue by MCs 5. To invite the UG Program Coordinator(s) of each society to enter the venue by MCs 6. To invite elected cabinets of science societies to enter the venue by MCs
19:30-19:45	Speech of honorary guests	<ol style="list-style-type: none"> 1. To give speech by President of HKUST , deliver souvenirs and take photo 2. To give speech by Dean of Science , deliver souvenirs and take photo 3. To give speech by Head of Division of Life Science, deliver souvenirs and take photo
19:45-20:05	Biochemistry Students' Society (Total: 20 minutes)	
20:05-20:25	The Biology Students' Society (Total: 20 minutes)	
20:25-20:55	Chemistry Students' Society (Total: 30 minutes)	
20:55-21:20	International Research Enrichment Students' Society (Total: 25 minutes)	<ol style="list-style-type: none"> 1. To give speech by Chair Professors of International Research Enrichment Program, deliver souvenirs and take photo (10 minutes) 2. To give speech by President of Molecular Biomedical Sciences Students' Society, HKUSTSU, Session 2013-2014, deliver souvenirs and take photo (2 minutes) 3. To introduce each Executive Committees of International Research Enrichment Students' Society, HKUSTSU, Session 2014-2015 by MC (3 minutes) 4. To vow of International Research Enrichment Students' Society, HKUSTSU, Session 2014-2015 (3 minutes) 5. To handover of society's chop (2 minutes) 6. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2014-2015 (2 minutes) 7. To take photo for International Research Enrichment Students' Society, HKUSTSU, Session 2014-2015 (1 minute) 8. To play video (2 minutes)

21:20-21:45	Mathematics Students' Society (Total: 25 minutes)	
21:45-22:40	End of the Ceremony	<ol style="list-style-type: none"> 1. To announce the end of the 17th Science Students' Joint-Society Inauguration Ceremony by MCs 2. To deliver thank you speech (including thank professors and different societies inside and outside HKUST) 3. To lead guests leaving the lecture theatre
	Refreshment session	<ol style="list-style-type: none"> 1. To serve refreshments and drinks

Evaluation

There were a few unexpected things which happened at the night of inauguration ceremony. First of all, the start of the inauguration ceremony delayed for about 30 to 40 minutes due to the waiting of guests. Secondly, some guests of another inauguration ceremony on the same day was misled by helpers to the reception area, and the place of the queue for reception and refreshment was not clear and the refreshment zone was crowded, sometimes the passage of pedestrians outside LT-B was blocked. Thirdly, during the ceremony, the MC called out the name of the guest that was not present. And after the ceremony, the cleaning of double-sided adhesive foam tapes was difficult and time-consuming.

Therefore, we have some suggestions for the executive committee of the next session:

1. The Coordinator or the Chief Helper(s) of the inauguration ceremony should determine the final entrance time in advance
2. The floor plan should be designed with more spaces for pedestrian passage
3. Road-sign should be more eye-catching and helpers responsible for guest leading should guide the guest properly
4. Communication is needed between reception and the MC for the guest list
5. Wise choice of double-sided adhesive tapes is needed

Graduation party

Person in charge: Esther Mak

Date: 30th May, 2014

Time: 17:00 – 21:00

Venue: Outdoor area of Milano (LG7)

Preparation

Field	Task	Deadline
Contact	Contact Members Individually	30/4
	Email to Members	23/4
	Email to Prof. Chow	30/5
Promotion	Promotion Poster Design	Done
	Promotion Poster Printing	25/4
	Promotion Poster Posting	25/4
	Counter Timetable(7-9/5)	4/5
	Society Plate Repair	4/5
Decoration	Banner	22/5
	Slide show	16/5
	Buy Material for Decoration	22/5
	Background Music	16/5
Souvenirs	Buy gift	22/5
Booking	Milano Booking	29/4
	Equipment Booking	29/4
	Food Selection	2/5
Game	Game making	22/5

Rundown

Time	Session
1300	Dem Game
1530	Take Equipment
1645	Reception

1730	“Where is it” game
1740	Song guessing game
1755	Dinner
1930	Lucky Draw
1940	Honey Star Game
2000	Slide Show
2008	KC Speech
2015	Time Capsule Opening
2030	Photo Taking
2100	Packing

Summary

We had started preparing for graduation party one month ago. Counter was set up to collect participation fee on 7-9 of May. The event started at 17:00. We started setting up at 13:00. We demonstrated the games, borrowed equipment from LG3 and set up the venue. The boys helped borrow the equipment while others decorated the venue. At around 16:45, we set up the reception table and some of the Exco chatted with participants arrived. We started the game at 17:30. We played “Where is it?” Game and Song guessing game. We showed some photos in the “Where is it?” game and participants would need to guess the time and venue of the photo taken. We mixed several songs and the participants were required to guess all the songs. The food has arrived at that time. We ordered food from Milano. Then, we started the lucky draw and IQ question game during dinner. At around the end of dinner, we showed the slides show with Prof. King Chow’s speech. We also opened the time capsule. The event ended with photo taking with our newly designed banner.

Evaluation

1. The game rules should be set up clearly.
2. The decoration time was longer than expected, as the balloons exploded as the weather was too hot.
3. Guess song game was more difficult than expected, as there were generation gap and too many songs were mixed together.
4. There should be final rehearsal of the event.
5. There were food waste. The weather was too hot and participants did not want to eat so much.
6. Weather was too hot and there were mosquitos. The lighting was not good. It was

suggested to hold indoor.

7. Division of labor was not clear. Only Hang and Karen knew what to do.

Registration day

Person in charge: Iris Leung

Date: 11th August, 2014

Time: 11:00 – 17:30

Venue: HKUST Campus

Preparation

14/7	Counter Design; Post in Forums
16/7	Create a Facebook page
5/7	Prepare Orientation Camp guideline, Parent Consent and Orientation; Camp registration form
8/7	Contact professors or staff in School of Science for IRE student list; Contact MAGNET mentors; Contact other societies
10/7	Set up counter; Create Facebook group and Whatsapp group to contact students who have enrolled in the program.

Rundown

Time	Details
10:45 – 11:00	Standby at different locations: i) Counter ii) Atrium iii) Choi Hung
11:00 – 16:30	Search for and talk with freshmen
16:30 – 17:30	Attend admission talk and introduce IRESS to freshmen
17:30 – 19:00	Show freshmen how to use ITSC
19:00 – 20:00	Dinner with freshmen at LG7

Summary

We set up our counter in the atrium opposite to the stairs to the LG1 sport hall, where freshmen came up after their registration process. We sent out executive members to Choi Hong and the HKUST north gate to promote our activities. Due to the small number of students, it was not easy to catch IRE students on campus. But the cooperation with the school of science and other societies helped us to obtain information about newly registered IRE students. Therefore, many of them came to our counter or had contact with our executive committee members. Besides, Prof. Robert Ko allowed us to say a few words on IRE admission talk, which provided a more formal way for freshmen to know more about us and the society. We also helped freshmen to activate their ITSC accounts and introduced them to various UST facilities, including computer barns, lockers, and so on.

Evaluation

Welcoming freshmen at Choi Hung bus stop was not effective since the number of IRE students was extremely small compared to the other students. We could not catch any IRE students even the executive members proactively approached the students waiting for the minibus. And this may somehow be disturbing to other non-IRE students.

In addition, the promoting post on some online forums received some responses which helped us to have early connection with some freshmen. But the number of responses was still small. It is recommended to continue this way of promotion with more information and more posts.

Orientation camp

Person in charge: Karen Lau

Date: 19th – 21st August, 2014

Venue: HKUST Campus and various spots in Hong Kong

Number of participants: 10 freshmen, 9 leaders, 8 executive committee members

Fee: \$400 for freshmen, \$350 for others, \$100 discount for no accommodation

Preparation

Task	Date
Recruitment of leaders	Starting from April
Submission of Ocamp proposal to SU	3/6,14/7
Finalize Ocamp T-shirt and society T-shirt design	13/6
Order T-shirts	15/6
Poster Design	30/6
Joint-science T-shirt Design	3/7
Promotion on SU's orientation book	14/7
Promotion in forums (uwants, little soldier)	14/7
Pre beach day with guests	15/7
Extraordinary meeting	24/7
Briefing session for leaders	3/8, 10/8
Design booklet	4/8
Registration day	11/8
Get sponsor items	14/8
Pre camp gathering	14/8
Invite Prof. Ko	15/8

Person-in-charge

Time	Day 1	Day 2	Day 3
Morning		Cathy	Kelvin
Afternoon	Esther	Iris	
Night	Johnny	Wen Han	

Rundown:

	Day 1	Day 2	Day 3

9:00 AM			
9:15 AM			
9:30 AM			Breakfast
9:45 AM		Breakfast	
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			Running Man
11:15 AM			
11:30 AM			
11:45 AM			
12:00 PM			
12:15 PM			
12:30 PM	Registration for Team Leaders		
12:45 PM			
1:00 PM	Registration for freshmen		Sharing Session
1:15 PM			
1:30 PM	Professor Ko's speech	City Hunt	
1:45 PM			
2:00 PM			Dismiss
2:15 PM	Ice Breaking Activities		
2:30 PM			
2:45 PM	Group Name/ Flag design		
3:00 PM			
3:15 PM			
3:30 PM			
3:45 PM	Mass Games		
4:00 PM			
4:15 PM			
4:30 PM			

4:45 PM		
5:00 PM	Check-in	
5:15 PM		
5:30 PM	Dinner	
5:45 PM		
6:00 PM		Dinner
6:15 PM		
6:30 PM		
6:45 PM		
7:00 PM		
7:15 PM		
7:30 PM		
7:45 PM		
8:00 PM		Mass Game
8:15 PM		
8:30 PM	Detective Game Part 1	
8:45 PM		
9:00 PM		
9:15 PM		
9:30 PM		
9:45 PM		
10:00 PM		Detective Game
10:15 PM	Point-betting Games	
10:30 PM		
10:45 PM		
11:00 PM		
11:15 PM	Demonstration of Cheers	
11:30 PM		
11:45 PM		
12:00 AM	Dismiss	Sharing and Time Capsule
12:15 AM		
12:30 AM		
12:45 AM		Demonstration of Cheers

1:00 AM		Dismiss	
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Arrangement of meals

	Meal	Place
Day 1	Dinner	Hot pot in UG Hall 6
Day 2	Breakfast	APC
	Lunch	Outside HKUST
	Dinner	GRB
Day 3	Breakfast	McDonalds takeout

Games

Day 1	Ice Breaking	燒炮仗
		人名扑傻瓜
		出前一丁
		Bing Bang Wa
		荃灣 柴灣
		白痴仔
		森林大火
	Mass Games	十萬個為什麼
		過河拆橋
		唔係嘛咁鬼易
		公主駕到
		超級無敵到到到
		Build Something
		坐地起身
		翻天覆地

	Point-betting Games	Tree Pose match
		Drink Coke
		What is it?
		Blisters Challenge
		Blow Blow Blow
		Gin's Wooden Stick Challenge
		Balloon Booms
		Reverse ABC
		Dance and Sing
Day 2	Mass Games	搶龍珠
		掃地雷
		女神與兵
		壽司
		開口中
		口不對心
		踩氣球
		蜘蛛網
		公主與屎

Evaluation

Day 1:

- Group division was not good enough. One group was more active than the other. We should think out more tricks to control the unevenness.
- Mass games consumed a lot more time than we expected. We should have set a deadline and cut the rest of the games instead of delay of the next activity.
- We planned to have barbeque in seafront for dinner, but it turned out rainy. Therefore we used our barbeque foods for hot pot. The common room in hall 6 was too small.
- We did not expect the freshmen to play too serious in the point betting games.

However, they used too much time in thinking about strategies to win the games, resulting in overrun of the function. We should use timer explicitly to tell the participants, instead of waiting for them indefinitely.

- Rules for point betting games should be written in black and white.
- Some leaders and freshmen stayed up too late at night playing games in hall rooms, and got tired on the next day. Leaders should be reminded of this.

Day 2:

- Some executive committee members slept in their own hall and did not wake up on time. Executive committee members should not sleep alone.
- Some participants woke up too early due to misunderstanding of breakfast time and waited quite long for it. We should tell them the time for breakfast instead of the time to wake up.
- The breakfast was too much in APC. We should order less than the number of people.
- We planned to go to the beach for the day. Due to the bad weather, we went to city hunt instead. The idea of city hunt just came up in the first night, which was quite a hurry. We should have planned it beforehand.
- Participants were too tired after the city hunt and needed more time to rest.
- The dinner in GRB was not enough.
- The number pad lock was opened using other method than we expected.
- The sharing session was too long. We should set limit for number of speakers and time limit for each speaker. Freshmen can share their thoughts when writing for time capsule.

Day 3:

- People were very hungry after the back writing. Maybe some snack could be provided.

Semester commencement dinner

Person in charge: Will Lee

Date: 4th September 2014

Time: 18:00 – 21:00

Venue: 合時餐廳小廚 (Hang Hau)

Summary

The event was announced after Orientation Camp and the date was confirmed on 29/8, after most of the members confirmed their class schedules. The room reservation was made on 29/8. Karen and Cathy went to the restaurant in advance at 17:40, to get the seats and guide those going there by their own. Iris & Esther started calling participants at 17:50. The first batch of people gathered at atrium at 18:00, outside the O-week counter, and left at 18:10 with Iris and Esther. The second batch left at around 18:20 and went with the remaining executive committee members.

The bill was around \$70 per person.

The restaurant was chosen because of the reasonable price and availability to reserve a room.

Evaluation

It is recommend to blend some more old members into different tables next year.

Orientation week

Person in charge: Wen Han Chiu

Date: 1st-12th September, 2014

Venue: HKUST Atrium

Summary

We started preparing for orientation week at the end of May 2014 as our marketing secretary found a sponsor for our orientation camp willing to provide us with society tee shirts at a discounted price. We then had four members of the executive committee come up with designs for the front and back of our society tee shirts and their desired color schemes. The design of the tee shirt was voted on and we decided to use one design for the front and another design for the back. The order for our tee shirts were placed on May 30th, 2014 with the following a similar size distribution to previous years.

The counter position was determined sometime in August solely based on our external vice president's discretion.

Most of the preparation for orientation week was put on hold until August where we had our PS design our society paper. After the design was finalized, the order for the society

paper was placed on August 14th, 2014 with an order size of 50 stacks of 100 sheets. The poster design was later finalized and was put up a few days prior to the beginning of orientation week. The timetable for counter duties was determined by evenly distributing workload between all members of the executive committee while minimizing the number of classes that are needed to be skipped. We allocated 2 members of the executive committee to be on duty at any given time at the counter.

The counter was put together the night before the start of orientation week with most of the counter decoration made by our marketing secretary and our general secretary Esther Mak. The decision to sell the previous year's society paper was also finalized as we wanted them to be given to those who would appreciate it most.

Evaluation

The event more or less ran smoothly with all freshmen successfully recruited as members as well as a number of IRE transfer students. The majority of the society tee shirts and society paper has been sold leaving only a small number as reference for the next session.

Joint science singing contest

Person in charge: Kelvin Chan

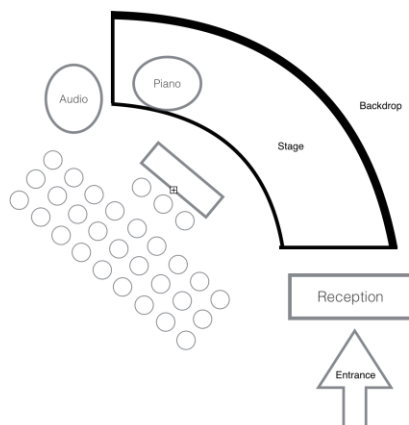
Date: 30th October, 2014 & 3rd November, 2014 (Preliminary);

14th November, 2014 (Final)

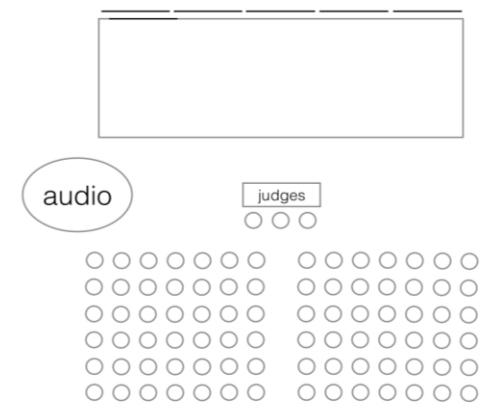
Time: 7:00 pm ~ 10:00 pm (Preliminary); 12:45 pm ~ 2:00 pm (Final)

Venue: LG4 Common Room 3 (Preliminary); Atrium (Final)

Floor Plan of Common Room 3:



Floor Plan of Atrium:



Summary

We were assigned the field decoration. The job included drafting floor plan for all venues and decorating all venues of the contest.

Two members in our society participated in the preliminary, and one of them got into the final.

Evaluation

In the final, the decoration of contest title 「理是歌手」 decoration was made by the marketing field with poor quality. On the contrary, relatively expensive backdrop cloth was used. Lack of stairs of the stage caused inconvenience for the participants. Quality of the contest title 「理是歌手」 decoration should be improved, and it is suggested that the next session reuse the backdrop cloth for various functions. Booking of the stairs should be made next time.

Subcommittee function

Person in charge: Will Lee

Date: 9th November 2014

Time: 14:00 - 22:00

Venue: Pak Sin Leng to Tai Mei Tuk

Summary

Subcommittee members were recruited during oweek, then a Whatsapp group is set on 18/9/2014.

Two meetings of the subcommittee with the internal vice president were held before the function (on 23/9 and 7/10), and an evaluation meeting after the function (on 14/11).

In the first meeting, the internal vice president introduced the upcoming tasks and duties in a subcommittee function, then subcommittee members brainstormed a number of choices for the event. The posts were chosen by the subcommittee members some days after the meeting, and reported to IVP via Whatsapp. Although they decided not to hold the event inside UST, the procedure and related information of booking venues in UST were still taught to them. In the second meeting, the subcommittee members reported the progress of their work. Between meetings IVP and subcommittee members contacted via phone. The

second meeting was held late because we could not arrange a date having many subcommittee members able to attend.

Promotion via WhatsApp and society mass email started since 17th Oct. Counter was set in LG5 during 20-24th Oct. 15 members (excluding subcom) joined the event.

Subcom did a pre-trip to familiarize with the track and rehearsed the games 1 week before the event. They also made reservation of the BBQ site.

On the day of the function, participants gathered in Tai Po Market Station at 1400, and took a bus to go hiking at Pat Sin Leng. There was a rest after hiking for ~2hours. After the hiking, a barbeque in Tai Mei Tuk was arranged in evening. Games were played during BBQ.

Evaluation

1. It was too difficult to have all subcommittee members attending the meeting this year. If the subcommittee members are too busy for private reasons, it is recommend picking two to three members to be the core and have weekly meeting between executive committee members and the core. Then the whole group of subcommittee members may have biweekly instead of weekly meetings with executive committee members.
2. Hiking may not be a good choice for a function. The track is usually narrow and makes it inconvenient for participants to have interaction.
3. Subcommittee members this year did not want to urge members to join the event. The importance to urge members to join the event should be explained more during meetings.

Information session

Person in charge: Karen LAU

Date: 13th November, 2014

Time: 19:00 – 20:00

Venue: Room 3501

Summary

Background information of the Society as well as the duties of different office bearers was

introduced. Questionnaires were distributed to collect information from prospective executive members. An informal cabinet was formed right after the information session.

Annual dinner

Person in charge: Cathy So

Date: 27th November 2014

Time: 18:30 - 21:00

Venue: Chinese Restaurant, HKUST

Preparation

Date	Duty
24/10	Buy prizes for Bingo
28/10	Book venue
29/10	Invite professors, members via email
10/11	Design and publish poster
1/11	Counter duty list
3/11-7/11	Counter
15/11	Design banner
17/11	Order banner
25/11	Remind participants via email
25/11	Remind participating students via WhatsApp
27/11	Buy balloon

Rundown:

Time	Duty	Person-in-charge
17:30-18:30	Decoration and preparation of materials	All (Will and Kelvin came at 18:00 after their lessons)
18:30-18:50	Reception (entrance)	Iris, Esther, Kelvin
	Refund	Wen Han

	Arrangement of seats	Cathy
	Chatting with participants	Wen Han, Cathy, Karen, Will, Johnny
<u>18:50</u>	Welcoming by MC	Wen Han
18:50-20:20	Dining	
20:20-20:40	Bingo	MC: Wen Han Helpers: Cathy, Iris
20:40-20:55	Photo taking	
20:55-21:05	Refund (for participants coming late)	Wen Han
21:05-21:20	Clean up	All

Summary

Regarding the day of the event, we first decided to hold it at the last week of the fall semester. Then, our first choice was 28/11 as it was Friday that we expected more members would join it. We also set two backup dates (21/11 and 27/11). These backup dates would be used if the restaurant was unavailable, or if very few members and professors were unavailable. After that, we asked members through WhatsApp whether they would be free on those three days. As most member could make it on 28/11. We tried to book the venue for 28/11. Unfortunately, the whole venue was booked for another event. As the number of members available on 27/11 was similar to the one on 28/11, we decided to ask both the restaurant and CSO (Campus Services Office) to hold the place for us on 27/11. A room of three tables was required.

Then, we invited professors via email. One professor respectively from LIFS (Prof Robert Ko), CHEM (Prof Wa Hung Leung), PHYS (Prof Nian Lin) and MATH (Prof Min Yan) was invited. They were chosen as they were the IRE coordinators of their disciplines or they were close with IRE students. Also, Prof King Chow was invited as he was the coordinator of MBMS. Prof Yan was not in Hong Kong for the whole week of the event, and Prof Lin did not reply our email even though we had sent it twice. For MATH, since no other professors were close with IRE students, and no members intended to take MATH as major, we decided not to invite a professor from MATH. For PHYS, Professor Rolf Lortz was invited, and he promised to come.

Counter was set to collect participation fee on 3/11 to 7/11. The counter also sold society jacket at the same time. The meal was ordered two weeks before the event. We asked the restaurant to show us the venue a week before the event, in order to design the decoration. The decoration was done using ballons and fishing filum. A banner was decided and ordered. It can be reused. It was hanged to the ceiling of the restaurant using fishing filum.

This was taught by the waitress at the restaurant, as it was how other societies hang banners. Two days before the event, we sent reminder to participants via email, and also WhatsApp message for students.

The restaurant allowed us to have preparation as early as 15:00. We started the preparation at 17:30.

On the day of the event, Prof Lortz emailed us saying that he did not feel well and could not come to our event. We immediately asked other professors from PHYS whether they would like to join our event. However, all professors we asked were not available. We decided to change the seating plan. Originally, participants and professors were assigned to tables according to their majors (CHEM/LIFS, PHYS, and MBMS). It was changed to according to year of study with professors randomly assigned. However, at the reception time, Prof Lin arrived and joined our event.

USB drive, book gift certificates, and Starbucks gift cards were presented as Bingo prizes. The participation fee was originally set to be \$170. After confirming the number of participants, we decided that the fee could be lowered to \$150. Refund was arranged at the counter and also on the day of the event.

Evaluation:

1. For decoration, it had been early designed to use balloons. However, how the balloons should be distributed was decided in the preparation time before the event began. It was bit hurry. Detailed decoration plan should be prepared before the event.
2. Whether a professor will attend the event or not should be confirmed more than once before the event.
3. For the table of CHEM/LIFS, Prof Ko and Prof Leung sat next to each other, and students at the other side of the table found it difficult to talk with them. If a table has more than one professor, they should be scattered among students.

Alumni sharing

Person in charge: Johnny Wu

Date: 22nd December, 2014

Time: 14:00 – 16:00

Venue: LT-H

Preparation

Date	Duty
02/2014	Requesting for the contact list of alumni from professors and the corresponding departments.
08/2014	A longer contact list was obtained from professors.
10-11/2014	Sending invitation email to overseas postgraduate alumni, asking for their favorable dates.
25/11/2014	Confirming the date of the event.
12/2014	Booking a lecture theatre for the event.
7/12/2014	Designing a poster for promotion
10/12/2014	Preparing the souvenir-Fountain pens.
13-20/12/2014	Sending out invitation emails to members
17/12/2014	Requesting help from Prof. Leung to send out mass emails to invite all the science students to our event
18/12/2014	Prepare a powerpoint for the event
20/12/2014	Sending out reminders to our guests.
20/12/2014	Reminding our members to come
21/12/2014	Buying drinks and setting up the venue
21/12/2014	Master of ceremony
21/12/2014	Chatting with our guests

Rundown

Time	Details
13:50-14:00	Meet the alumni outside LTH
14:00-14:05	Self-introduction of alumni
14:05-15:30	<p>The sharing session begins. There are totally four cycles. In each cycle,</p> <ol style="list-style-type: none"> 1. Our M.C. asks two questions 2. Our alumni answer the questions 3. Audience ask two questions 4. Our alumni guests answer the questions <p>In case there is no audience going to ask questions, we would go on to next cycle.</p>
15:30-15:50	Free sharing

15:45-15:50	Souvenirs Presentation
15:50-14:00	End of the sharing session. Participants may leave or talk to our alumni

Preparation:

Regarding the alumni, a list of HKUST alumni from different majors, namely PHYS, MATH, LIFS and CHEM, was obtained by asking the related faculties and the department office before Fall 2014. Invitation emails were sent to nearly all the alumni in the list. After considering their availability, we eventually fix the day. Finally, 4 alumni promised to come and they study physics, mathematics, bio-chemistry and chemistry respectively. However, one of the alumni informed us a week before the sharing session that he could not come because of a medical check.

For the students, we asked the Science School a few days before the end of final examination to send out mass email to invite all the science students to join our event.

On the day of the sharing session:

Before the start of the sharing session, the venue was set up. We prepared special seats for the alumni and PowerPoint slices to display the questions we were going to ask. Drinks were also prepared for the participants. A mic was borrowed from Science School for our MC and alumni. After the sharing, many members came to the stage and continued talking with our alumni.

Summary

The date was chosen because it was right after the final examination and more alumni would be available during the Christmas. There were totally 3 alumni and around 25 students joining the sharing session.

Evaluation

For the number of participates, it was about 60% of the expected one. One of the possible reasons is that many students were not in HKUST after the final examination. Also, some of the mainland students may have gone back to their hometown already. Moreover, we only asked the Science School to help send out one email. To have more attention of science students, we should have requested to send out more emails. Furthermore, the posters were posted on 14-12-2014. The completion of the posters was delayed because of the final examination. We should have designed the poster earlier such that more students could know our event.

On the day of the sharing session, we realized that we forgot to borrow a mic when we booked the venue. Fortunately, we got a mic from the Science School, although it was not wireless.

Our event started on time. However, our alumni spoke less than we expected, leading to the shortage of questions for us to ask. As a result, our MC made up some extra questions during the sharing session such that everything was on schedule. We should have prepared more questions to ask before the sharing instead of making them up on that day.

Apart from that, we realized that we did not bring the souvenirs from the society room 20 minutes before the presentation of souvenirs. One of our executive committee members immediately got the souvenirs and our executive committee asked some more questions to extend the sharing a little bit. Finally, we successfully got the souvenirs prepared on time. We should have prepared a checklist to see if all the things were ready before the event started to avoid such mistakes.

Christmas party

Person in charge: Karen Lau

Date: 23rd December, 2014

Time: 17:00 - 20:00

Venue: Common Room 5+6

Preparation

Date	Duty
30/11	Poster (design & print)
24,30/11,1-3/12	Whatsapp members
1-3/12	Set up counter to collect participation fee
20/12	Background music, game rules PowerPoint
7/12	Order food
7/12	Buy materials
30/12	Decoration plan

24/11, 1-3/12, 21/12	Email to members
20/12	Dem game

Rundown:

Time	Job	People
3:00-3:15	Gather in society room	all
3:15-4:45	Decoration, setting games and equipment	all
3:45-6:00	Take food	Wen Han, Johnny, Cathy
4:45-5:00	Reception and payment	Iris, kelvin
5:00-6:00	games	MC: Will, PPT: Kelvin
6:00-7:40	Eat, chat, game	Music: Kelvin
7:40-8:00	Gift exchange	Will
8:00-8:30	Clean up	All

Games:

Time	Game
5:00-5:15	爭凳仔
5:10-5:15	猜猜我是誰
5:15-5:18	鬥快食橙
5:18-5:28	鬥快食蛋糕，塗口紅，飲汽水
5:28-5:38	蒙眼估物件
5:38-5:43	抽檯布
5:43-5:53	飛鞋

Summary

This event was held after the final exams to provide a chance for members to relax and gather. Dress code was any clothing with green, red or white as the primary color to create a better atmosphere for the party. Participants were required to bring a gift for \$30-\$50 to join our gift exchange. Extra gifts were prepared by executive committee in case any

participants forgot to bring their gifts. The party included both single-player and multi-player games, as well as some free time for participants to play board games and enjoy the meal. Overall, the party went on smoothly, except that one of our member damaged the ceiling when playing a game when she was required to hit a target on the table with her shoe.

Evaluation

1. Safety should be a serious concern for every function.
2. More beautiful wrapping paper should be prepared instead of society paper.
3. Food was ordered from Pizza Hut. They provided special sets for party with discount during the Christmas period. Executive committee of the next session may keep an eye on special discounts from different companies when ordering food.

Annual election

Person in charge: Karen LAU

Date: Nomination: 23rd January – 6th February, 2015

Promotion: 3rd – 13th February, 2015

Polling: 16th February, 2015

Venue: Atrium

Summary:

One nomination was received from VOYAGER, which consist of 10 members. The polling started at 10am and ended at 6pm. Turn-out rate was 70%. Voyager was elected with 29 votes “For”, 0 votes “Against”, 0 votes “Abstain”, and 1 invalid vote.

Evaluation:

One or two chops and more detailed ballot examples are recommended for next year

Prepared by

LAU, Sze Cheung (20133607)

(Society Chop)

The President of International Research Enrichment Students' Society

HKUSTSU, Session 2014-2015