



International Research
Enrichment Students' Society,
HKUSTSU
Session 2015 – 2016

Annual Report

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Summary of Activities

Date	Function	Venue	Person in charge
22 Apr 2015	Class Photo Taking	Sundial	Chung Yin Kwan
4 May 2015	Joint Science Inauguration Ceremony	Lam Woo Lecture Theatre (LT-B)	Poon Lok Nga
31 May 2015	Graduation Party	Common Room 5+6	Liaw Ming Wai
12 August 2015	Registration Day	S.H. Ho Sports Hall	Lui Ming Hong
19 August 2015 – 21 August 2015	Orientation Camp	HKUST Campus and various spots in Hong Kong	Chan Wing Kin
1 September 2015 – 12 September 2015	Orientation Week	Atrium	Chan Shing Cheong
10 September 2015	Semester Commencement Dinner	Hang Hau Village	Chan Zhao Cong
6 November 2015	Senior Sharing Session	SCI/HOME Training Room	San Yik Chuen
7 November 2015	Subcommittee Function	HKUST Campus	Chan Zhao Cong
16 November 2015	Information Session	Room 1504	Chan Wing Kin
23 November 2015	Annual Dinner	Chinese Restaurant	Lee Cheuk Long Frank
21 December 2015	Christmas Party	Common Room 5+6	Leung Cheuk Wai
16 January 2016 – 24 February 2016	Annual Election	Atrium	Chan Wing Kin

Class Photo Taking

Person in charge: Chung Yin Kwan

Date: 22 April 2015

Time: 15:00 – 15:20

Venue: Sundial

Preparation:

Date	Description
mid March 2015	Ask for availability of members and professors
Early April 2015	Confirm date of event
15 April 2015	Put up posters
22 April 2015	Date of event
27-30 April 2015	Set up counter for photo ordering
before 8 May 2015	Distribution of photos (except graduates)
1 June 2015	Distribution of photos as graduates' gift

Rundown:

Time	Duty
14:30	Get chairs from the Amenities Service Counter, clear the area, decide the orientation of photo taking
14:40	Discuss with photographer to finalize the orientation
14:45	Reminder to participants, take attendance to arrive participants
14:55	Invite professors to Sundial
15:00	Start of event <ul style="list-style-type: none">- Year 3 and 4 members, professors- Year 2 members, professors- Year 1 members, professors- Group photos (Standard, cute versions)- Free shots
15:20	End of event

Evaluation:

The event was smooth as a whole, and ended earlier than the expected time. All participants arrived punctually.

Some minor problems were encountered. Firstly, we planned to gather at the Commercial Press before moving to the Sundial, as some preparation work had to be done beforehand. Yet, we mistakenly led Dr. Tang Jessica Ce Mun to Sundial before the preparation was done. This can be improved by a clearer communication between Executive Committee members. Secondly, during our preparation, Prof. Ko Robert Kam Ming and his friends arrived and requested to take some photos for them. Yet, this did not affect the flow of our event. Thirdly, the time chosen for the event was mainly based on the availability of year 3 and 4 students and professors, especially Prof. Chow King Lau, as he was the coordinator of the graduate students. As a result, a significant number of members were not available. Thirdly, not much people followed the dress code, as some of them did not own society T-shirts or society

Jackets. This can be improved by providing them the jackets and T-shirts, or request them to dress in similar colours with the jackets and T-shirts. Lastly, the photos were printed in 2 rounds in 2 different companies due to some late orders. As a result, the quality of the photos deviated, and some of them were of poor quality. This can be improved by carefully checking the quality of the photos before distributing to members, and better order at the same company.

Joint Science Inauguration Ceremony

Person in charge: Poon Lok Nga

Date: 4 May 2015

Time: 18:30 – 21:45

Venue: Lam Woo Lecture Theatre (LT – B)

Number of participants: 201 (Including executive committee members)

Our assigned field was promotion, which includes:

1. Design and publish poster
2. Design and publish booklet
3. Design and publish sign board
4. Design and publish banner
5. Design and publish road sign
6. Design E-Board
7. Design invitation card, thank you card
8. Design envelope
9. Design the name tag
10. Provide 7 helpers

Preparation:

Date	Description
22 March	Draft the name list of professors and guest who will be invited and recruit helpers
25 March	Draft material list and design the invitation card and envelope
28 March	Draft the design of e-board promotion
2 April	Finalize and submit the material list
12 April	Submit the deposit and the 1 st draft of design of Sign Board, 1 st draft of design of Banner, finalized design of E-Board and finalized design of invitation card
14 April	Submit the finalized design of Sign Board, 1 st draft of design of Thank you card and 1 st draft of design of Name Tag
17 April	Submit the finalized design of Name Tag, finalized design of Banner and 1 st Draft of design of Poster
20 April	Submit the finalized design of Thank you card and 1 st draft of design of booklet
22 April	Submit the finalized design of Poster, the finalized design of Road Sign, print the Posters, publish the Banner and publish the Signboard

25 April	Rehearsal of Inauguration Ceremony and submit the finalized design of Booklet
1 May	Submit the finalized video, print the Road signs and publish the Booklet

Rundown:

Time	Session	Duty
18:30-19:00	Reception of guests	<ol style="list-style-type: none"> To lead guests from north gate/ south gate to the venue To register guests To hand in name card and flower corsage To hand in seating card To deliver souvenirs To invite guests to sign and take photo
	Cocktail session	<ol style="list-style-type: none"> To serve cocktail and refreshment
	Entry of guests	<ol style="list-style-type: none"> To invite guest to enter the venue To lead guest to their seats
19:00-19:15	Start of ceremony (15 minutes)	<ol style="list-style-type: none"> To give the welcoming speech by MCs To invite President of HKUST to enter the theatre by MCs To invite Dean of Science of HKUST to enter the theatre by MCs To invite Heads of Department/ Division to enter the theatre by MCs To invite UG Program Coordinators of each societies to enter the theatre by MCs To invite elected cabinets of science societies to enter the theatre by MCs
19:15-19:35	Speech of honorary guests (20 minutes)	<ol style="list-style-type: none"> To give speech by President of HKUST (5 minutes) To deliver souvenirs to President and take photo To give speech by Dean of Science of HKUST (5 minutes) To deliver souvenirs to Dean of Science and take photo To give speech by Heads of Department/ Division of Life Science (5 minutes) To deliver souvenirs to Heads of Department/ Division of Life Science and take photo
19:35-19:55	Speech delivery and Introduction Ceremony of	<ol style="list-style-type: none"> To give speech by UG Programs Coordinator of Department of

	<p>Biochemistry Students' Society, HKUSTSU, Session 2015-2016 (20 minutes)</p>	<p>Biochemistry, deliver souvenirs and take photo (5 minutes)</p> <ol style="list-style-type: none"> 2. To play video (2 minutes) 3. To introduce Executive Committee of Biochemistry Students' Society, HKUSTSU, Session 2015-2016 by MCs (3 minutes) 4. To vow of Biochemistry Students' Society, HKUSTSU, Session 2015-2016 (3 minutes) 5. To give speech by President of Biochemistry Students' Society, HKUSTSU, Session 2014-2015, deliver souvenirs and take photo (1.5 minutes) 6. To handover society's chop (2 minutes) 7. To give speech by President of Biochemistry Students' Society, HKUSTSU, Session 2015-2016 (1.5 minutes) 8. To take photo for Biochemistry Students' Society, HKUSTSU, Session 2015-2016 (1 minutes)
<p>19:55-20:25</p>	<p>Speech delivery and Introduction Ceremony of Chemistry Students' Society, HKUSTSU, Session 2015-2016 (30 minutes)</p>	<ol style="list-style-type: none"> 1. To give speech by Head of Department of Chemistry, deliver souvenirs and take photo (5 minutes) 2. To give speech by UG Programs Coordinator of Department of Chemistry, deliver souvenirs and take photo (10 minutes) 3. To play video (2 minutes) 4. To introduce Executive Committee of Chemistry Students' Society, HKUSTSU, Session 2015-2016 by MCs (3 minutes) 5. To vow of Chemistry Students' Society, HKUSTSU, Session 2015-2016 (3 minutes) 6. To give speech by Chairperson of Chemistry Students' Society, HKUSTSU, Session 2014-2015, deliver souvenirs and take photo (1.5 minutes) 7. To handover society's chop (2 minutes) 8. To give speech by Chairperson of Chemistry Students' Society, HKUSTSU, Session 2015-2016 (1.5 minutes)

		<ol style="list-style-type: none"> 9. To take photo for Chemistry Students' Society, HKUSTSU, Session 2015-2016 (1 minutes)
20:25-20:45	<p>Speech delivery and Introduction Ceremony of International Research Enrichment Students' Society, HKUSTSU, Session 2015-2016 (20 minutes)</p>	<ol style="list-style-type: none"> 1. To give speech by Chair Professors of International Research Enrichment 015-2016 by MCs (3 minutes) 2. To vow of International Research Enrichment Students' Society, HKUSTSU, Session 2015-2016 (3 minutes) 3. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2014-2015, deliver souvenirs and take photo (1.5 minutes) 4. To handover society's chop (2 minutes) 5. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2015-2016 (1.5 minutes) 6. To take photo International Research Enrichment Students' Society, HKUSTSU, Session 2015-2016 (1 minutes)Program, deliver souvenirs and take photo (5 minutes) 7. To play video (2 minutes) 8. To introduce Executive Committee of International Research Enrichment Students' Society, HKUSTSU, Session 2
20:45-21:05	<p>Speech delivery and Introduction Ceremony of the Biology Students' Society, HKUSTSU, Session 2015-2016 (20 minutes)</p>	<ol style="list-style-type: none"> 1. To give speech by UG Programs Coordinator of Department of Biology, deliver souvenirs and take photo (5 minutes) 2. To play video (2 minutes) 3. To introduce Executive Committee of the Biology Students' Society, HKUSTSU, Session 2015-2016 by MCs (3 minutes) 4. To vow of The Biology Students' Society, HKUSTSU, Session 2015-2016 (3 minutes) 5. To give speech by President of the Biology Students' Society, HKUSTSU, Session 2014-2015, deliver souvenirs and take photo(1.5 minutes) 6. To handover society's chop (2 minutes)

		<ol style="list-style-type: none"> 7. To give speech by President of the Biology Students' Society, HKUSTSU, Session 2015-2016 (1.5 minutes) 8. To take photo for the Biology Students' Society, HKUSTSU, Session 2015-2016 (1 minutes)
21:05-21:30	Speech delivery and Introduction Ceremony of The Physics Students' Society, HKUSTSU, Session 2015-2016 (25 minutes)	<ol style="list-style-type: none"> 1. To give speech by Head of Department of Physics, deliver souvenirs and take photo (5 minutes) 2. To give speech by UG Programs Coordinator of Department of Physics, deliver souvenirs and take photo (5 minutes) 3. To play video (2 minutes) 4. To introduce Executive Committee of The Physics Students' Society, HKUSTSU, Session 2015-2016 by MCs (3 minutes) 5. To vow of The Physics Students' Society, HKUSTSU, Session 2015-2016 (3 minutes) 6. To give speech by representative of The Physics Students' Society, HKUSTSU, Session 2014-2015, deliver souvenirs and take photo (1.5 minutes) 7. To handover society's chop (2 minutes) 8. To give speech by Chairperson of The Physics Students' Society, HKUSTSU, Session 2015-2016 (1.5 minutes) 9. To take photo for The Physics Students' Society, HKUSTSU, Session 2015-2016 (1 minutes)
21:30-21:45	End of the ceremony	<ol style="list-style-type: none"> 1. To announce the end of the 18th Science Students' Joint-Society Inauguration Ceremony by MCs 2. To give thank you speech 3. To lead guests leaving the theatre
	Refreshment Session	<ol style="list-style-type: none"> 1. To serve refreshments and drinks

Evaluation:

The preparation work for the Inauguration Ceremony was smooth in general. In this year, due to the absence of new cabinet of Mathematics Students' Society, Marketing and Finance had been merged into one field. The designs and publications of promotional items were done smoothly, some minor problems were encountered nevertheless. For example, the Sign board made had been too large in size and could not be carried onto MTR. On the day of the event, there were some unexpected events. Firstly, the number of helpers were more than enough and many of them had not been

briefed properly in advance, as a result, many of them were not aware of their duties. Secondly, the event were delayed for about 30 minutes, for that the guests had not yet settled down and that Prof. Leung Pak Wo had arrived late. Thirdly, there were some mistakes in the slides used, as the sequence of giving speeches had been changed due to the late arrival of guests. Fourthly, the time for decoration was not adequate enough. Finally, on the day of event the Students' Union were holding their annual general meeting and had asked many of the guests to join in order to fulfill their quorum, as a result, many guests either joined late or left early. Suggestions for the next session are as follows: A briefing session/notes should be given to the helpers in advance to familiarize them with their duties. Some helpers should be responsible for guiding professors from their offices to the venue. There should be a leader in every team of helpers.

Graduation Party

Person in charge: Liaw Ming Wai

Date: 31 May 2015

Time: 17:00 – 21:00

Venue: Common Room 5+6

Number of participants: 26

Preparation:

Date	Description
3 April	Check for members' availability on the proposed period by WhatsApp
15 April	Confirm poster design (with venue left blank)
20 April	Send invitation emails to professors and members Print and put up posters
27 April to 30 April	Set up counter for member enrolment
1 May	Book the venue
6 May	Confirm decoration Confirm graduation card design Confirm souvenirs for graduates Prepare slideshow Prepare game materials
8 May	Buy decoration materials Test the games Order souvenirs for graduates
11 May	Confirm attending professors list Remark: Attending professors can choose either attending the dinner and sharing section only or attending the whole event.
25 May	Order food Print graduation cards
29 May	Remind participants and professors
31 May	Day of the event

Evaluation:

There were some members who arrived early and were watching us decorating due to insufficient time for preparation. For late comers, we should ask them where they are to prevent waiting. We spent more time on explaining rules than expected, leading to overrun. There were problems on prizes distribution due to unclear labelling of prizes. It could be solved by instructing the emcee clearly. We only prepared soft drinks but did not expect participants might prefer water. We should not play games which have not been demonstrated before. We did not offer enough care for the invited professors during the event. It was difficult to monitor some games as it was too noisy while gaming. It is better to come up with solutions when trying to record score in noisy environment. We ordered insufficient amount of food. The graduation cards should be smaller, so that less empty space would be left on it. Decoration should be simpler so that more people could help decorating the venue. Since this event was held after final, the preparation work should start much earlier, preventing insufficient preparation.

Registration Day

Person in charge: Lui Ming Hong

Date: 12 August 2015

Time: 9:00 – 18:00

Venue: S.H. Ho Sports Hall

Preparation:

Date	Description
Late May	Approached SCI/HOME for details regarding the arrangements for Registration Day.
Late July	Asked senior IRE students as helpers to assist the executive committee's work on the Registration Day.
02-10 August 2015	Posted forum posts with redirection to Facebook page. Also, infographics and promotion materials were regularly uploaded to Facebook.
06 August 2015	Booked a meeting room for an entire week in Learning Commons for preparation and organization on Registration Day.
08 August 2015	The designs for the foam banners and stickers specifically for IRE freshmen were completed. The request for promotion of society has been approved. Also, we negotiated to have the welcoming counter give out specific IRE stickers, only that we have to provide the stickers.
08-10 August 2015	Made three foam banners for promotion and identification purposes.
10 August 2015	Rundown of the day finalized. Contacted all helpers to work in groups and sent reminders.

11/08/2015	Set up the counter at S.H. Ho Sports Hall. The stickers were printed and cut.
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Rundown:

Time	Description
08:45	Brought necessary materials, e.g. foam banners, money box, entry passes to the meeting room.
09:15	Helpers arrived and materials were distributed.
09:30 – 15:30	Helpers and executive committee members work in shift, three active groups at a time, to station at atrium (near Commercial Press and escalator) or roam free with a foam banner each to attract IRE freshmen. One group is stationed in meeting room to receive the freshmen brought by the active groups to orientate freshmen.
15:30	All executive committee and helpers but two gathered, taking promotion materials to LT-F to join the welcoming talk offered by School of Science.
16:15	At the end of the talk, the president of IRESS introduced the executive committee to all freshmen, and gathered them to SCI/HOME for a gathering.
16:45 – 18:00	Held a campus tour for IRE freshmen.

Evaluations:

Special arrangement by Orientation Committee

This year's arrangement by the Orientation Committee caused great inconvenience for us. Not only was the welcoming booth confined in the Sports Hall, the number of executive committee members allowed in the Sports Hall was also limited by the number of entry passes distributed. As a result, most of our promotion activities were concentrated at the atrium, to maximise the chance of encountering freshmen entering and leaving the Sports Hall. On the day, one of the passes was unfortunately lost, and thus there was one fewer people stationed in the Sports Hall.

Stickers

Unlike last year, the Committee refused to offer stickers tailored for IRE freshmen. After talking to SCI/HOME advisors, they agreed to inform helpers at welcoming booth to give out stickers, only that we had to do the preparation. On the day, despite having prepared 30 pieces of stickers, it ran out before noon and we needed to resupply the welcoming booth. Also, it turned out that not every freshmen were offered stickers. This would likely be a communication issue between us and the welcoming booth helpers.

Working in shifts and free agents

As the Day was long, we assigned groups to work in alternate shifts to relief the workload. Executive committee members and senior helpers were assigned to groups

of two and three, holding banners to attract freshmen. Those who were not assigned would be responsible for roaming around or to accompany spotted freshmen for orientation. This was both good and bad. It achieved desirable effect of relieving workload, and ensure everyone has ample off time for lunch and rest. Also, it improved the chance of us spotting people with specific stickers. However, we still lacked a methodical way to ensure IRE freshmen were targeted.

Lunch hours

Some executive committee members invited a small group of IRE freshmen to lunch. The extended hours led to a lack of helpers when the shifts changed. It was strongly recommended to notify, via WhatsApp, all helpers about the whereabouts and the activities.

Contact via WhatsApp

Two WhatsApp groups were created, one for helpers and executive committee members, the other for executive committee members and freshmen. The former group served to update everyone their positions and whether they had spotted a freshmen and obtained their contacts, but proven to be ineffective. Not everyone was active in updating, and there were cases of uninformed contingencies that led to eventual phone calls. The latter group was created with few executive committee members, so as to not scare away the first few freshmen added to the group. This group eventually transformed into the IRE WhatsApp group, with seniors gradually added.

Meeting room in Learning Commons

The meeting room served as an office and a hub, to handle administration regarding Orientation Camp fee collection, to orientate and chat with freshmen, to store personal belongings, and to let idle helpers rest. At times all executive committee were busy, and the room was left unattended except with helpers, which was undesirable.

Non-IRE freshmen

On the day, we were approached by several non-IRE freshmen. We did promote our society and Orientation Camp in the same way, and one of them ended up joining the Orientation Camp. Denying non-IRE freshmen was discouraged unless in extreme cases, as we felt was important to diversify our commune.

Orientation Camp

Person in charge: Chan Wing Kin

Date: 19-21 August 2015

Venue: HKUST Campus and various spots in Hong Kong

Number of participants: 12 freshmen, 10 leaders, 10 executive committee members

Fee: \$400 for freshmen and \$350 for others

Preparation:

Date	Description	Person in charge
1 May - 31 July	Seek sponsorship	Leung Cheuk Wai

	Remark: Confirm arrangement for jointly seek sponsorship with other societies	Lee Cheuk Long Frank Poon Lok Nga
Mid April	Recruit leaders	Chan Wing Kin
27 April to 30 April	Set up counter to collect fee from leaders	Chan Wing Kin
Mid June	Confirm date of orientation camp	Poon Lok Nga
Once the date of orientation camp is confirmed	Send invitation email to IRE programme coordinator	San Yik Chuen
Late June	Confirm hall rooms and venue	Poon Lok Nga
Mid July	Confirm arrangement for joint science mass game Confirm event rundown	Poon Lok Nga
Mid July	Prepare game materials	Chan Zhao Cong
Mid July	Test the games and beach day	Chan Wing Kin
Late July	Briefing section for leaders	Chan Wing Kin
31 July	Confirm poster design	Lui Ming Hong
7 August	Booking for meals Remark: Confirm whether changes in number of person can be made	Chan Zhao Cong
11 August	Print and put up poster	Lui Ming Hong
12 August	Recruit freshmen	Chan Wing Kin / Chan Zhao Cong
3 days before camp	Confirm checklist for participants Send checklist to participants	Chan Zhao Cong
1 day before camp	Prepare all materials needed Decoration and set up venue	Chan Wing Kin / Chan Zhao Cong
19 – 21 August	Days of event	

Work Schedule (Camp T-shirt)

6 July – 13 July	Confirm whether both 2 kinds of camp T-shirts will be ordered jointly by all Science societies Quotation for ordering orientation camp T-shirts	Poon Lok Nga Lee Cheuk Long Frank
13 July	Confirm orientation camp T-shirt design 1 type for Leader 1 type for Freshman	Lui Ming Hong
20 July	Order orientation camp T-shirt	Lee Cheuk Long Frank

Work Schedule (Camp Book)

24 July - 31 July	Quotation for printing camp booklet	Chung Yin Kwan
31 July	Confirm camp booklet design	Liaw Ming Wai
7 August	Print camp booklet	Chung Yin Kwan

Rundown:

0900 – 0915			
0915 – 0930		Breakfast	Breakfast
0930 – 0945			
0945 – 1000			
1000 – 1015			
1015 – 1030		Theme Game: City Hunt	Travel to clear water bay beach
1030 – 1045			
1045 – 1100			
1100 – 1115			
1115 – 1130			
1130 – 1145			
1145 – 1200			
1200 – 1215			
1215 – 1230			
1230 – 1245			
1245 – 1300	Registration of O-camp Participants		
1300 – 1315			
1315 – 1330	Introduction to IRE by Program Coordinator		
1330 – 1345			
1345 – 1400			
1400 – 1415	Ice Breaking Game		
1415 –			

1430			Travel Back to UST		
1430 – 1445					
1445 – 1500	Team Creation		Tea		
1500 – 1515					
1515 – 1530	Mass Game			Sharing Session	
1530 – 1545					
1545 – 1600					
1600 – 1615				Turtle Back	
1615 – 1630					
1630 – 1645			Dismiss		
1645 – 1700					
1700 – 1715	Check In & Settle Luggage	Theme Game: Intel Gathering			
1715 – 1730					
1730 – 1745					
1745 – 1800	Game Remix				
1800 – 1815					
1815 – 1830					
1830 – 1845					
1845 – 1900					
1900 – 1915				Dinner	
1915 – 1930					
1930 – 1945					
1945 –					

2000	BBQ	Theme Game: Treasure Hunt	
2000 – 2015			
2015 – 2030			
2030 – 2045			
2045 – 2100		Demonstration of Cheers	
2100 – 2115			
2115 – 2130		Small Talks	
2130 – 2145			
2145 – 2200			
2200 – 2215	Theme Game: Introduction	Time capsule	
2215 – 2230			
2230 – 2245			
2245 – 2300			
2300 – 2315	Dismiss	Dismiss	
2315 – 2330			
2330 – 2345			
2345 - 0000			

Meal Arrangement:

Day	Meal	Arrangement
Day 1	Dinner	BBQ
Day 2	Breakfast	LG7(APC)
	Lunch	Outside UST
	Dinner	LG7 (Golden Rice Bowl)
Day 3	Breakfast	Takeaway meal from McDonald's

Games:

Day 1	Ice Breaking Games	Burn the Firecracker
		A Dollar and Fifty Cents
		Forest fire
		Catch the paper plane!
		Smack' the fool
	Mass Game	Paris Tower
		Newspaper Tank
		Rubber – Straw
		Special Agent
		Dialing
	Game Remix	Big TV
		Nuclear Waste
Flip it!		
Day 3	Beach Day	Dodge Ball
		Number Ball
		Fisherman
		Shape Shifter
		Sand Transfer
		War Game
		The Handicapped
		The nth Pineapple Bun
		Attack on Sandcastle
		Water Transfer
Water Balloon Battle		

Evaluation:

(a) Sponsorship

- The reason behind the success of marketing is to check whether the emails on the mailing list are valid or not.
- It would be better to cooperate with other societies for page-likings.
- Sometimes one might not be able to enter the webmail because of opening too many tabs in the browser. The solution is to delete the cookies and change the IP. The permanent solution to it is changing the webmail to connect.

(b) Leader recruitment

- Some potential leaders might not be able to confirm the time with us. We suggest the next cabinet to carry exhaustive search for leaders.

(c) Collection of fee from leaders and participants

- Some of the leaders only came for a period of time. We did a cost break down by items, including meals and accommodation, when calculating their fee.

(d) Hall room and event venue

- Try to let everyone to stay at the same floor and one should try to book more double rooms. Even if they do not provide double rooms, try to request one or two double room on the same floor from hall officers.
- If executive committee members do not sleep at the hall purchased, they can consider returning the money to executive committee members.
- Remember to apply for summer hall for convenience and cost cutting.
- For the venue, try to make sure that no one used the venue before and after the event period.

- Comment on availability of different venues:
Artificial Soccer Pitch, Lecture Theatres, Common Room 1 and 2, Sports Hall: Very competitive
In case the next cabinet want to use these venue, it is better to discuss it with other societies first. If one is not too ambitious, don't assume there exist the possibility of getting those popular venues.
- If SAO shorten the booking period, contact them directly for details.
- For the usage of Sundial for photo taking, it has to be discuss with other societies in advance.
- (e) Joint Science Mass Game
 - It is not that necessary. This idea could be abandoned.
- (f) Game design and preparations
 - If the gaming materials can be obtained freely and legally, don't waste money on buying them.
 - Prepare first-aid in case of injury during games.
 - Financial secretary should bear the responsibility of price comparison. We recommend that every money-decision should terminate at financial secretary.
 - For game design, it is better to have games:
 - (i) Force everyone to participate
 - (ii) Has simple rules
 - Executive committee members in groups should be familiar with game rules.
 - Should clearly instruct group leaders to control involvement of participants.
 - Should introduce water to each beach game for lowering body temperature.
 - Check the regulation of the venue outside HKUST clearly.
- (g) Demonstration of games
 - Need to ask for more outside helpers for demonstrating games.
 - Be serious when demonstrating game to identify bugs.
 - Emcee must be present while demonstrating the games.
 - Prepare a budget of disposable materials for demonstrating games
 - Gaming material should be well-prepared before demonstrating games
- (h) Execution [exclude Theme Game]
 - Strongly recommend not to arrange barbeque session due to both the outdoor temperature and also lighting of venue.
 - Retrieve the equipment earlier and check the latest time for taking equipment before the event.
 - Should pay more attention of team balance since it is closely related to the satisfaction of participants.
 - Details on the duties of group leaders in different activities should brief much more clearly.
 - Should double check the materials for turtleback as the tape was not adhesive enough and there was not enough pens.
 - Forgot to take group photos before dismiss.
- (i) Execution [Theme Game]
 - Double check the venues outside HKUST toward the start of Orientation camp since there might be unexpected change.
 - Prepare umbrella whenever there is outdoor activities outside campus
 - Remove all leftover from demonstration of games.
 - Should give more explicit instruction on the use of provided materials.
 - Executive committee members should double check all the items removed by participants.
 - Should consider the group-based participation, especially for intellectual games.

Orientation Week

Person in charge: Chan Shing Cheong

Date: 1-12 September 2015

Venue: HKUST Atrium

Preparation:

Date	Description
1 May – 31 July	Seek sponsorship for welfare pack Remark: Confirm joint sponsorship seeking with other societies
13 July	Confirm society T-shirt and paper design
20 July	Order the society T-shirt and paper
7 August	Send email and WhatsApp messages to current members to check the number of members who are interested in society products
20 August	Confirm poster design
24 August	Print and put up posters Package sponsored products
31 August	Set up counter and decoration

Evaluation:

- There were insufficient people to host the counter.
- The board should be fixed firmly to prevent it falling off during opening hours.
- Society Papers should be labelled clearly to indicate year of production. We would suggest next year to use memo-styled society paper, which might be more convenient for users.
- Executive committee members in the counter should follow procedure closely and notify the WhatsApp group if anything special happened.
- We should ask Carl or Vivienne for details of freshmen.

Semester Commencement Dinner

Person in charge: Chan Zhao Cong

Date: 10 September 2015

Gathering time: 18:15

Venue: 合時餐廳小廚 (Hang Hau Village)

Summary:

Freshmen's availabilities in the first 2 weeks were collected and tabulated in a Google form at the end of August. 10th September was the day with most freshmen available. 合時餐廳小廚 was chosen because of the relatively low price. After visiting the restaurant in the first week of September, it was discovered that the room used last

year was not big enough to accommodate all participants. A reservation for 4 tables was then made in the outdoor area.

On the day of event, Chung Yin Kwan and Lui Ming Hong left for the restaurant from UST to prepare and set up at 18:00. Poon Lok Nga, Lee Cheuk Long Frank and Chan Shing Cheong then led most of the participants to the restaurant from UST at 18:20. The rest of the Executive Committee stayed behind to wait for late-comers. At 18:50, Chan Zhao Cong and Chan Wing Kin left with the rest of the participants. Leung Cheuk Wai, San Yik Chuen and Liaw Ming Wai stayed behind to close the counter for Orientation Week. The bill was \$60 per person.

Evaluation:

It is recommended to split freshmen into 2 groups of similar size when one single table cannot accommodate all of them next year, instead of having a few freshmen sit in a different table from the rest.

Senior Sharing Session

Person in charge: San Yik Chuen

Date: 6 November 2015

Time: 18:00 – 19:00

Venue: SCI/HOME Training Room

Preparation:

Date	Duty
07 October 2015	Requesting the event to be made a SCIE 1000 selective activity by sending an email to SCI/HOME.
12 October 2015	Sending out invitations to speakers from different fields (physics, chemistry and life science), and asking for their favorable dates.
20 October 2015	Designing a poster for promotion of event.
23 October 2015	Confirming dates with speakers and asking for their research topics. Requesting SCI/HOME to send out an email informing all science students of this event. Finalizing the poster for promotion of event.
28 October 2015	Requesting SCI/HOME to display poster for our event.
31 October 2015	Preparing guiding questions for speakers and PowerPoint to be used during the sharing.
04 November 2015	Informing members of this event through mass email.

05/11/2015	Sending out reminders to guest speakers. Purchasing souvenirs for guest speakers.
06/11/2015	Reminding our members to come through mass email. Purchasing drinks for guest speakers during sharing. Briefing guest speakers of the rundown before commencement of the sharing.

Rundown

Time	Details
17:00 – 17:45	Preparations include setting up of venue and briefing speakers.
17:45 – 18:00	Beginning signing in for SCIE 1000.
18:00 – 18:50	The event commences. The format of sharing is: <ol style="list-style-type: none"> 1. Speakers first introduce themselves and their current research topics 2. Our M.C. asks individual speakers 5 different questions about their research and related experience one by one 3. Q&A session for the audience to raise their own questions
18:50 – 19:00	End of sharing session. Audience are required to sign out for SCIE 1000 record, and they may stay to talk to speakers in private afterwards.

Evaluations:

We initially also wanted to invite one more senior students doing research in mathematics to come and share his/her experience. However, due to lack of time and connections, we were not able to find a suitable guest. We should have reserved more time for finding speakers so that the sharing may involve more disciplines.

We requested SCI/HOME to display the banner for our event using their projector. However, it would appear that it was not done. We should have communicated with SCI/HOME better to make sure everything was done.

For the number of participants, we underestimated the number of attendants and possibly the advertising effect of SCIE 1000 activity. Hence, more people came than expected, and the venue turned out to be too small to comfortably accommodate all the people. We should have estimated the number of participants better and booked for a larger venue such as a classroom.

On the day of the event, we realized that the microphones provided by SCI/HOME malfunctioned and our speakers could not use them initially. Fortunately, this problem was fixed sometime after the commencement of the event. We should have prepared our own microphone in case of such an event.

For the sharing session itself, the questions were went through rather smoothly, though there were some comments that the order in which the questions were asked

and each speaker was invited to share was quite unnatural and awkward. In addition, the M.C. got to the main topic too early so that the introduction appeared to be too brief. We should have rehearsed the event more beforehand to make sure the flow was as smooth as possible. In addition, some speakers spoke for a shorter time than anticipated and so the sharing part of the event was shorter than expected. We should have prepared more questions beforehand to avoid such a situation even though they may not be used. On the other hand, the Q&A session lasted longer than anticipated due to the fact that there were more questions from the audience than expected, and also that some of our speakers spent longer time answering these questions. We should have reserved more time for this part and stated the exact numbers of questions we accept from audience in the beginning.

Apart from all the issues mentioned above, the event was successful in general as it successfully attracted a fair number of students to come and listen to experience in research from senior students.

Subcommittee Function

Person in charge: Chan Zhao Cong

Date: 7 November 2015

Time: 13:00-19:00

Venue: HKUST Campus

Summary:

Subcommittee members were recruited during Orientation Week. A WhatsApp group was created on 20th September as a major means of communication between the person in charge and the subcommittee, as well as between members of the subcommittee. 2 meetings were arranged between the person in charge and the subcommittee.

The first meeting was held on 22nd September. The person in charge described what the subcommittee needed to do, set a general deadline for the event, and pointed out what positions were needed. Positions were divided among subcommittee members in this first meeting. The subcommittee later decided to hold a role-playing game in HKUST campus. Details of the function were developed by the subcommittee and the second meeting was held on 6th October. In this meeting, the person in charge gave some general comments on their proposed function and described the procedure of setting a counter for fee-collection. Promotion through WhatsApp was done starting from 23rd October. A mass email was also sent. A counter was set up in LG5 McDonald's from 2nd November to 6th November. The counter was set very close to the day of event to avoid the mid-term examination period.

On the day of event, the subcommittee gathered at 10:30 to do final preparation for the function. The room and equipment were taken at 12:00. They then proceeded to set up the venue and checkpoints in LG3 and LG4. The event started as planned at 13:00. They reserved 2 tables in the Chinese Restaurant for dinner with participants.

An evaluation meeting was held on 16th November starting from 18:00. Comments from the Executive Committee as well as some other members were provided.

Evaluation:

It was difficult to arrange a meeting with all subcommittee present. In fact, no meeting was attended by all subcommittee members. It is recommended to ask the coordinator to inform absentees of content discussed in meetings and ask them to read the minutes.

It was also discovered that many subcommittee members were inactive in replying in the WhatsApp group. It is recommended to emphasize the importance of communication in a WhatsApp group in the first meeting.

Information Session

Person in charge: Chan Wing Kin

Date: 16 November 2015

Time: 19:30 – 22:00

Venue: Room 1504

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. Most of the positions have been settled down apart from President and External-Vice President. Executive committees contacted corresponding prospective executive members for informing details on their duties. The informal cabinet was formed within a week after the information session.

Evaluation:

The formatting of the PowerPoint could be improved.

It is not necessary to force them to form a cabinet during the information session.

Ordering of Society Jacket

Person-in-charge: Lui Ming Hong
Date: November, 2015

Summary:

Date (DD/MM/YYYY)	Event
03-10/10/2015	Decided the manufacturer, type of hoodie and pricing.
08/10/2015	Drafted first designs of the hoodie, including colours and patterns.
12/10/2015	Three of the first 15 designs were shortlisted, and the final decision was sent via email to all members, including details of ordering.
20/10/2015	Pre-payment was made to secure an early bird offer. The pattern was made to print onto a sample.
23/10/2015	Strong feedback was received, and the colour combination was changed.
28/10/2015	Both designs returned strong feedback, and was controversial. Some had decided to withdraw the order as they preferred the original design.
31/10/2015	Sample of the first design was collected. Changes to pattern dimensions and location were made.
03/11/2015	First draft of poster was done.
06/11/2015	Surveyed the members via email to vote between a modified first design and the second one.
09/11/2015	Posters of final design were put up.
10-13/11/2015	The design was confirmed and a counter was set up to collect fee from members.
14/11/2015	The quantity, along with final design, was sent to the company.
25-27/11/2015	Distribution of hoodie.

Evaluation:

1. Pricing and payment

We had a surplus from previous events, and hence decided to charge less for this hoodie. As the price range hovered between \$110 and \$130, we set the price fairly early on. An upfront 10% pre-payment was made to guarantee an early bird offer, but turned out there was quite a lot of limitations regarding the design dimensions, which might be universal across all companies. More detailed contacts should be made before making a decision, and also the pattern design must be complete earlier on as a

tool of communication. There would be guaranteed modifications, and would affect the actual cost of the hoodie.

2. Design and feedback

The original design was well-agreed among executive committee members, but received unexpectedly strong backlash from members. Members mentioned the easily blemished white, the feminine rhodamine colour combinations and the non-uniform colour of front and back patterns. Upon changing the design to a darker green-gold combination, people supporting the original design gave strong opinions and some even withdrew the order. In the end, a public, open vote was used to settle the controversy, but the committee displayed indecisiveness and the lack of authority, yielding to individual dissatisfaction. This should be prevented, despite the need to listen to the members. It is difficult to please everyone, especially when it comes to design. Surveys, when done, must be holistic and collect opinions from both sides.

3. Distribution

The overall product distribution was smooth, although a few realized that their sizes did not fit and swapped with executive committee members who could fit in both sizes.

Annual dinner

Person in charge: Lee Cheuk Long Frank

Date: 23 November 2015

Time: 18:30 – 21:00

Venue: Chinese Restaurant (南北小廚), HKUST

Number of participants: 41

Preparation

Date	Duty
6 November 2015	Ask professor's availability for different dates
8 November 2015	Book venue
9 November 2015	Design and publish poster Make counter shift list Send email to members
10 November 2015	Change the participation fee
10-13 November 2015	Set up counter
18 November 2015	Buy bingo, prize of bingo
20 November 2015	Confirm menu Buy decoration (balloon)
21 November 2015	Remind participants via email Remind participants via WhatsApp

Rundown:

Time	Duty	Person-in-charge
17:30-18:10	Decoration	All
18:10-18:30	Reception	Chan Wing Kin, Poon Lok Nga, Leung Cheuk Wai
	Arrangement of seats	Lee Cheuk Long Frank
18:25-18:30	Getting Professor from office	Lui Ming Hong, Chan Zhao Cong, San Yik Chuen, Chung Yin Kwan
18:30-18:50	Chatting with participants	All
18:50	Welcoming by MC	Chan Wing Kin
18:50-20:30	Dining	
20:30-20:50	Games	Chan Wing Kin
20:50-21:00	Lucky Draw (Bingo)	Chan Wing Kin
21:00	Photo taking	
21:00-21:15	Clean up	All

Summary:

To deduce the date of annual dinner, we first decided three options at the last week of spring semester when we all were free, namely 23, 24, 25/11. Then we sent e-mail to Lortz and Pak Wo (PHYS), Emily (CHEM), King Chow (LIFS), Yan Min (MATH), Pei Yuan (ENVS). The date with highest availability was 23/11, at which Lortz, Pak Wo, Emily, and King Chow could come. Then we booked venue. At first we booked four dinner sets and set participation fee as \$160. However we found it was too expensive, thus changing dinner sets into a la carte and lowering the price to \$140. Counter was set to collect participation fee at 10-13/11. The counter also sold deposit of society hoodie at the same time. One day before the event, we sent reminder to participants via email and WhatsApp.

At the day of the event, we decorated at 17:30, by passing string through balloons “ANNUAL DINNER” and hanging it to ceiling. For the seating plan, we decided by major. Old ghosts were assigned to King Chow’s table. As old ghosts said they will be late, we let participants chat with Professor longer and postponed the dinner by 20 minutes. Then we dined and old ghosts came by the middle of the meal. After meal, we had two games, “Guess Who Am I”, and “Guess the music”. The former showed zoomed photos of participants and let others to guess, whilst the latter played music to one person and he had to sing the songs by words “I”, “R, and “E”. The one who guessed the song right can nominate a person to sing. At the start of this game, we nominated Pak Wo to sing first, and then Lortz leaved early. We used Bingo for lucky draw, with prizes Park’ N, McDonald, Commercial Press coupons, usb, chocolate, pencil case. We packed the prize and asked winner to choose.

Evaluation:

1. Not all people eat spicy food. Consider to avoid next time.
2. Audio controls are complex. Consider to arrive earlier and test.
3. Balloon “N” and “Z” are similar. Try to argue with boss next time.
4. Bring Tripod for photo taking.

Christmas Party

Person in charge: Leung Cheuk Wai

Date: 21 December 2015

Time: 17:30 – 20:30

Venue: Common Room 5+6

Number of participants: 34

Preparation::

Date	Duty
19 November 2015	Book the venue
21 November 2015	Put up posters
22-24 November 2015	Send invitation email and Whatsapp promotion to members
25-27 November 2015	Set up counter for payment
1 December 2015	Discuss details of Christmas Party such as food, labor distribution and games. Demonstrate the games
16 December 2015	Order the food
19 December 2015	Demonstrate the game
20 December 2015	Send reminders to members

Evaluation:

1. Inform members about what language will be used in games before they register
2. Be acquainted with new participants
3. Should have rehearsed games more (such as Shooting gallery)
4. Set a cleaning time after which the common should be evacuated
5. Need better time control
6. Should adjust plans like grouping according to the situation

Annual Election

Person in charge: Chan Wing Kin

Date: Nomination: 16 January – 31 January, 2016

Promotion: 1 February – 23 February, 2016

Polling: 24 February, 2016

Venue: Atrium

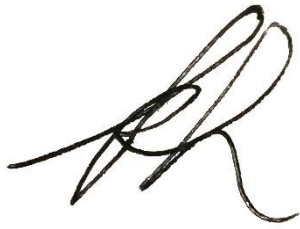
Summary:

One nomination was received from Luminati, which consists of 9 members. The polling started at 10am and ended at 6pm. Turn-out rate was 58.2%. Luminati was elected with 29 votes “For”, 2 votes “Against”, 1 votes “Abstain”, and 0 invalid vote.

Evaluation:

Beware of the requirements of information disclosure for the notice.

Prepared by



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HKUSTSU. Session 2015-2016



(Society Chop)