



International Research Enrichment
Students' Society,
HKUSTSU
Session 2016 – 2017

Annual Report

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Summary of Activities

Date	Function	Venue	Person in charge
29 April 2016	Joint Science Inauguration Ceremony	Lam Woo Lecture Theatre (LT-B)	Cheung Long Him
3 June 2016	Semester Closing Party	Common Room 4	Cheng Man Hin
20 July 2016; 10 August 2016	Registration Day	Atrium	Iu Shing Huk, David
18 – 20 August 2016	Orientation Camp	HKUST Campus and Hall, Hang Hau and Choi Hung	Sun Yusen
5 – 20 September 2016	Orientation Week	Atrium	Tang Cheuk Him, Raymondo
13 September 2016	Semester Commencement Dinner	合時餐廳小廚	Tso Yee Ming
14 October 2016	Senior Sharing Session	Room 2407	Lee Mang Hei, Gordon
4 November 2016	Class Photo Taking	Sundial	Tse Yuen Wah
14 November 2016	Subcommittee Event	N/A	Tso Yee Ming
14 November 2016	Information Session	Room 3598	Sun Yusen
21 November 2016	Annual Dinner	Chinese Restaurant, HKUST	Chan Siu Man
20 December 2016	Christmas Party	Common Room 5+6	Lee Mang Hei, Gordon
20 February 2017	Annual Election	Atrium	Sun Yusen

Joint Science Inauguration Ceremony

Person in charge: Cheung Long Him

Date: 29 April 2016

Time: 18:30 – 21:45

Venue: Lam Woo Lecture Theatre (LT – B)

Our assigned field was invitation, which includes:

1. Organize guest list
2. Publication of Name tag and flower corsage
3. Design seat label of guests
4. Publication of Invitation card
5. Publication of Thank you card
6. Sending Invitation email and/ or phone calls reminders for guests
7. Seating plan
8. Reception arrangement
9. Prepare a Google doc
10. Slideshow, light effect, sound effect for the inauguration
11. Clean up reception area after the inauguration

Preparation:

Date	Description
17 March	Determine the guest to be invited.
1 April	Confirm guest list.
14 April	Publication of invitation card
15 - 19 April	Sending invitation email, invitation card to guest. Ordering flower corsage.
20 - 22 April	Setting up seating plan, reception helper list and reception duties.
25 April	Publication of sitting card and thank you card.
26 - 27 April	Testing slideshow, light effect, sound effect and collect videos from other societies.
29 April	Publication of name tag and flower corsage. Manage reception. Mange slideshow, light effect, sound effect, video playing in inauguration.

Rundown:

Time	Session	Description
18:30- 19:00	Reception of guests	<ol style="list-style-type: none"> 1. To lead guests from north gate/ south gate to the venue 2. To register guests 3. To hand in name card and flower corsage 4. To hand in seating card 5. To deliver souvenirs 6. To invite guests to sign and take photo
	Cocktail session	<ol style="list-style-type: none"> 1. To serve cocktail and refreshment
	Entry of guests	<ol style="list-style-type: none"> 1. To invite guest to enter the venue 2. To lead guest to their seats
19:00- 19:15	Start of ceremony (15 minutes)	<ol style="list-style-type: none"> 1. To give the welcoming speech by MCs 2. To invite Dean of Science of HKUST to enter the theatre by MCs 3. To invite Heads of Department/ Division to enter the theatre by MCs 4. To invite UG Program Coordinators of each societies to enter the theatre by MCs 5. 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"> 1. To give speech by Dean of Science of HKUST (5 minutes) 2. To deliver souvenirs to Dean of Science and take photo 3. To give speech by Heads of Department/ Division of Life Science (5 minutes) 4. To deliver souvenirs to Heads of Department/ Division of Life Science and take photo
19:35-19:55	Speech delivery and Introduction Ceremony of Biochemistry Students' Society, HKUSTSU, Session 2016-2017 (20 minutes)	<ol style="list-style-type: none"> 1. To give speech by UG Programs Coordinator of Department of Biochemistry, deliver souvenirs and take photo (5 minutes) 2. To give speech by President of Biochemistry Students' Society, HKUSTSU, Session 2015-2016, deliver souvenirs and take photo (1.5 minutes) 3. To handover society's chop (2 minutes) 4. To give speech by President of Biochemistry Students' Society, HKUSTSU, Session 2016-2017 (1.5 minutes) 5. To play video (2 minutes) 6. To introduce Executive Committee of Biochemistry Students' Society, HKUSTSU, Session 2016-2017 by MCs (3 minutes) 7. To vow of Biochemistry Students' Society, HKUSTSU, Session 2016-2017 (3 minutes) 8. To take photo for Biochemistry Students' Society, HKUSTSU, Session 2016-2017 (2 minutes)
19:55-20:15	Speech delivery and Introduction Ceremony of the Biology Students' Society, HKUSTSU, Session 2016-2017 (20 minutes)	<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 give speech by President of the Biology Students' Society, HKUSTSU, Session 2015-2016, deliver souvenirs and take photo (1.5 minutes) 3. To handover society's chop (2 minutes) 4. To give speech by President of the Biology Students' Society, HKUSTSU, Session 2016-2017 (1.5 minutes) 5. To play video (2 minutes) 6. To introduce Executive Committee of the Biology Students' Society, HKUSTSU, Session 2016-2017 by MCs (3 minutes) 7. To vow of the Biology Students' Society, HKUSTSU, Session 2016-2017 (3 minutes) 8. To take photo for the Biology Students' Society, HKUSTSU, Session 2016-2017 (2 minutes)
20:15-20:40	Speech delivery and Introduction Ceremony of Chemistry Students' Society, HKUSTSU, Session 2016-2017 (25 minutes)	<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 (5 minutes) 3. To give speech by President of Chemistry Students' Society, HKUSTSU, Session 2015-2016, deliver souvenirs and take photo (1.5 minutes) 4. To handover society's chop (2 minutes) 5. To give speech by President of Chemistry Students' Society, HKUSTSU, Session 2016-2017 (1.5 minutes) 6. To play video (2 minutes) 7. To introduce Executive Committee of Chemistry Students' Society, HKUSTSU, Session 2016-2017 by MCs (3 minutes) 8. To vow of Chemistry Students' Society, HKUSTSU, Session 2016-2017 (3 minutes) 9. To take photo for Chemistry Students' Society, HKUSTSU, Session 2016-2017 (2 minutes)
20:40-21:00	Speech delivery and Introduction Ceremony of	<ol style="list-style-type: none"> 1. To give speech by Chair Professors of International Research Enrichment 2015-2016 by (5 minutes) 2. To give speech by President of International Research

	International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017 (20 minutes)	<p>Enrichment Students' Society, HKUSTSU, Session 2015-2016, deliver souvenirs and take photo (1.5 minutes)</p> <ol style="list-style-type: none"> 3. To handover society's chop (2 minutes) 4. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017 (1.5 minutes) 5. To play video (2 minutes) 6. To introduce Executive Committee of International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017 by MCs (3 minutes) 7. To vow of International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017 (3 minutes) 8. To take photo for International Research Enrichment Students' Society, HKUSTSU, Session 2016-2017 (2 minutes)
21:00-21:25	Speech delivery and Introduction Ceremony of Mathematics Students' Society, HKUSTSU, Session 2016-2017 (20 minutes)	<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 Mathematics, deliver souvenirs and take photo (5 minutes) 3. To give speech by President of Mathematics Students' Society, HKUSTSU, Session 2015-2016, deliver souvenirs and take photo (1.5 minutes) 4. To handover society's chop (2 minutes) 5. To give speech by President of Mathematics Students' Society, HKUSTSU, Session 2016-2017 (1.5 minutes) 6. To play video (2 minutes) 7. To introduce Executive Committee of Mathematics Students' Society, HKUSTSU, Session 2016-2017 by MCs (3 minutes) 8. To vow of Mathematics Students' Society, HKUSTSU, Session 2016-2017 (3 minutes) 9. To take photo for Mathematics Students' Society, HKUSTSU, Session 2016-2017 (2 minutes)
21:25-21:40	End of the ceremony	<ol style="list-style-type: none"> 1. To announce the end of the 19th 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 Physics Students' Society, the duties for Decoration were distributed to every other fields. The publication and distribution of invitation items were done smoothly, some minor problems were encountered nevertheless. For example, the distribution of the invitation card to Prof. Herrup was delayed for a week as he was on vacation during the time. On the day of the event, there were some unexpected events. First, the helper for picking up the refreshments did not appear on the day of event, therefore we needed extra human resource to pick up the refreshment. Secondly, the event was delayed for about 15 minutes because the decoration of the lecture theatre could not finish in time. Thirdly, there were more walk-in guests than expected, fortunately we still had vacant seats allowed to settle the guests. Finally, the helpers for cleaning up after the inauguration were not briefed, and consequently it took longer than expected for cleaning up.

Suggestion for the next session are as follows: There should be more time reserved for decoration of theatre. Helpers for cleaning up should also be briefed. Reserve enough seats for walk-in guest.

Semester Closing Party

Person in charge: Cheng Man Hin

Date: 3 June 2016

Time: 16: 00 - 21:00

Venue: Common Room 4

Number of participants: 23

Preparation:

Date	Description
25 April	Check for members' availability on the proposed period by google form
2 May	Confirm date
3 May	Confirm time, book the venue
4 - 9 May	Set up counter for member enrolment
10 May	Test some games
30 May	Finalize game list and test it
31 May	Order food
2 June	Try brief run down without the dem game part; Send reminder via email and WhatsApp
3 June	Day of event

Rundown

Time	Description
12:30-15:30	Start to decorate the venue and set up the game board
15:45-16:15	Reception
16:15	Welcoming by MC
16:15-19:00	Games
19:00-20:00	Dinner
20:00-21:00	Games and Lucky Draw
21:00	Photo taking
21:00	Clean up

Evaluation:

- Some members may come earlier than expected. It is not a good idea to let them see you decorating, so we may find 1-2 executive committee members chatting with them first, or prepare some board games for them. If a hidden game would need to be prepared, prepare it early to prevent members coming early from knowing about it.
- Some inactive members came but they were unfamiliar with other members. Executive committee members should provide special help to encourage them to engage in conversations and play games.
- Better time controlling should be done by testing the games more thoroughly.

Registration Day

Person in charge: Iu Shing Huk, David

Date: 20 July 2016; 10 August 2016

Time: 9:00 – 18:00

Venue: Atrium

Preparation:

Date	Description
Late June	Contacted SCI/HOME for details regarding the arrangements for Registration Day.
Late July	Asked IRE students as helpers to assist the executive committee's work on the Registration Day.
20 July	Non-JUPAS Registration Day. Counter set up at atrium for reception of freshmen.
10 – 13 July, 07 – 08 August	Infographics and promotion materials were uploaded to Facebook daily before release of DSE results. Forum post published on Uwants with redirection to Facebook page.
07 August	The designs for the foam signs specifically for IRE freshmen were completed.
08 August	Made ten foam signs for promotion and identification purposes. <i>Borrowed</i> a classroom for a day to prepare the foam board and signs for Registration Day.
09 August	Rundown of the day finalized. Contacted all helpers to work in groups and sent reminders. Orientation Camp poster printed, published on Facebook and put up on campus.
10 August	Set up the counter at S.H. Ho Sports Hall.

Evaluation:

The JUPAS registration day was in general smooth with just a couple issues henceforth described:

Complications

On Aug 10, red rainstorm signal was hoisted around dawn but by the time the registration day opens the rain fizzled out. Still, the wet weather led to poor turnout in the morning. As a result, our first freshman did not appear until about noon, which means helpers were idle for the entire morning. Since this unfortunate event was purely accidental and elicited no particular detrimental effects, it is recommended to maintain the current policy of arranging helpers.

Sci/Home

This year, Sci/Home refused to help with contacting the freshmen, in accordance with their policy with helping particular student societies. Neither did they agree to print out stickers, but since this year's registration day was held in the atrium instead of the Sports Hall, the results were not affected, as we still managed to find all of the JUPAS intakes this year via the admission talk. Even though Sci/Home did not help us this year, it is still suggested to approach them in the early stages of preparation.

Non-JUPAS registration day

Turnout was amazing at exactly 0. There were only two non-JUPAS intakes this year, but none showed up that day. It is okay to set up a counter for practice, but the operations were in fact fundamentally different from JUPAS registration day, so such efforts were also moot. It is strongly advised against to open counter on this day as it is a complete waste of time for everyone involved, as IRE never had many students coming in via non-JUPAS, and most non-IRE non-JUPAS intakes are unlikely to join the society that day.

Conflicts with other functions

One freshman tried to join the IRE orientation camp, but had already signed up and paid for the one held by Biochemistry Students' Society. Cheung Long-him approached Alvin Cheung, the Biochemistry External Vice-President, but the freshman ended up changing her mind again to join the Biochemistry O-Camp. Two other freshmen joined the Campus Wrap held by the school's very own iLang center before knowing there was an IRE O-Camp, and since there was no refund for this activity, they ended up joining the IRE O-Camp only after the second night.

These conflicts reflect a weakness in promotion activities, as our outreach failed to cover some of the prospective participants. The next cohort should try publishing more posts on social media and get more aggressive with floor campaigning, e.g. at bus stations.

WhatsApp group

A WhatsApp group by the name of "IRE Freshmen 2016 集中營" was created the night before registration day for Q&A and exchange of information. Whilst introducing ourselves, several members of the executive committee started texting in-jokes about one another. Although this provided a focal point for discussion which carried forward long after the O-Camp (the current main WhatsApp group for IRE students is still using this particular one guy's name), it should be reminded that the group was created for incoming students to get to know about one another, not for memes about classmates. Prudence and restraint in moderating discussion is very much recommended.

LC room

A Learning Commons room was booked as a hub for freshmen to gather should there be any spare time, and for them to process university account set-up. Executive committee members and senior student helpers were stationed there to offer advice and help with operations regarding setting up. It should be stressed that any display of society promotional items is strictly prohibited at the library, so do NOT bring any signboards or banners down there as they could have been put to much better use elsewhere.

Orientation Camp

Person in charge: Sun Yusen

Vice person in charge: Tso Yee Ming (Logistics)

Iu Shing Huk, David (Theme game)

Cheung Long Him (Other game)

Date: 18 – 20 August, 2016

Venue: HKUST Campus and hall, Hang Hau and Choi Hung

Number of participants: 17 freshmen (\$400), 3 spies (\$400)

15 leaders (\$350), 10 executive committee members (\$380)

Preparation:

Date	Description
Starting from Mid-April	Recruitment of leaders
1 May - 31 July	Seek sponsorship
3 – 6 May, 2016	Set up counter to collect fee from leaders
29 June	Confirm date of orientation camp
18 July	Confirm design of Ocamp T-shirt
June-July	Prepare game materials
Late July – early August	Test games
4 August	Briefing session for leaders
9 August	Print and put up poster
10 August	Recruit freshmen (registration day)
13 August	Booking for meals
15 August	Confirm and print camp book
15 August	Confirm checklist for participants; Send checklist to participants
17 August	Prepare all materials needed; Send final reminders to participants

Games:

Day 1	Ice breaking game	Burn the Firecracker
		Heart Attack
		扑傻瓜
		The Prince and the Beggar
	Team building game	Newspaper War
		Ping Pong net
		Sound of music
		Texan Tic Tac Toe
Day 3	Beach day	Sand sculpture
		Water balloon fight
		Capture the Flag
		Together with stand
		辣辣壽司

Timetable:

0900 – 0915		Breakfast		
0915 – 0930			Pack up	
0930 – 0945				
0945 – 1000			Breakfast	
1000 – 1015		Theme Game Part Two The Clairvoyant (City Hunt)	Beach Games	
1015 – 1030				
1030 – 1045				Travel to Clear Water Bay
1045 – 1100				
1100 – 1115				
1115 – 1130				
1130 – 1145				
1145 – 1200		Lunch		
1200 – 1215				
1215 – 1230				
1230 – 1245				
1245 – 1300		Clean Up		
1300 – 1315	Registration of O-Camp Participants	Theme Game Part Two The Clairvoyant (City Hunt)		
1315 – 1330			Travel to HKUST campus	
1330 – 1345	Ice Breaking (UST)		Lunch	
1345 – 1400				
1400 – 1415				
1415 – 1430				
1430 – 1445				
1445 – 1500				
1500 – 1515				
1515 – 1530	Teams travel back to HKUST			
1530 – 1545	Team Creation	Theme Game Part Three The Writing on the Wall (UST Hunt)		
1545 – 1600			Turtle Back	
1600 – 1615	Team Games (UST)			
1615 – 1630				
1630 – 1645				
1645 – 1700			Dismiss	
1700 – 1715				
1715 – 1730				
1730 – 1745				
1745 – 1800				

1800 – 1815	Settle Luggage	Dinner			
1815 – 1830					
1830 – 1845					
1845 – 1900					
1900 – 1915	Hot Pot	Theme Game Part Three The Writing on the Wall (UST Hunt)			
1915 – 1930					
1930 – 1945					
1945 – 2000					
2000 – 2015					
2015 – 2030					
2030 – 2045				Theme Part The Closure (Conclusion)	Game Four
2045 – 2100					
2100 – 2115					
2115 – 2130					
2130 – 2145	Theme Game Part One: A House Divided (Introduction)	Small Talks (Individual)			
2145 – 2200					
2200 – 2215		Sharing & Time Capsule			
2215 – 2230					
2230 – 2245					
2245 – 2300					
2300 – 2315	Free Time	Free Time			
2315 – 2330					

Meal Arrangements:

Day	Meal	Arrangement
Day 1	Dinner	Hot Pot
Day 2	Breakfast	LG7 (Golden Rice Bowl)
	Lunch	(City Hunt) Depends on each team's decision
	Dinner	LG7 (Golden Rice Bowl)
Day 3	Breakfast	Takeaway meal from McDonald's
	Lunch	G/F Chinese Restaurant

Evaluation:

Preparation

- Collection of fee from leaders and participants. Some of the leaders only came for a period of time. Hence, cost break-down by items were done, including meals and accommodation, when calculating their fee.
- Hall room and event venue. Try to let everyone to stay at the same floor. If executive committee members do not sleep at the hall purchased, it was no need to collect their accommodation fee.
 - It's better for executive committee members 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, in case of running over time.

- Be aware of the weather and prepare backup plans for outdoor activities in case of raining.
- Grouping of leaders and participants. Executive committee members observed the participants on registration day and roughly estimated their activeness and ability in games to strike a balance in group division.
- Demonstration of games. Emcee should join the demonstration of games. And detective games should be demonstrated by ordinary people to prevent underestimation of time consumption for each task.

Day one

- Prepare board games for early arrivals
- It is not allowed to stick anything on the ground for common room 5+6.
- Arrange static and dynamic games alternatively.
- Prepare backup games for unexpected weather. Originally we planned to play dodgeball on the mini-soccer pitch after the team building games in common room 5+6. However, it was raining that day, and the playground was wet. Therefore, backup games were used and participants kept playing in common room 5+6.
- Clear work distribution arrangement. Many tasks were working in parallel (gaming with participants, preparing materials and venue for hotpot...), a clear work distribution arrangement can enhance efficiency and reduce chaos.

Day two

- During the city hunt, executive committee members and leaders should motivate participants.
- Remind participants to bring umbrella for unexpected weather during city hunt.
- Beware of the budget for lunch. If the upper limit per person is 40, it is better to tell participants that the expected price is 35.
- A break for participants after coming back from city hunt.
- Giving clues at proper time according to each team's performance in order to keep the progress.
- Remind participants to bring umbrella as long as they go outside, even in campus. At the last part of the theme game, the clue was hidden in an open area in IAS, yet it was raining when two teams were looking for clues in IAS, so the game was stopped and the two teams were given the clues directly. If the weather seems not ideal, it is better to remind participants to bring an umbrella with them.
- For Q&A games in the evening, better ask only two to four questions for each type of questions in case of participants getting bored.
- During sharing session, some participants were shy to ask. It is better for executive committee members and leaders to approach them actively.

Day three

- It is better to have two executive committee members living in the same room for summer hall in order to store participants' packages during the beach games.
- Remind participants to bring sunscreen and umbrella when going to beach and prepare big garbage bags. It was raining suddenly at the end of beach activities. The backpacks were immediately put into prepared large garbage bags for protection. However, some backpacks still got wet and chaos ensued while participants looked for their belongings.
- Executive committee members and leaders should prevent participants from swimming outward. If it cannot be stopped, several executive committee members or leaders should accompany the participants in case of accidents.

Orientation Week

Person in charge: Tang Cheuk Him, Raymondo

Date: 5 - 20 September, 2016

Venue: Atrium

Preparation:

Date	Description
1 April – 31 July	Seek sponsorship for welfare pack Contact marketing secretary from other society to see if we can co-operate in joint sponsorship
15 July	Confirm society T-shirt design
16-17 July	Creation of google form to collect the number of interested member in society T-shirt
18 July	Send Email and WhatsApp message to current members in order to check the number of members who are interested in society T-shirt
27 July	Order society T-shirt together with O-camp T Company: Signature
20 August	Meeting with Sci home and Dean office to ask for information of freshmen who didn't join our O-camp
21 August	Confirm O-week poster design and society paper design
26 August	Print and put up poster; Package of sponsored product
31 August	Finalize the information given from SU, map making to indicate the location of our counter
1 September	Send E-mail and WhatsApp to members in order to inform them the details of our counter
2 September	Collect timetable from Exco and make sitting plan for counter
3 September	Collection of Society paper and Society T-shirt
4 September	Set up and decorate the counter

Evaluation:

- This event was smooth overall.
- There were 33 new recruits, which has out-reached our expectation but we had enough resource to handle them all.
- There were sufficient people to host counter most of the time (at least 3 executive committee members), the situation that only 1 executive committee member sitting at the counter happened only 2 timeslots per week.
- The board was fixed firmly this year as we have borrowed 2 sand bag from SAO and 2 from SU this year, so no board falling incident occurred during opening hours.
- We have labelled the year of production and the name of our society clearly at the top of the society paper.
- We have interviewed a few number of members for the style of society paper to be memo-styled or normal style, and most of the feedback given by member would be for normal style.
- The ordered number of society paper was a bit over-estimated (6000 sheets). We recommend executive committee members next year to estimate the number more carefully and may ask for feedback from members before ordering.

Semester Commencement Dinner

Person in charge: Tso Yee Ming

Date: 13 September 2016

Time: 18:00 –

Venue: 合時餐廳小廚

Number of participants: 63

Preparation:

Date	Description
26 August	Look for restaurants and confirm venue
28 - 29 August	WhatsApp (PM) members for availability
31 August	WhatsApp for availability (Group)
3 September	Contact restaurant and book the place
7 September	Finish design of poster
8 September	Sent email about the event to members
12 September	Email reminder to members

Rundown:

Time	Description
17:00	Arrive to restaurant and set up the venue
18:00-18:15	Leading first part of members to the restaurant
18:30-18:45	Leading second part of members to the restaurant
18:45	Closing the counter
19:30 onwards	Dinner

Summary:

We had started looking for several restaurants near UST since late August, however, some restaurants require booking of banquet room for which a minimum expense is set, or the dishes are expensive. Therefore, we chose the same restaurant as last year after discussion. After contact with the restaurant manager, we were able to secure the entire 2/F for the event.

The availabilities of members were collected starting from 28 August via PM, while we also post a list in the IRE WhatsApp group to count the number of members that would like to join. On Sept 3, we estimated the number of participant to be 60 people and hence confirmed booking of the venue. The design of poster was finished on Sept 7, and an email was sent to inform members about the dinner on the next day.

On the day of event, Tso Yee Ming and Chan Siu Man arrived at the restaurant earlier at 17:00 for setting up the venue, while the remaining executive members split into three parts, where two groups (Tse Yuen Wah + Sun Yusen, Iu Shing Huk David + Tang Cheuk Him Raymondo) lead the participant gathered at the counter to the restaurant since 18:15 and 18:45 respectively, while the other three were left behind to close the counter and wait for late-comers.

As a result of previous discussion, we choose not to assign seats and tables for the members, but to allow them to choose their seats on their own, furthermore, we chose to allow members of every table to order their own dish, as each table probably would have different preferences towards their meal.

Evaluation:

- Although it provides more freedom to members if they could choose their own seat, the situation seems to descend into chaos easily, especially when the late comers arrived at the restaurant.
- Initially the bills were counted separately for each table, however, the waiter messed up with the bills and we had to end up sharing the bill altogether. Therefore, it would be better for executive committee members to order the dishes for all tables before the event.
- As some members had commented that they have been having their semester commencement dinner for several times at the same restaurant already, it would better to look for alternative choices.

Senior Sharing Session

Person in charge: Lee Mang Hei, Gordon

Date: 14 October, 2016

Time: 18:00 – 19:00

Venue: Room 2407

Participants: 51

Preparation:

Date	Description
15 September	Communicate with Sci Home on the details of the activity
25 September	Confirmation of arrangement of the sharing with Sci Home. Begin sending invitations.
3 October	Confirm speaker list and availability
5 October	Confirm potential sharing topics with speakers Confirm venue with Sci Home
10 October	Send mass email to invite members of society to join the event
13 October	Purchase souvenir Send mass email to remind

Rundown:

Time	Description
17:45–18:00	Setting up venue; Brief speakers; Beginning signing in for SCIE 1000
18:00-19:00	The event commences. <ol style="list-style-type: none">1. The speakers introduce themselves and their field of research.2. The speaker talks about their experience, including some challenges they face in their work3. The speakers give tips for freshman.
19:00-19:15	End of event; Clean up venue

Evaluations:

A main problem encountered was the lack of time in preparation for the event. This is because we didn't communicate well enough with Sci/Home, so when they announced their plan to hold the talk as part of their larger series of compulsory SCIE 1000 talks, there was only one month to prepare. As a result, we had to rely heavily on Sci/Home to promote, and we did not prepare our own poster because of the lack of time.

Another problem was the content of the sharing. Due to the number of speakers, there was not enough time for the speakers to go in depth for their sharing, and even then the event overran for a few minutes. In addition, quite a lot of the content among the speakers, especially for the part of giving advices to freshman, ended up overlapping due to multiple speakers coming from the same discipline. It is recommended that the number of speaker in a single sharing session to be cut down, and instead hold multiple sharing sessions for different discipline instead.

In addition, 2 of the speakers were in the sharing the year before. This is partly due to the difficulty in finding graduated MBMS students to agree to sharing, but it is still highly recommended to avoid finding students or graduates who had shared previously.

Class Photo Taking

Person in charge: Tse Yuen Wah

Date: 4 November, 2016

Time: 14:00 – 15:30

Venue: “Circle of Time” – The Red Bird Sundial Sculpture at HKUST

Participants: 42

Preparation:

Date	Description
19 - 29 September	Check for members' availability on the proposed period by WhatsApp; Check for MBMS alumni's availability on the proposed period by WhatsApp
30 September	Confirm date of event
18 October	Check for faculty members' availability on the proposed period by email
20 October	Invite photographer
27 October	Confirm poster design, print and put up posters
28 October	Invite all participants by email: Book the venue
1 November	Send a reminder to the photographer
3 November	Send a reminder to all participants via email and WhatsApp
4 November	Day of event
22 November	Finish photo-editing
23 - 25 November	Inform members details of photo ordering
28 - 30 November	Set up counter to collect money for ordering the photos; Distribution of class photos to members

Rundown:

Time	Description
13:00	Set up the venue, get chairs from the Amenities Service Counter, clear the area
13:30	Finalize the orientation
13:45	Take attendance to arrive participants
13:50	Invite professors to Sundial
14:00	Take the photos in the following order: 1. Year 1 students, Professors 2. Year 2 students, Professors 3. Year 3 students, Professors 4. Year 4 students, Professors 5. All participants 6. Free shots
14:30	End of Event

Summary:

Photo Ordering and Distribution

Available choices of class photo were informed to participants via Facebook page of society, WhatsApp as well as email. Participants could choose which photos they would like to purchase.

Participants were informed when and how they would be able to purchase class photos via Facebook page, email and WhatsApp. To facilitate the ordering process, a Google Form was set up for participants to choose the class photos they prefer to purchase. A counter was set up to collect money and confirm photo orders.

Participants were informed once the photos were ready to be picked up, and a counter was set up. For participants that did not show up, we sent Whatsapp message as reminder and informed them of the

arrangements for retrieving the photos. Besides the photos ordered, all full IRESS members that attended were given one photo for free.

Evaluation:

- This event was smooth in all.
- Participants needed time to decide the pose for free-style photo. It is suggested that a reminder can be included in mass email and WhatsApp message so that participants would be allowed to discuss with their fellow students before the day of event.
- The photographer is the relative of one of the executive committee member and was meant to work pro bono. He eventually was not able to come due to sudden family matters. There was insufficient time left to find another photographer.
- Only 3 executive committee members were available from 13:00 – 14:00 on the day of event.
- Not many members were familiar with Prof. Qian Pei Yuan. It was a bit awkward. It is suggested that 2 – 3 executive members can be assigned to keep on having chit-chat with professors.
- The event was generally hosted using Cantonese. Some non-local faculty members and society members might not understand. For improvement, English is the most preferable medium.
- Photo-editing was much more time-consuming than expected and therefore there was limited number of days to set up the counter for photo ordering as well as photo distribution.

Subcommittee Event

Person in charge: Tso Yee Ming

Date: 14 November 2016

Time: 14:00 – 21:00

Summary:

This year a total of 11 subcommittee members were recruited during orientation period. To facilitate communication, a WhatsApp group was set up on 19th Sept. and the first subcommittee meeting was held on 23rd Sept. At the first meeting, a brief description about the whole subcommittee event was conducted and successfully allocate various jobs to several committee members, which includes two Coordinators, one Financial Secretary, one Promotion Secretary and two General Secretaries. For subsequent meetings, the person in charge or other executive committee members also joined the meetings held by subcommittee members to provide immediate suggestions and assistance.

The event subcommittee decided to organize consisted of mass games and UST hunt, and included a dinner. A mass email was sent on 23rd October to invite members to participate, and a counter was set up starting from 25th October.

After the event, the evaluation meeting for the event was held right before the Information Session of this year, on 14th November. Comments from members as well as executive committee members were given to the subcommittee members.

Information Session

Person in charge: Sun Yusen

Date: 14 November, 2016

Time: 2030-2130

Venue: Room 3598

Summary:

Background information of the Society as well as the duties of different office bearers were introduced. Questionnaires were distributed to collect information from prospective executive members. Some of the positions had already been settled. Executive committee members contacted corresponding prospective executive members for informing details on their duties. The informal cabinet was formed within a week after the information session and the corresponding positions were confirmed in mid-December.

Evaluation:

After the introduction, the executive committee should let uninterested participants leave first. If the venue is hard to find, direction signs can be considered.

Annual dinner

Person in charge: Chan Siu Man

Date: 21 November 2016

Time: 18:30 – 21:15

Venue: Chinese Restaurant (南北), HKUST

Number of participants: 37

Preparation:

Date	Description
18 October	Ask professors' availability for different dates
1 November	Book venue; Confirm professors with the date
9 November	Publish poster; Make counter shift list; Send email to members; Set the participation fee
10-18 November	Set up counter
14 November	Order decoration online (metal balloon)
18 November	Confirm menu with Chinese Restaurant
19 November	Buy bingo, prize for bingo and prize for the mini games
20 November	Remind participants via email and WhatsApp
21 November	Take the ordered metal balloon

Rundown:

Time	Description
16:30-17:30	Take the ordered metal balloon back to UST
17:20-18:10	Decoration
18:10-18:30	Reception; Arrangement of seats
18:20-18:30	Getting Professor from office
18:30-18:50	Chatting with participants
18:50	Welcoming by MC
18:50-19:30	Games
19:30-20:50	Dining
20:50-21:05	Lucky Draw (Bingo)
21:05-21:15	Photo taking
21:15-21:30	Clean up

Summary:

To decide the venue of annual dinner, we had also considered whether annual dinner could be held at UC Bistro this year. We asked for Bistro menu and found that the minimum price per each was \$180 and the minimum spending was \$10000. There would incur a great loss if the number of participants was fewer than 56 as they required a minimum \$10000 spending. Furthermore, we also needed to invite professors to come and they are not supposed to pay for this event. We did not take that risk and decided to hold the event in Chinese Restaurant, same as in previous years. Chinese Restaurant was a good choice as we could order meals freely, so we could control our expenditure more easily.

To deduce the date of annual dinner, we first decided three options when we all were free, namely Nov 17, 21, 24. Then we sent e-mail to Prof. Rolf Lortz and Prof. Leung Pak Wo (PHYS), Dr. Emily Tsang (CHEM), Prof. King Chow (LIFS), Prof. Yan Min (MATH) and Prof. Qian Pei Yuan (ENVS). They were chosen as they were the IRE coordinators of their disciplines. The date with highest availability was Nov 17, on which Prof. Lortz, Prof. Leung, Dr. Tsang, and Prof. Chow could all come. Then we went to Chinese Restaurant and tried to book the venue. However, the Chinese Restaurant was fully booked because 17/11 was in the period of congregation. We then changed the date to 21/11 and booked a room for four tables. Unfortunately, after we confirmed the booking and paid the deposit, the

manager called us and said they could not provide us the room because the university had reserved it through their online reservation system which the waiter could not have checked for the availability of the room. We therefore resorted to use a corner of the dining room and requested a screen to separate us and the guests.

After we had confirmed the date, we contacted MBMS alumni and asked whether they could come. However, none of them were free to come. A week after we confirmed the date, Prof. Lortz said he couldn't come. We then invited Prof. Vic Law to come. We also invited Prof. Frederick Fong to come as they were close with IRESS students. Counter was set to collect participation fee from Nov 10 to Nov 18. The counter also accepted orders for society jacket at the same time. The meal was ordered when we booked the venue and the menu was confirmed on Nov 18, the last school day before the annual dinner. We ordered dishes instead of set meals because set meals were much more expensive. We also cut our booking from four tables to three as we over-estimated the number of participants.

We decorated the room with three metal-letter balloons, namely "I", "R", and "E". The golden colour suited the environment of the restaurant, and the balloons are now put in storage for future use. They were hung on the wall of the restaurant using nylon strings. At the day of annual dinner, decoration started at 17:50 as most of our executive committee members had lessons until 17:50 and the rest of us had to go out of UST to get the ordered metal balloons. For the seating plan, we decided by major. Physics students occupied a table, Life Science students and Chemistry students shared a table and Mathematics students and some executive committee members shared a table.

We held some mini games before dining and we prepared some boxes of chocolate as the prizes. We used Bingo for lucky draw. Book gift certificates, Starbucks gift cards, red wine, biscuit and remote airplane were presented as the prizes. The winners of Bingo had a second lucky draw for the prizes.

Evaluation:

Avoid choosing a date near the period of congregation. The bookings of Chinese Restaurant would be very full so you may not get a room.

Ordering of Society Jacket

Person in charge: Iu Shing Huk, David

Date: November, 2016

Preparation:

Date	Description
Mid October	Manufacturer, type of hoodie and pricing decided.
1 November 2016	First designs of the hoodie were drafted, including colours and patterns. The designs were given to select society members for evaluation.
8 November 2016	Design was finalized following feedbacks from society members.
15 November 2016	Posters of the final design were put up. A special poster was designed for joint promotion of Christmas Party and Society Jacket ordering, as counter was simultaneously set up for both events.
16 November 2016	Order of sample jacket.
23-30 November 2016	Counter was set up for ordering society jacket and collecting fees from members.
2 December 2016	Production of society jackets commenced.
21 December 2016	Most society jackets were distributed on the Christmas Party.
January – February 2017	The rest of the jackets were distributed individually, contacted via private message.

Evaluation:

The design was behind schedule for 1 to 2 week due to a severe artist's block from the person in charge. As a result, the hoodie distribution was significantly delayed, and by the time the hoodies arrived, it was already the final exam period, causing some troubles with distribution. Such behavior, while unacceptable, was also unavoidable owing to a deficiency of people with sufficient knowledge and technique to help with the design for backup, or useful input of ideas from others.

The overall product distribution was successful, albeit fragmented. One issue though, is that members often forgot to bring with them the rest of the jacket charge (\$60) when collecting the product. It is recommended to remind members of the payment beforehand by either private message or email.

Christmas Party

Person in charge: Lee Mang Hei, Gordon

Date: 20 December, 2016

Time: 17:30 – 21:30

Venue: Common Room 5+6

Number of participants: 36

Preparation:

Date	Description
15 November	Book the venue
22 November	Put up posters; Confirm booking of venue; Send invitation of email
23-30 November	Promotion by WhatsApp and email; Set up counter for joining and payment
30 November	Discuss details of party, including food, decorations, games.
5 December	Finalize the decoration plan for the party
17 December	Order the food
18 - 19 December	Demonstrate and finalize the game; Prepare game materials

Rundown:

Time	Description
12:30-15:30	Receive the venue and begin decoration
15:30-17:00	Final preparations for the games
17:00-17:30	Receive guests; WhatsApp guests who arrived late
17:30-18:45	Begin first round of games: 1. Popping balloons 2. Throwing paper balls 3. Running Tic Tac Toe Receive food delivery and bring food to venue at around 18:30.
18:45-20:15	Dinner
20:15-21:15	Second round of game: 1. Guessing game Exchange gifts
21:15-21:30	Photo taking; End of event

Evaluation:

We encountered some difficulties with arranging a suitable time for demonstrating games before the examination period. Consequently, we were unable to prepare for the games until much later, around the end of the exam period. While the games are simple enough that they did not require much time to prepare and fix, it is still recommended to prepare and demonstrate the games before the exam period to allow time for fixing potential problems.

The preparation of venue took longer than expected, due to the following reasons:

- Some executive committee members arrived late, while holding materials that were essential for preparation.
- Not enough executive committee members arrived early on, and poor coordination on the part of the person in charge caused the preparations to slow down.
- Complications from SAO. We were informed very late into the preparations that some of the things we prepared were against the regulations, and we had to make some last-minute changes.

Aside from these problems, the party went mostly smoothly.

Annual Election

Person in charge: Sun Yusen

Date: Nomination: 16 January - 31 January, 2017

Promotion: 1 - 17 February, 2017

Polling: 20 February, 2017

Venue: Atrium

Summary:

One nomination was received from ZENITH, which originally consisted of 11 members but changed to 10 members on Feb 18. The polling started at 10 am and ended at 6 pm. Turn-out rate was 61.25%. Zenith was elected with 45 votes “For”, 3 votes “Against”, 1 vote “Abstain”, and 0 invalid vote.

Evaluation:

During the polling day, we published polling rate statements to the IRE WhatsApp group, e.g. “IRESS 票站最新消息: 截止 14:00 · 投票人數為 23 人 · 投票率為 28.75% · 距離投票完結時間仲有 4 個鐘 · 仲未投票的 full member 快 D 黎 polling station 投票啦!”. However, it is better to take a neutral stance and not to help the nominated cabinet rally full members to vote.

During ballot counting, the number of ballots was not consistent with the number of voters on the name list. It turned out to be due to a lapse of attention from the executive committee, which missed recording one of the voters on the name list. The committee should have been more careful.

Prepared by



SUN, Yusen (20344036)
President of International Research Enrichment Students' Society,
HKUSTSU, Session 2016-2017



(Society Chop)