

International Research Enrichment
Students' Society, HKUSTSU, Session 2019 –
2020

Annual Report

Table of Contents

Science Students' Joint-Societies Inauguration Ceremony	4
Graduation and End-of- Semester Party	12
Welcome Fair	13
Orientation Camp	15
Orientation Week	20
Ordering Society Jacket	22
Semester Commencement Dinner	24
Joint Science Singing Contest	26
Alumni Congregation Photo Booth	28
Christmas Party (and Sub-Committee Function)	29
HKUST Science Research Sharing	32
Class Photo Taking	33
Annual Dinner	35
New Executive Committee Information Session	36
Annual Election	37

List of Activities

Date	Function	Venue	PIC
24 Apr 2019	Science Students' Joint-Societies Inauguration Ceremony	Lecture Theatre B	KWOK, Yuk Lam
04/06/2019	Graduation and End-of-Semester Party	Common room 5+6	Lau Chak Hei
7-8 Aug 2019	Welcome Fair	Atrium	LAM, Yu Sang
10 – 12 Aug 2019	Orientation Camp	HKUST Campus and Hang Hau	Kwok, Yuk Lam
16-20 Sep 2019	Orientation Week	Atrium/LG5	LAM, Yu Sang
Start from 1 Sep 2019	Ordering Society Jacket	Online	Chan Tsz Ching
11 Sep 2019	Semester Commencement Dinner	Hop Sze Restaurant(合時小廚)	Leung Ka Wun Casey
4 Nov 2019	Joint Science Singing Contest	Common Room 1+2	KWOK, Yuk Lam
8 Nov 2019	Alumni Congregation Photo Booth	Life Science Common	Chan Tsz Ching
9 Dec 2019	Christmas Party (and Sub-Committee Function)	Common Room 5+6	Wong Kim Lok Kimson
Cancelled	HKUST Science Research Sharing	Cancelled	Wong Kim Lok Kimson
29 Oct 2019	Class Photo Taking	Sundial	Leung Ka Wun Casey
Cancelled	Annual Dinner	Cancelled	Leung Ka Wun Casey
30 Dec 2019	New Executive Committee Information Session	Common room 3	Lau chak hei
1st election Date: 5 Mar 2019 Re-election Date: 12 Mar 2019	Annual Election	Online	Cheung Cheuk Lun Alan

22nd Science Students' Joint-Societies Inauguration Ceremony

Person-in-charge: KWOK, Yuk Lam

Date: 24th April 2019

Time: 19:00-22:10 (cocktail session began at 18:15)

Venue: Lecture Theatre B

Number of participants: 174 (Including the cabinets)

This year International Research Enrichment Students' Society was responsible for "Invitation and reception", while the posts "promotion" and "decoration" were shared by all societies. Our duties include

Invitation and reception:

1. Publishing guest list
2. Publishing name tags
3. Publishing seating cards for the guests
4. Preparing the content of the booklet
5. Ordering the flower corsages, ribbons and name tag holders
6. Contenting, typesetting and publishing invitation cards
7. Contenting, typesetting and publishing thank you cards
8. Contenting, typesetting and publishing certificate of appreciation
9. Sending invitation emails and WhatsApp messages to remind guests
10. Preparing seating plan
11. Arranging reception
12. Preparing Google form for ceremony's registration
13. Coordinate the receptionist
14. Coordinate technicians
15. Collecting all the name tags

Promotion:

1. Designing and publishing the invitation card and envelope
2. Designing and publishing the thank-you card
3. Designing and publishing the certificate of appreciation

Decoration:

1. Decorating lecture stand, microphone stand and seats
2. Preparing decoration plan
3. Ordering decoration materials online
4. Decorating the refreshment tables
5. Decorating the walls in the lecture theatre
6. Handling sound effects (mic, speakers, background music)
7. Handling lighting
8. Handling slideshow

Preparation

Date	Description
After each science department societies officially announce the election result	Finalization of science department elected cabinet
Late February	Inter-society discussion of setting for joint inauguration Confirming the division of labour
Mid March	Preparation of promotional materials Planning for refreshments and gifts
Mid March	Invitation of guests and speakers
Late March	Intra-society preparation Inter-society correspondence Confirmation of rundown and script
Early April	Promotion of event Finalization of inauguration procedure
18/4	Rehearsal session
24/4	Joint Science Inauguration Ceremony

Rundown

Time:	Session:	Things to do:
18:15-19:00	Reception of guests and cocktail session	<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 deliver the certificate of appreciation 7. To invite guests to sign and take photo 8. To serve cocktail and refreshment
19:00-	Entry of guests	<ol style="list-style-type: none"> 1. To invite guest to enter the

19:15		venue 2. To lead guest to their seats
19:15- 19:35	Start of ceremony	<ol style="list-style-type: none"> 1. To give the welcoming speech by MCs 2. To invite Dean of Science, professors, president of each society, HKUST, Session 2017-2018 and 2018-2019 to enter the theatre by MCs 3. To invite elected cabinets of science societies to enter the theatre by MCs
19:35- 19:40	Speech of honorary guests	<ol style="list-style-type: none"> 1. To give speech by Dean of Science of HKUST (4 minutes) 2. To deliver souvenirs to Dean of Science and take photo (1 minutes)
19:40- 20:10	Speech delivery and Introduction Ceremony of Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 (25 minutes)(5 minutes spare)	<ol style="list-style-type: none"> 1. To give speech by professor of Life Science, deliver souvenirs and take photo (3.5+1 minutes) 2. To give speech by professor of Life Science, deliver souvenirs and take photo (3.5+1 minutes) 3. To give speech by the President of Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2018-2019 (2 minutes) 4. To handover society's chop (1 minute) 5. To deliver souvenirs to the President of Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2017-2018 and take photo (1

		<p>minute)</p> <p>6. To give speech by the President of Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 (2 minutes)</p> <p>7. To play video (2.5 minutes)</p> <p>8. To introduce Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2018-2019 by MCs (3 minutes)</p> <p>9. To vow of Biochemistry and Biotechnology Students' Society, HKUSTSU, Session 2018-2019 (1 minute)</p> <p>10. To go back the seat (2 minutes)</p>
20:10-20:40	<p>Speech delivery and Introduction Ceremony of Biology and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 (25 minutes) (5 minutes spare)</p>	<p>1. To give speech by professor of Life Science, deliver souvenirs and take photo (3.5+1 minutes)</p> <p>2. To give speech by professor of Life Science, deliver souvenirs and take photo (3.5+1 minutes)</p> <p>3. To give speech by President of Biology and Biotechnology Students' Society, HKUSTSU, Session 201-201 (2 minutes)</p> <p>4. To handover society's chop (1 minute)</p> <p>5. To deliver souvenirs to President of Biology and Biotechnology Students' Society, HKUSTSU, Session 201-201 and take photo (1 minute)</p> <p>6. To give speech by President of Biology and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 (2 minutes)</p>

		<p>7. To play video (2.5 minutes)</p> <p>8. To introduce Biology and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 by MCs (3 minutes)</p> <p>9. To vow of Biology and Biotechnology Students' Society, HKUSTSU, Session 2019-2020 (1 minute)</p> <p>10. To go back the seat (2 minutes)</p>
--	--	---

<p>20:30- 21:00</p>	<p>Speech delivery and Introduction Ceremony of Chemistry Students' Society, HKUSTSU, Session 2019-2020 (25 minutes) (5 minutes spare)</p>	<ol style="list-style-type: none"> 1. To give speech by professor of Chemistry, deliver souvenirs and take photo (3.5+1 minutes) 2. To give speech by professor of Chemistry, deliver souvenirs and take photo (3.5+1 minutes) 3. To give speech by Chairperson of Chemistry Students' Society, HKUSTSU, Session 2018-2019 (2 minutes) 4. To handover society's chop (1 minute) 5. To deliver souvenirs to Chairperson of Chemistry Students' Society, HKUSTSU, Session 2018-2019 and take photo (1 minute) 6. To give speech by Chairperson of Chemistry Students' Society, HKUSTSU, Session 2019-2020 (2 minutes) 7. To play video (2.5 minutes) 8. To introduce Chairperson of Chemistry Students' Society, HKUSTSU, Session 2019-2020 by MCs (3 minutes) 9. To vow of Chairperson of Chemistry Students' Society, HKUSTSU, Session 2019-2020 (1 minute) 10. To go back the seat (2 minutes)
-------------------------	--	---

<p>21:00-21:30</p>	<p>Speech delivery and Introduction Ceremony of International Research Enrichment Students' Society, HKUSTSU, Session 2019-2020 (25 minutes) (5 minutes spare)</p>	<ol style="list-style-type: none"> 1. To give speech by professor of International Research Enrichment, deliver souvenirs and take photo (3.5+1 minutes) 2. To give speech by professor of International Research Enrichment, deliver souvenirs and take photo (3.5+1 minutes) 3. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2018-2019 (2 minutes) 4. To handover society's chop (1 minute) 5. To deliver souvenirs to President of International Research Enrichment Students' Society, HKUSTSU, Session 2018-2019 and take photo (1 minute) 6. To give speech by President of International Research Enrichment Students' Society, HKUSTSU, Session 2019-2020 (2 minutes) 7. To play video (2.5 minutes) 8. To introduce International Research Enrichment Students' Society, HKUSTSU, Session 2019-2020 by MCs (3 minutes) 9. To vow of International Research Enrichment Students' Society, HKUSTSU, Session 2019-2020 (1 minute) 10. To go back the seat (2 minutes)
--------------------	--	---

21:30- 21:45	End of the ceremony	<ol style="list-style-type: none"> 1. To announce the end of the 22nd Science Students' Joint-Society Inauguration Ceremony by MCs 2. To give thank you speech 3. To lead guests leaving the theatre
21:55- 22:10	Refreshment session	<ol style="list-style-type: none"> 1. To serve refreshments and drinks

Summary

The preparation of the ceremony was smooth. In the first few meetings, work allocations and amount of deposit were decided. IRESS was responsible for invitation and reception, and all societies were responsible for promotion and decoration. The ratio of deposit was 1 (other societies) : 0.548 (IRESS). The preparation was mainly done throughout March and April. We discussed the details of the ceremony with other societies, including ordering of materials, guest list, rundown, etc. Within our cabinet, on top of promotion secretary being responsible for designing some materials, and general secretary for inviting guests, we rehearsed for the Ceremony and practiced for the marching. Due to some accidents, the elected cabinet of Biochemistry and Biotechnology Students' Society did not join the inauguration ceremony in the end.

Evaluation

One of the major challenges we faced was that one of the cabinets was not able to join the ceremony. We were informed a day before the ceremony, and many problems occurred, including if the professor invited by that cabinet should give a speech during the event. Even though it is believed that it was a very special case, future cabinets should communicate with other societies frequently to prepare for any possible accidents.

Graduate Party

Person in charge: Lau Chak Hei

Date: 04/06/2019 (Tue)

Venue: Common room 5+6

Time: 15:00-22:00

Fee: \$80(graduates)/\$90(other participants)

Number of participants: 30

Preparation

Mid-may to late-may	Souvenir ordering
Mid-may to late may	Ask participants for availability using google forms
Late May to early June	Demonstrated games
Late May	Venue booking
3-6-2019	Food ordering (Pizza)
4-6-2019	Decoration of the venue

Summary

Two games were played before dinner. They were big television and 障礙賽 respectively. We ended this session about 30 minutes earlier than we expect, since the time reserved for 障礙賽 section was overestimated by nearly half an hour.

We ordered sushi express and phd(pizza) for dinner, staffs of SAO had come and asked us about the arrangement of refreshments during the dinner session. Overall, this part is smooth.

After about an hour, we held 2 games 好好笑阿 and 巨型”過四”關 before distributing souvenir. The whole event ends at around 2200.

Review

Game demonstration is very important for allocating time. Due to some inaccurate assumptions during game demonstration, we are unable to approximate the duration of time in an accurate manner. Also, we lack the preparation of the questions in big television. This makes the quality of the questions low in general, questions should be discussed and chosen carefully beforehand.

The diversity of the type of food is a new try, and it works out quite well. However, one thing to note is that sushi and sashimi perish easily. For safety reasons, it is better to avoid serving raw meat in the refreshment session.

During the event, staffs of SAO had addressed their concerns towards serving hot meals. However, according to past experience, hot meals were served in the past years. Therefore, we agree that this practice has no big deal.

Welcome Fair

Person in charge: LAM, Yu Sang

Date: 7-8 August 2019

Time: 09:00-18:00

Venue: Atrium

Preparation

Date	Preparation Task
9-10 Jul	Uploaded encouraging messages for students facing the release of DSE, introduced the IRE program and related information on IRESS Facebook and Instagram
Mid Jul- Early Aug	Asked senior IRE students and IRESS members as helpers to assist the executive committee's work during the Welcome Fair
5 Aug	Uploaded encouraging message for JUPAS students, useful information for freshmen on IRESS Facebook and Instagram
7-8 Aug	JUPAS Registration Day

Evaluation and suggestions

The Welcome Fair was overall smooth with a few minor issues. The next session shall pay attention to the following parts.

Recruitment of helpers

The recruitment of the helpers was in a rush. Despite approaching the senior prior to the event, not many positive feedbacks were received. Some helpers were found a few days before the Welcome Fair. It is recommended for the next session to successfully found at least 5 helpers a week before the event, so as to prevent unexpected time clash.

Also, we only successfully recruited Year 2 seniors during the Welcome Fair, it is recommended to invite a larger variety of seniors for freshmen to interact with.

LC Room

LC-17 was booked from 10 am to 8 pm. The response from freshmen was not great. Not many came to the room. It is still recommended for the next session to reserve a room in LC.

Timetable

There was only one session of compulsory IRE admission talk during the whole day, which was held in the afternoon, most of the freshmen did not come until noon. All executive

committee members and helpers were rather unoccupied in the whole morning. However, it is still recommended to open the counter on time, just in case some freshmen came early.

Promotion materials and regulations

The usage of signboards and the lingering of executive committee members at the concourse area were banned by the Students' Union.

Clothing

Due to late notice, the dress code of helpers was not uniformed, however, the executive committee members wore the designed T-shirt. It is recommended to remind helpers to wear the society's T-shirt designed by the last session as it would be easier for freshmen and SU's supervisors to recognize IRESS related people.

Sci/Home

Due to privacy concerns, the School could not provide us the personal information of freshmen, such as name, phone number and email address. However, they offered help in:

1. Informing the number of IRE freshmen via JUPAS admission
2. Allowing executive committee members to introduce themselves to freshmen inside Sci/Home training room after the admission talk.
3. Sending an email to promote IRESS Orientation Camp to freshmen.

The second point was extremely important as it serves as a perfect platform for freshmen to gain access to more information regarding IRE and the orientation camp. The next session is highly recommended to start the discussion with Sci/Home and reserve a place as soon as possible.

Orientation Camp

Person-in-charge: Kwok, Yuk Lam

Vice Person-in-charge : Cheung, Cheuk Lun Alan

Vice Person-in-charge : Lau chak hei

Vice Person-in-charge : Chan Tsz Ching

Vice Person-in-charge : Wong Kim Lok, Kimson

Date: 10 – 12 Aug 2019

Venue: HKUST Campus and Hang Hau

Number of Participants: 6 ExcOs, 17 Jobamas, 21 Freshmen

Fee: HK\$440 for Freshmen, Spy and Exco, HK\$380 for Jobamas

Preparation

Date	
2 May – Early Aug	Recruitment of leaders
2 – 9 May	Set up counter to collect fee from leaders
Early Jul	Confirm camp tee design
mid Jul	Confirm camp date and venues
Mid Jul	Confirm poster design
Late Jul	Find Sponsors
Late Jul	Confirm hall rooms
7 Aug – Early Aug	Recruit freshmen
8 – 9 Aug	Booking meals
9 Aug	Send reminder to participant
10 – 12 Aug	Orientation Camp

Timetable

Time	Day1	Day2	Day3
08:30		Breakfast	Breakfast
09:30		Puzzle Room	All In Battle
12:30		Lunch	Lunch and Turtle Back
13:30		Rest	
14:00	Assembly of Participants	UST Monopoly	
14:30	Icebreaking, Team Creation and Team Games		
17:45	Unpacking		
18:00			
18:30	Dinner	Dinner	
19:30	Checkpoint Games		
21:00		Time Capsule, Sweet Soup and Private Talk	
21:30			

Games

Ice-breaking Games

Game	Game Detail
Ice-breaking Game I	The first participant would firstly introduce their name. The second participant would repeat the name (of the pervious participants) and add their own name onto the list. The game goes on until it has completed a cycle.
Ice-breaking Game II	Each person will be given 5 label paper and name should be written on them. Then, the participants will be walking around when the time starts. When two people meet, they would play paper, scissors, rock. The loser takes the others' paper and continue. Participants with most label lose.
Icebreaking Game III	Newspaper pieces are placed on ground to represent "safe area" .3 players pretend to be "shark", and catch players that couldn't stand inside the "safe area" in time. Players that get caught become team shark. After every round, "safe area" would be reduced. The game will continue for 5 rounds. If players survived, then they win, if all players get caught, team shark wins.
Icebreaking Game IV	Players fights for chairs of limited amount in every round. Players who cannot sit into a chair are eliminated.
Icebreaking Game V	Each group have 1-16 numbers and represented the players. Two groups fight for water bottle and then shout out the other team's representative's name and win.
Icebreaking Game VI	Players sit in a circle, first player shout out a number, if it doesn't match the people that stand up, then the players who shouldn't stand up lose.

Theme Game

The theme game of the Ocamp was All in Battle, participants will be separated into 2 team from now on, in every game, they had opportunities to gain points. And the points will be used in All In Battle.

Checkpoint Games

Game	Game Detail
lifs common	You draw I guess
lift 31/32 4/F	hanoi puzzle: 3 min to communicate strategy and then each group member move one pieces until solved.
shrlo	Memory test: Mc read a long sentence and players need to remember it.
LSK	All players hold hands and then they are required untangle their hands.
LG5 SU office	counting start from 1 (1,2,3...):

	players need to sit back to back and call out numbers from 1 to 10/20/30, no one can said it twice and no repeat.
e2i	big television
wisdom stone	invisible maze

Puzzle Room

Participants needed to solve all puzzles inside the puzzle room, the group solved the puzzles with less time win.

UST monopoly

Similar to usual monopoly, only using places in ust, includes

Brown : lovers path, Rome Colosseum

Light Blue : Fusion, Gym Room, UG Hall

Purple : Passion, UST Chinese restaurant, UC Bistro

Orange : Concourse, Resonance bridge, Atrium

Red : LSK, The Base, IAS

Yellow: mother and son, Tianyat pool, wisdom stone

Green: SCI HOME, LIFS Common, library

Blue: mushroom, turkey

Canteen (original public transport station): LG1, LG7, McDonald’s, Seafront

Entrance (original public company): north gate, south gate

And the opportunity card still exist in the game, except now opportunity card require player to complete some task instead, some card have rewards, some are not.

All in Battle

Before the start of each game, MC only announce the name of the each game and people needed to play the game. Each team can choose a number from 1.1 to 1.5, the winning team will have their points time their chosen number, losing team will have their points being divided by the number.

Game	Game Detail
Reverse, reverse and reverse	MC will tell instruction such as “left hand touch right eye”, however, in the game, saying left means right, hand means leg, etc. players needs to follow the translated version of instruction and the team with higher correct rate wins.
Song guessing	Song will be played reversely, the first team shout out the correct name of the song will get 1 score, after all songs played, the team with higher score win

Blind fight	2 player on each team will be blind fold, and given a long rod-like balloon, other teammates will give instruction to the players and tell them where to go and hit. The player who get hit by opposite team player is eliminated. The final survived player's team win.
Tic tac toe	#-shape area are marked on table with tape. Each team line up oppositely at the side of the table. Each team have one plastic cup and players require to put the cup on the edge of the table and flip the cup. The cup stand on the table upwardly will be count as occupying the area in # shape. Player that succeeded or failed to do this should go back to the end of line and next player will try. The first to complete tic tac toe's winning condition wins.
Blind chess	The rule is the same as blind chess of Chinese chess, only the player now represent the chess. And still play according to the rule.

Meal Arrangement

Day	Meal	Details
1	Dinner	Piazza Hut
2	Breakfast	McDonald's
	Lunch	Jobama take fm eat in UST
	Dinner	Chinese Restaurant, G/F, HKUST (南北小廚)
3	Breakfast	McDonald's
	Lunch	Tao Heung Holdings Limited at Hang Hau

Evaluation

Preparation

Time management still had space for improvement. The time control of each game could be better to avoid participants become tired.

The preparation of game materials could be done earlier as we have relatively less exco. Having off-campus activities may be more attracting to participants, however we considered that the weather might be unstable and difficulties to hold games off-campus is too much for our cabinet member due to lack of helpers and we only have 5 exco.

Ice Breaking and Team Creation

This session was generally smooth.

The length of each game are sufficient and the games helped participants to go out and know each other without being awkward. The game are fun to play overall and participant enjoyed as well.

Checkpoint games

This session was generally smooth.

The game is hold at night, some participants might feel tired after playing this game.

However most participants enjoyed the games, and it would be better that if we have more helpers to hold more checkpoint.

Puzzle room

One team solved the puzzles really fast, and the other team spent relatively more time to finish. Some participants think the puzzles are easy while some think too difficult. It is hard to make a balance puzzle that everyone can feel being challenged but not frustrated. The puzzle could be designed better. And we didn't think of what should we do if the solve the puzzles really quick and a lot of time is left.

UST Monopoly

The game went smooth generally, and participant enjoyed it. However, the time duration of the game might be too long. And not all participant had things to do during the game. Some of them might feel boring in the middle, but overall this session is quite good.

All In Battle

The game is fun and the participants enjoyed playing it. Generally the games have adequate duration and long enough too let participant to enjoy. They can use their point to sort of "gamble" did help them enjoyed the game more and add more tactical strategy move choses for them.

Other areas

It is quite hard to hold Ocamp especially when we only have 5 exco before the Ocamp. Even the other 2 exco did help during preparation and designing of the games. They couldn't join the Ocamp and make holding games more challenging. It is better if we recruit more helpers.

Orientation Week

Person in charge: LAM, Yu Sang

Date: 16-20 September 2019

Time: 09:00-18:00

Venue: Atrium/LG5

Number of participants: 32

Fee: Full membership fee: 4 years: \$120

3 Years: \$90

2 Years: \$60

1 Year: \$30

Annual associated member fee: \$40

Preparation

Date	Preparation Task
1 Jul – 31 Aug	Seeking sponsorship for welfare pack
14 Aug – 9 Sep	Designing society products
28 – 31 Aug	Packaging sponsorship products
1-14 Sep	Preparation of membership application and society product order forms
15 Sep	Decoration of counter
16 – 20 Sep	Orientation week, promotion through WhatsApp group chat
29 Sep	Ordering of society products
22 – 30 Oct	Distribution of society products

Rundown

Executive committee members are assigned to take turns staying in counter from 09:00 to 18:00. The persons on duty in the first time slot of a day would arrive early and set up the counter. Announcement was made to the WhatsApp group chat to encourage and invite members to visit the counter. Executive committee members on duty are responsible for taking membership applications and selling society products. Persons on the duty in the last time slot would tidy up the counter and store all society property in the society room.

Summary

We received a two-day quota for holding a counter in Atrium on 16-17 Sep, counters were set up in LG5 on 18-20 Sep. A total of 32 new members were recruited. 1 set of 2017 society paper, 2 sets of 2018 society paper, 7 2018 laptop bags, 4 2018 society T-shirts, 30 sets of 2019 society paper, 35 2019 T-shirts, 8 society towels, 11 pencil bags and were sold.

Evaluation

The confirmation of the design of society products was delayed. As we hoped to release new products during orientation week, we carried out a vote to ask our member's preference. However, we took too much time to decide the final products to be released, which turned out to be a bit rush for the promotion to begin.

We opened another counter on 22-25 October for members to collect their society products, which also served to sell our society jacket.

This year we offered society towels and pencil bags as a new society product. This was welcomed by members and increased the variety of products offered.

Ordering Society Jacket

Person-in-charge: Chan Tsz Ching

Date: 1-9-2019 to /

Fee: HK\$120 for members, HK\$140 for non-members

Preparation

Date	Task
1-9-2019 - 2-10-2019	Drafting of design
8-10-2019 - 16-10-2019	Posted several designs in WhatsApp group to collect feedback from members via google form
11-10-2019	Quotations obtained from Signature
18-10-2019	Finalized design Design poster
19-10-2019	Finalized poster design Promotion in WhatsApp group Establish ordering form in WhatsApp group
21-10-2019 - 25-10-2019	Set up counter for members to place orders and collect payment
29-10-2019	Asked marketing secretary to order society jacket.
30-10-2019	Problem raised due to the colour of the design and the recent political event
31-10-2019	Colour of the design changed
31-10-2019 - 6-11-2019	Asked members who ordered society jacket whether they mind the change of design
27-11-2019	Confirmed order
10-12-2019	Received society jackets
19-12-2019	Distribution of society jackets

Pricing and payment

It is estimated total of 30 jackets when asked for quotation from Signature. The quotation is \$117 per jacket with logos printed on both sides. Since the price is acceptable, we decided to charge \$120 for members and \$140 for non-members.

34 orders are received, and we order an extra jacket. Due to the political events, the ordering did not proceed smoothly. We finally find another manufacturer to order society jacket with the original design. The quotation is \$107 per jacket.

Payment is received during the opening of the counter, and for members who are not available to pay during the counter period, will pay when they pick up the product.

Design

Design concept

The design is kept simple but a cool style. The front design is based on the overlapping of squares while the back design is based on the common interests of society's member, i.e. passion in science.

Distribution

Due to the delay of ordering, society jackets were distributed to members who have participated in the Christmas Party on 19-12-2019. It is scheduled to distribute the remaining society jackets right after the commencement of the spring semester. However, the coronavirus situation further delayed the schedule. We will distribute the remaining products when campus face-to-face teaching is available.

Evaluation

The major disruption of the event is that clothing designed in black was not able to pass the customs due to the political events. The manufacturer therefore rejected our ordering. Effective communication should be processed with marketing secretary for the ordering. Discuss more with the committee members to prevent or reduce the unwanted delay. Promotion can be done through email and facebook to get attached to more members.

Semester Commencement Dinner

Person-in-charge: Leung Ka Wun Casey

Date: 11-9-2019

Time: 19:00-22:00

Venue: Hop Sze Restaurant(合時小廚)

Number of Participants: 47

Fee: N/A (Participants pay for their own)

Preparation

Date	Task
25-8-2019	Searching for suitable restaurants
31-8-2019	Ask members in Whatsapp group for availability and preferences
1-9-2019	Create a Google registration form for the event
2-9-2019	Advertise via Whatsapp group for registration
5-9-2019	Promote the event via email
6-9-2019	Contact restaurant and confirm reservation
11-9-2019	Contact restaurant to finalize the number of table to be reserved and to pre-order dishes
11-9-2019	Remind members about the event and gather the member for going to the restaurant together

Summary

By comparisons, we have come up with three restaurants as our choices: Hang Hau Hop Sze Restaurant, and UniBistro in HKUST. Members have decided to dine in Hang Hau Hop Sze Restaurant in the voting.

We posted a link of Google registration form into Whatsapp group and allowed members to sign in by themselves. With the face-to-face promotion of the event to members, the response rate was relatively decent, so there is no further need for a PM promotion.

Considering the amount of food provided, the price of Hang Hau Hop Sze Restaurant is relatively affordable. Also, different participants may have different food preferences and appetite. As a result, members are ordering the food when they arrived the restaurant.

Concerning the difficulty to assign seats to participants, we decided not to make any seating plans, such that participants could choose seats freely.

At the start of the event, participants took around half an hour to settle down. When participants ordered the dishes, we asked the restaurant to separate the bills for different tables. The event rundown was smooth in general.

At last, we collected the bills from participants and paid to the restaurant. The event was ended by taking group photos outside the restaurant.

Evaluation

After participants settled down, they were confused if they could start ordering food, until we told them they could. Instructions from executive committees can be made clearer.

This year, we do not make Chinese restaurant in HKUST as an options as the venue might crash with Annual Dinner, where Annual Dinner are preferred to be held in HKUST as professor will be invited.

Joint Science Singing Contest

Person-in-charge: KWOK, Yuk Lam

Number of participants: 45

Fee: HKD10 for member contestants, HKD20 for non-member contestants

Preliminary Round:

Date: 4th November 2019

Time: 19:00-21:30

Venue: Common Room 1+2

Final Round: Cancelled

This year International Research Enrichment Students' Society was responsible for:

1. Receiving music
2. Financial Budget and Report

Preparation

Date	Task
Early October	Discussion about theme Discussion about date and venue
14 Oct	Finalisation on poster
21 Oct	Start of promotion
26 Oct	Finalisation of judges and other details
31 Oct	Received all background music from participants
4 Nov	Preliminary round

Rundown

Preliminary Round

Time	Task
17:00-18:45	Setting up
18:45-19:15	Registration of participants
19:15-21:00	Competition
21:00-21:30	Photo-taking
21:30-22:30	Cleaning up

Summary

The preparation for the event started late, and the schedule was a bit later than previous years. On top of that, due to the suspension of class, the final round was cancelled. Besides, the number of participants decreased when comparing to last year. Nevertheless, the preparation of the event and the preliminary round of the contest were overall smooth. The deposit of other societies was HKD600, while deposit of IRESS was HKD330.

Evaluation

Considering the low participation rate, it is suggested that future cabinets can discuss with other societies to design events that suits members. In addition to that, the preparation work for the event should start earlier, so that the promotion could start earlier, and more participants could be attracted.

Alumni Congregation Photo Booth

Person-in-charge: Chan Tsz Ching

Date: 8-11-2019

Time: 10:00-18:00

Venue: Life Science Common

Preparation

Date	Task
19-10-2019	Search for last year props in society room
19-10-2019 – 2-11-2019	Design props and photo-taking item
25-10-2019	Contact Sci/Home for venue booking
28-10-2019	Decide venue as life science common
2-11-2019	Order props in E-banner Buy instant photo photographic paper
5-11-2019	Collect props in E-banner
7-11-2019	Borrow instant camera from friend
8-11-2019	Alumni Congregation Photo Booth
9-11-2019	Post google drive link of the photos taken in WhatsApp group

Design

Some designs are specific for graduates (e.g. class of 2019).

Some designs are more formal but members like the troll designs more.

Evaluation

Sci/Home will not be a suitable venue. They set booth and props for science school graduates and the training room and discussion rooms are also not available. Classrooms or common room may be a choice, but we didn't consider at the beginning.

E-banner will be a good choice. Similar price as Taobao but is able to pick up the products after 2 working days.

Instant photos are not popular among members. A modern camera will be enough for the event.

Christmas Party (and Sub-Committee Function)

Person-in-charge: Wong Kim Lok Kimson

Date: 19th December 2019

Time: 17:30-21:30

Venue: Common Room 5+6

Number of participants: 35

Fee: HK\$80 for members, HK\$90 for non-members

Preparation

Date	Description
04 Dec	Ask sub-committee members to start preparing for games
06 Dec	Ask for members' availability for proposed day
09 Dec	Confirm the date of the Party
11 Dec	Booked the venue for the Party
15 Dec – 19 Dec	Online registration
19 Dec	Christmas Party

Rundown

Time	Description
15:30-17:00	Preparation
17:00-17:30	Reception
17:30-19:15	Games
19:15-20:00	Dinner
20:00-20:30	Gift Exchange and unboxing
20:30-20:45	Penalty for Games
20:45-21:00	Photo-taking
21:00-	Distribution of Society Jacket and Free time

Games Description

Game	Description
Pop it!	Participants are divided into two teams. Each participant is given two balloons and they have to tie one at the ankle of each leg.

	<p>In the first round, the participants can walk around and pop the balloons of the opponent team within the time limit.</p> <p>Same for the second round but the time allowed is shortened.</p> <p>In the last round, participants can attack anyone by popping others' balloons within the time limit.</p>
Ping Pong Race	<p>Each participant is given a paper cup.</p> <p>Each team have to transport the ping pong ball along the designated route using the paper cups.</p> <p>The fastest team to reach the finishing line win.</p> <p>Change the route for the second round.</p> <p>For the third round, each team have to transport three ping pong balls at a time.</p>
Charade	<p>Each team send several representatives who are then told a word.</p> <p>For each round there is a theme for the words.</p> <p>The rest of the team have to guess that word from the acted or spoken clues given by the representatives.</p> <p>The team who can guess more words win that round.</p>
Beer Pong 2.0	<p>Place 10 numbered cups on each of two tables and then arrange them into two triangles.</p> <p>Each team are given 5 ping pong balls.</p> <p>Each team throw the balls across the table so that the ball lands in one of the cups within the time limit.</p> <p>The number on each cup correspond to a cup of drink that is special-made.</p> <p>The opponent team have to consume all the corresponding drinks.</p>

Gift Exchange

Everyone's gift was assigned a number. Some paper with number is hidden in the venue. Members are required to find one of the papers and decide what number of gift he/she gets. Members will show what they get and share the happiness to other members.

Summary

The venue was chosen to be common room 5+6 as usual. The date of 19th December was the date that suits most of our members according to a survey conducted.

The fee was set to be \$80 for member and \$90 for non-member, which is higher than that of last year mainly because of the increased food amount and food price.

During the party, a total of 4 games were played, and they were prepared and held by the subcommittee members due to the cancellation of subcommittee function this year.

For the dinner, 10 large pizzas, 24 chicken legs, 6 boxes of rice/spaghetti from Pizza Box was order. 2 pizzas were vegetarian. Also, 60 boxes of 250mL drinks were bought from fusion. Food was ordered after the start of the activity.

Evaluation

The Christmas Party this year was special. As students are not required to be on campus since November, the details for the Christmas Party were decided very lately, and the registration started 4 days before the Party. In future, it is suggested that most of the preparation work for the Christmas Party should be done in November.

Due to the special circumstances this year, the games in the Christmas Party was designed and tested the day before the activity. Luckily, the games were conducted very smoothly according to the feedback from members. The games should be finalized and tested before the final examination period starts.

The amount of food was appropriate. More chicken legs and drinks can be provided in future, according to feedback from members.

HKUST Science Research Sharing

Person-in-charge: Wong Kim Lok Kimson

Status: Cancelled

The event has been cancelled due to the escalating tension and cancellation of classes and activities within campus. We believe that during that time, holding research sharing was not appropriate and therefore we decided to postpone the event. And because of the virus situation starting in spring semester, this event is automatically cancelled as our session will be ended soon.

Class Photo Taking

Person-in-charge: Leung Ka Wun Casey

Date: 29-10-2019

Time: 13:30-15:00

Venue: Sundial

Number of Participants: 50

Fee: N/A (Participants pay for their own)

Preparation

Date	Task
8-10-2019	Whatsapp members in group for availability
12-10-2019	Shortlist possible dates
15-10-2019	Contact faculty members for availability on shortlisted days via email
16-10-2019	Book venue
19-10-2019	Send invitation to all members by email and Whatsapp group
28-10-2019	Send reminders to faculty members via emails
29-10-2019	Class photo taking
Feb 2020	Printing of Class photos
Feb 2020 onwards	Waiting resuming of lesson on campus for distribution of class photos

Summary

After two possible dates were chosen by the simple majority, we sent invitation emails to five professors (Pak Wo Leung for IRE, Lam Kam Tuen for PHYS, Jinqing Huang for CHEM, Frederick Fong for MATH, Danny Chi Yuen Leung for LIFS).

Before the event, a friend of the executive committees was invited to be the photographer. There is hence no need to hire a professional photographer for the class photo taking.

On the day of the event, the rundown was generally smooth. However, due to the lack of coordination, there were hardly any executive committees to accompany the faculty members during the event. This caused most faculty members to leave the venue on their own one by one after taking photos by majors, and hence there were no professors joining the photo taking by years.

For the class photo ordering, we used Google form instead of setting up counters, as the ordering period lied within the winter semester break. Members could choose to order laminated or non-laminated copies in the google form. It was noted that every participant of the event could get one non-laminated free copy of IRESS group photo. Also, every faculty member who had attended the event would get two copies with photo frames, one of IRESS group photo, and one of their corresponding majors. The delivery of class photos was still ongoing at this moment.

Evaluation

At that day, Professor Law in physics department has not shown up. It is recommended that a email could be sent to the professor as a reminder.

The class photo taking day this year is earlier than last year. This prevents the crash of class photo taking with other IRE activities.

As we found one of our friends to be the photographer, the expensive cost for hiring a professional photographer can be avoided. However, the Person in Charge should maintain good communication with the photographer to achieve the desired quality of photos and expectations. The photographer should also be told to take as many copies as possible to ensure quality.

It is believed that using Google form for class photo ordering would be more efficient and convenient than setting up counters. However, this might be a cause for the relatively low response of class photo ordering. More promotional methods, such as to PM members, could have been employed.

Some members suggested that extra plastic bags could be ordered to contain the non-laminated copies while delivering to members, such that it would give more protection to the photos and make it easier for preservation.

Annual Dinner

Person-in-charge: Leung Ka Wun Casey

Status: Cancelled

The event has been cancelled as students are not required to attend lesson on campus starting from November.

New Executive Committee Information Session

Person-in-charge: Lau chak hei

Date: 30-12-2019

Time: 1500-1800

Venue: Common room 3

Number of participants: 14

Fee: N/A

Preparation

Date	Task
3-12-2019	Ask subcommittee members for availability
28-12-2019	Book the venue
28-12-2019	Each executive committee member prepared a PowerPoint to explain their duties to the subcommittee members.

Summary

We started to ask subcommittee for availability through whatsapp group in early December, but we could not come up with a date with most of the members available due to the final exam period. Therefore, we decide to hold this event after mid-December. It is not until late-December that we realized that we have to finalize the posts before 3-1-2020, therefore the organization is a rush.

We decided to have the info-session in classrooms originally, but due to the tight schedule of election, we don't have much choices on the time and venue for the session. Hence, we can only choose common rooms for this event. We wished to choose a venue with projector but common room 5+6 is unavailable, therefore the best venue we can choose is common room 3.

We first start the event by the evaluation of the sub-committee function, which is organized together with the Christmas party due to the recent social issues.

Then, each of the executive committee members briefly explains their duties to the subcommittee members. The event rundown is smooth, with some flaws however.

Finally, we asked the sub-committee members to think what posts are they suitable for and the posts are finalized on the day after the exco-info session.

Evaluation

We concluded that the sub-committee function was quite successful, but more preparations on the games should allow the sub-committee to better react towards unexpected situations.

For the briefing part, the greatest difficulty we encounter is we have to use our personal computer to show the PowerPoint to the sub-committee members, which is much harder than using a projector due to the small size of the monitor.

We conclude that we should book the venue at least one week before.

Annual Election

Person-in-charge: Cheung Cheuk Lun Alan

1st election Date: 5 March 2020

Re-election Date: 12 March 2020

Time: 00:00 - 2359

Venue: online

Preparation

Date	Preparation Task
Early Jan	Formation of Election Board
9 Jan	Publish Election Rules and Regulations & Application Form
9-24 Jan	Nomination Period
27 Feb	Notice of Election Day
5 March	1 st election Day
6 March	Vote Counting and notice of Provisional Results
6 March	Received complaints and re-election was decided
6 March	Notice of Re-election Day
12 March	Re-election Day
13 March	Vote Counting and notice of Provisional Results
14 March	Confirmation of Official Results

Summary

As the virus situation in Hong Kong, on-campus voting was not allowed and therefore online method was decided to be the alternative method. In first election, we used Google form as the online platform for voting, link to the google form was sent via email at 00:00 and votes after 23:59 are considered as invalid. The turn-out rate was 36.5%, with 37 FOR votes and 1 ABSTAIN vote with 4 INVALID. The invalid votes here are due to 2 non-full member votes, 1 vote with invalid student card id identification and 1 late vote. Aurora was not elected as the turn-out rate was under 40%.

After the election, complains were received saying that the Election conducted on 5 Mar 2020 did not comply with Section Five, Article 6(A) of the constitution, "The method of Voting shall be by secret ballot and no proxy is allowed.", as the election requires members to fill in their Student ID and upload the photo of their HKUST Student ID card in the voting form as a proof of identity. Therefore, it appealed for re-election. After consideration, all Members in the Election Board agreed that the appeal is successful, as we think the secret ballot is essential and necessary. However we could not recover the mistake made in the 1st Election and therefore re-election is decide.

The re-election method was as following:

A Ballot Paper with random serial number will be sent to each full member before the re-election starts. Voters are required to put a clear black or blue tick mark (✓) inside the box that they want to vote for on the Ballot Paper. And then each full members are required to upload the ballot paper on the link given via email and activated on 12 March.

The vote counting on 13 March was hold through Zoom meeting so every member can witness. The turn-out rate was 53.8%, Aurora was elected with 55 FOR, 1 ABSTAIN and 1 VOID. 3 invalid response were included to 1 response with no ballot paper was included in the file uploaded and 2 repeated response.

Evaluation

As this online polling was the first time we have ever encountered, the way we handle the polling was not mature, and room for improvement was definitely there.

At first, we were struggling between how to verify the identity of the voter and how to maintain it as a secret ballot when using any online voting or survey platform. We encountered the problem that if anyone voted with wrong or invalid student id, we needed to eliminate that particular vote. Therefore we cannot maintain a secret ballot.

In the re-election, we sent ballot paper to full members email only so as to ensure no non-full members have access to the ballot paper. Excos except the member of election board are responsible to send the ballot paper randomly. And members of election board will do the vote counting. As we separated this two process, secret ballot become possible.

In the future, if such online polling is required, the method we used in re-election could be consider unless better method is introduced.