

International Research Enrichment Students' Society, HKUSTSU, Session 2021-2022

Annual Report

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Inauguration Ceremony

Person-in-charge: Yeung Wai Ho, Thomas

Date: 3 May 2021

Time: 20:15-21:15

Venue: Loft Stage, 3/F Startex Building, 14 Tai Yau Street, San Po Kong, Kowloon and Microsoft Teams (mixed mode)

Number of participants: 25 (8 ExcOs, 8 ex-ExcOs, 1 cameraman, 1 MC; via Microsoft Teams: 1 Professor, 6 spectators)

Preparation

Date	Description
Early 2021	April Confirm that other Science department societies are unwilling to hold a joint-society inauguration ceremony
Early 2021	April Search for a suitable venue Contact Professor Pak Wo Leung for giving a speech
Mid-April 2021	Ask the ExcOs of session 2020-2021, cameraman and MC for their availability Book the venue along with two long tables, a projector and two microphones
Late April 2021	Confirm the date and time for the event Buy name tags, flower badge and souvenirs
2 May 2021	Final check for materials/equipment of the event

Rundown

Time	Activity	Description
19:00-20:00	Setup of the venue and dressing up	The projector, camera, tripod, chairs and tables were arranged and set up. The excOs also dressed up formally.
20:00-20:15	Rehearsal	The ExcOs had a rehearsal of the full rundown.
20:15-20:30	Welcoming guests	The Microsoft Teams meeting was created and spectators were welcomed to join.
20:30-20:35	Start of the Ceremony	The MC gave a welcoming speech.
20:35-20:45	Handover between Presidents	The President of session 2020-2021 gave a 2-minute speech and handed over the society chop to the successor, who then in return delivered souvenirs and also gave a 2-minute speech.

20:40-20:45	Vow	The MC gave a 3-minute introduction of International Research Enrichment Students' Society, HKUSTSU, Session 2021-2022, then the ExcOs vowed.
20:45-20:50	Speech by Professor	Professor Pak Wo Leung gave a speech.
20:50:20:55	End of the ceremony	The MC announced the end of the ceremony.
20:50-21:15	Refreshments and photo taking	Refreshments and drinks were served, and several group photos were taken.
21:15-22:00	Cleaning	The venue was tidied up and reset.

Summary

Much effort and time were taken to prepare for this event which had a short duration.

Venue

Only at a very late stage were we informed that other Science department societies are unwilling to hold a joint-society inauguration ceremony. Also, due to the pandemic, DSTO was reluctant to provide any suitable in-campus venues. For the same reason, it took us much effort to find this off-campus venue, since large-scale gathering was generally prohibited.

Dress code

As a matter of tradition, ExcOs should dress formally and wear a flower badge and a name tag. The flower badge was ordered from flower shops, and fresh flowers were used. Plastic name tags were bought from a stationery shop, and a small piece of paper with the Exco's name and position was inserted into each of them.

Day of the event

The rundown of the Inauguration ceremonies in the past was adopted. The flow was generally smooth, except that by the planned time for the Professor's speech, the Professor had not joined the meeting. We had no choice but to go on with the rundown while we waited for the Professor. Fortunately, he came right after all the other items in the rundown were finished and gave a speech smoothly.

Evaluation and Suggestions

Technical issues

The Wifi signal in the venue was not good. We were forced to switch to an Exco's cellular network data to avoid disconnection. This, however, used up a lot of quota of her data.

Late coming of Professor

Professor Pak Wo Leung did not join the meeting on time. To maintain the flow of the event, the rundown was changed as mentioned. In the future, the ceremony should wait for guest speakers to join before starting.

Graduation Party and End of Semester Party

Person-in-charge: Wong Chun Hei, Burton

Date: 10 June 2021

Time: 18:00-22:00

Venue: Room B, 12/F, Takad Centre, 135 Wai Yip Street, Kwun Tong

Number of participants: 34

Fee: Graduates: \$80, Non-graduates: \$90

Preparation

Date	Description
Mid-May 2021	Ask participants for their availability via Google form and When2meet
Late May to early June 2021	Test and refine the planned games Hold meetings to confirm the details of party
30 May 2021	Book the event venue
9 June 2021	Pre-order food for party
10 June 2021	Decorate the event venue

Rundown

Time	Activity	Description
16:30	Decoration	The place was set up (e.g. arranging the chairs, covering the table with disposable table cloth) and equipment (e.g. microphones, projector) were checked for their functionality. ExcOs also had a full rehearsal.
18:00	Welcoming of participants	Three ExcOs went to pick up the pre-ordered food. Card and board games were provided to participants to kill time while waiting.
18:15	Dining	-
19:15	Game time	The ExcOs hosted games for the participants.
21:00	Free time	A video of graduates' funny photos was played. Then, participants left their messages on the message cards of the graduates, and ExcOs opened the time capsule and distributed the letters inside. In the meantime, ExcOs cleaned up part of the venue to make space for participants taking photos.

22:00-22:30	End of party	Participants were dismissed and the venue was cleaned and reset. A final check was made before leaving.
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Games

Game	Description
發電機 Electric Generator	<p>所有人圍成一個圓圈，把手放在背後連着。一人站在圓圈中央，指示其中一人作「發電機」，他有三次機會猜電傳到誰人身上。「發電機」向左或右開始施力，謂之「傳電」。當電傳回「發電機」時，「發電機」須發出「叮」一聲示意。如果他未能在電經過三個循環前猜出，便算輸。</p> <p>Participants stand in a circle with their hands behind them, and they hold the hands of the ones next to them. One person stands at the center of the circle and announces one person to be the 'generator' with an assigned direction of 'transmission'. Then, the generator starts 'transmitting the electricity' by pressing on the hand of the one next to him/her, and the transmission goes on in this fashion. Upon receiving the electricity, the generator must signal everybody by making a 'ding' sound. If the person at the center fails to point out the one holding the electricity (at the moment of pointing) within five attempts and three cycles of transmission, he/she loses the game and gets a punishment set by the graduates.</p>
我係熊啤啤 'I'm the teddy bear!'	<p>一人蒙眼坐/躺在沙發上，其餘人圍著沙發轉圈。沙發上的人隨意指向一方向，被指中的人須扮聲說出「我是熊啤啤」。他有三次機會猜誰在說話，若果失敗便算輸。如果說話的人被猜中，則輪到他到沙發上負責猜人。</p> <p>A person (the guesser) sits/lies on a sofa blindfolded, while the others walk in a circle around him/her. The guesser points in an arbitrary direction, and the one being pointed at must say 'I'm the teddy bear'. The guesser has three chances to guess who was speaking. When the chances are used up, he/she loses the round and continues to be the guesser. If a correct guess is made, the guesser and the one who just spoke swap their roles.</p> <p>*To avoid being identified, participants say the sentence with an unusual voice.</p>

Summary

15 minutes before the event starts, pizzas and other snacks were picked up by two Excos from Little Mario's Pizza (5-minute walking distance from our venue). Single-use tablewares were provided. The dining took shorter than expected, so the game time started 15 minutes earlier than planned.

Then, we hosted two games, ending the second one earlier than planned, since we observed that participants preferred chatting and playing board games more. For this reason, we let participants have their free time and played a video of the graduates' funny photos.

After the participants were dismissed, it took around 20 minutes to clean up and reset the venue.

Evaluation and Suggestions

A variety of food was served. However, there was not enough food as there were a number of unregistered participants.

The first game, Electric Generator, had a slow rhythm - some participants held the electricity for too long, making the game boring. In 'I'm the teddy bear!', some of the participants simply did not find it interesting and left the game. It is believed that with a suitable grouping of participants and an improved game design, the event would be more enjoyable to the participants. ExcOs are reminded to keep sensitive to the atmosphere of the event. It is fine to, if necessary, skip the planned activities and let them have their free time.

Registration Day

Person-in-charge: Lau Yuen Ying, Cathy

Date: 14 August 2021

Time: 9:00-16:00

Venue: SCI/HOME, HKUST

Number of participants: 35 (21 freshman, 8 ExcOs, 6 helpers)

Preparation

Date	Description
29 June 2021	Send promotional information to New Student Orientation Send a proposal to HKUSTSU for booking the catering area
2 July 2021	Apply to SSA (DSTO) for using SCI/HOME as the event venue
17 July 2021	Send email to Professor Leung Pak Wo to inform him about the orientation event after his talk
19 July 2021	Design the post about FAQ of IRE program
21 July 2021	Release the post about FAQ of IRE program on IG and FB page
25 July 2021	Send out the recruiting message about helpers for the event
3 August 2021	Confirm the event venue with DSTO and SCI/HOME Reserve a learning common room as a backup venue
11 August 2021	Inform SCI/HOME of the rundown Create an Instagram post for promoting this event
12 August 2021	Release the Instagram post Finalize the Powerpoint slides for the event

Rundown

Time	Activity	Description
9:00	Welcoming freshmen	ExcOs asked freshmen for their names and contact numbers.
10:00	IRE admission talk	Prof. Leung gave an IRE admission talk.
11:00	Promotion of IRESS	ExcOs promoted IRESS and invited freshmen to stay and join the orientation events afterwards.
11:15	Chit-Chat	Freshmen were grouped by their intended major and had some chit-chat with ExcOs and helpers.
12:30	Lunch	ExcOs and helpers had lunch with freshmen in LG1

		canteen.
13:30	Campus tour	Freshman and helpers/Excocs were divided into 6 groups and had a campus tour.
15:00	Free time	Excocs and helpers had some chit-chat and played board games with freshmen.
16:00	End	Freshmen were dismissed.

Summary

Planning: special arrangement for Registration Day

Due to the pandemic, it was not allowed to have counters for society promotion on Registration Day of HKUST (a day for freshmen to handle administration affairs in-person and attend talks at HKUST). Thus, instead we held the event on the day of the IRE admission talk (which was conducted face-to-face). Coincidentally, this day was within the orientation period (as designated by DSTO), so we were able to apply to DSTO for reservation of the catering area and venue.

Preparation

We communicated with DSTO, SCI/HOME and Prof. Leung about our plan, designed Instagram and Facebook posts about DSE and the JUPAS result release day, and recruited several helpers from different majors.

Day of the event

Before the talk, we collected their names, contacts and intended majors from freshmen upon their arrival, so that we could group them up by major. After the talk, we had a 15-minute promotion of IRESS to freshmen and invited them to stay behind and join our orientation events. At the beginning, we had a chit-chat time for freshmen to ask questions and get along with our Excocs and helpers, who shared about research or in general life in HKUST. Afterward, we had lunch together in the LG1 canteen, with a little trouble with seats and payment (refer to Challenge 3 and 4 below). After having lunch, freshmen were divided into six groups and had a campus tour led by Excocs and helpers. Finally, we returned to SCI/HOME and had an enjoyable chit-chat and board game time.

Evaluation and Suggestions

Recruiting helpers

We had to replace some of the helpers since we realized that they would be spies in the Orientation Camp.

Venue

The day of the event was in the orientation period. Thus, we had the choice to book a venue provided by DSTO and reserve the catering area by sending an event proposal to SU. In the past years, ExcOs of IRESS were allowed to have a short promotion in SCI/HOME after the IRE admission talk. Therefore, we assumed the same could be done and thus SCI/HOME could be used for the event venue; only booking of the catering area is needed. However, DSTO stated that no orientation events could be held outside the DSTO-provided venues. After some discussions, DSTO understood that IRESS had done the same in the past, and thus allowed us to proceed with our original plan and told us to mention it in the event proposal.

Reservation of the catering area

For some unknown reasons, the finalized booking list from DSTO did not include our booking of the catering area. Regarding this, we emailed DSTO and they replied that the reservation for IRESS had been made. However, no seats were reserved for us on the day of the event. Having no choice, we found seats by ourselves. For similar events in the future, it is recommended to confirm the booking with the caterer as well.

Payment

Several ExcOs helped to order food in the canteen before lunchtime and prepaid for the freshmen. This caused some trouble in payment, e.g. searching for participants who had not paid and repaying ExcOs who prepaid. It is recommended that money should be collected from freshmen before ordering.

Note: Arrangement of Registration Day

The Registration Day of HKUST in both 2020 and 2021 were altered due to the pandemic. Please refer to the Year Plan and Annual Report of Session 2019-2020 or before for the normal arrangement on Registration Day.

Orientation Camp

Person-in-charge: Yeung Wai Ho, Thomas

Date: 23-25 August 2021

Venue: Wu Kai Sha Youth Village and Loft Stage (3/F Startex Building, 14 Tai Yau Street, San Po Kong, Kowloon)

Number of participants: 43 (including ExcOs)

Fee: Freshmen: \$550, Non-freshmen: \$500

Preparation

Date	Description
Mid-May 2021	Discuss the game details and the story plot of the City Orientation
Mid-May 2021	Search for candidates for the campsite Start designing the Orientation Camp T-shirt
Late June 2021	Finalize the design of the Orientation Camp T-shirt
Early July 2021	Inspect the booked campsite by staying there for two days and a night
Early July 2021	Recruit for leaders
Late July 2021	Hold a pre-camp party room night for ExcOs and leaders Finalize the design of the camp book
Late July 2021	Test the games and the route of the City Orientation
Early to Mid-August 2021	Confirm the booking of the venues Promote the event to freshmen on the Registration Day (see the previous event)
20 August 2021	Create Whatsapp groups for the event
22 August 2021	Send reminders and an electronic camp book to the participants

Rundown

Day 1: 23 August 2021

Time	Activity	Description
14:15-14:30	Assembly of participants	The participants were assembled at the A2 exit of Diamond Hill MTR station
14:30-18:30	Ice-breaking games and time capsule making	At Loft Stage, the ExcOs held ice breaking games for the participants. Then, the participants wrote letters to themselves and put them in the time capsule.

18:30-21:30	Traveling and Dinner	Everybody traveled to a restaurant near the campsite for dinner. (Refer to Meal Arrangement below for details.)
21:30-00:00	Room game	Cup noodles, snacks, Orientation Camp T-shirts and daily necessities were distributed to participants. Mini games (e.g. Black Magic, HKUST Train, Captain Guessing) were played in rooms.

Day 2: 24 August 2021

Time	Activity	Description
09:30-10:30	Breakfast	The participants had cup noodles as their breakfast.
10:30-11:00	Assembly and introduction to city orientation	The participants were assembled at an open area and ExcOs gave an introduction to the upcoming city orientation
11:00-21:30	City Orientation	Participants traveled around Hong Kong to play the checkpoint games hosted by ExcOs
21:00-22:00	Returning to campsite	-
22:00-00:00	Room game	The game Psychologist was played in rooms.

Day 3: 25 August 2021

Time	Activity	Description
10:00-13:00	Packing up and prize-giving	The participants packed up and were assembled in an open area. Prizes were awarded to the winning team of the city orientation.
13:00-13:30	Check out	Room keys were returned to the office of the campsite.

Meal Arrangement

Day	Meal	Arrangement
Day 1	Dinner	Korean Barbeque Buffet at Han Wo Korean Restaurant (Address: 3 On Kwan Street, Shop 201, 2/F, Kings Wing Plaza 1, Shek Mun, Sha Tin)
Day 2	Breakfast	Cup noodles (which were distributed along with chopsticks at Day 1 night)
	Lunch/ Dinner	Included in the City Orientation

Day 3	Breakfast	Food bought by themselves during City Orientation
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Games

Ice-breaking

Game	Description
燒炮仗 Firecracker	<p>所有人為作一個圓圈，選擇龍頭和龍尾，並由龍頭開始說自己的名字和身份(組仔女/組爸媽/Exco)，下一位要順序重複自己之前所有人說過的話，然後說自己的名字和身份，如此類推。</p> <p>All participants stand/sit in a circle and pick someone to start with. The starting one says his/her name and role (freshman/leader/Exco). The next person has to repeat, in order, everything that has been said, and then say his/her own name and role, and so on.</p>
收買佬 Dealer	<p>首先，參加者分兩組或以上，圍圈坐好，工作人員在每組的旁邊放置一張椅子。遊戲開始時，工作人員會講出要收集的物品和數目，每組參加者要將指定的物品放到自己組別的椅子上，最快收集到指定物品的組別為勝。工作人員可協助計算分數，看哪組是最後贏家。</p> <p>First, participants are divided into groups and each group sits in a circle. A chair is put next to each group. When the MC announces what and how many to be collected, accordingly each group has to put the items on the chair; the fastest group wins the round. The group that wins the most rounds is the final winner.</p>
二選一 One out of Two	<p>每次只有一組玩這個遊戲。先將其中一組一字排開坐在主持人面前。主持人會說出兩個選擇以及左右手分別對於哪個選項，而參賽者就會同時舉手作選擇。如果一組有超過八成作相同的選擇，便得一分。每組有十題機會，並根據分數總和，計算排名。</p> <p>This game is played group by group. All members of a group sit in a line, side by side, in front of the MC. The MC gives two options and specifies which hand each option corresponds to. Then, the group members raise their hands at the same time to make their choice. If over 80 percent have the same choice, then this group gets one point. Within 10 rounds, the more points a group gets, the higher rank a group has.</p>
幾個幾個喺齊度 'X of us are here'	<p>主持人把兩組參賽者梅花間竹排成兩行，並說明次序。然後參賽者根據主持講的數目，依照順序站起相應人數。如正確擇優下一人繼續跟主持指定之數目順序站起。若未有依照數目或順序站起則為之輸，並被淘汰離開。全組都被淘汰的話便作輸論。</p>

	Members of two groups sit in two queues alternately. According to the number the MC says, participants stand up in order and say loudly 'X (the number the MC says) of us are here'. The incorrect participants to stand or remain seated are eliminated and the rest continue the game. The group with all members eliminated loses the game.
蒙眼毆人 Blind-hitting	<p>此遊戲形式為兩組對戰。每組派出三人，一人蒙眼持軟棍，一人作指揮者，一人作“旋轉者”。遊戲開始首三十秒，每組的旋轉者命令並監測另一組的蒙眼者旋轉。之後，每組的指揮者指揮蒙眼者移動和揮棍。首先揮棍擊中另一組的蒙眼者便勝出回合。每局共三回合，以三場兩勝制決勝負。</p> <p>This game is played by two groups at a time. Each group sends out three people, one is blindfolded and holds a soft rod (the blind), one is the commander, and one is the 'spinner'. In the first 30 seconds of the game, the spinner orders the blind of the other group to spin and monitors it. Then, the commander gives direction to the blind of his/her group to move and hit. The first one to hit the blind of the other group wins the round. Each game consists of three rounds and the group that wins two rounds wins the game.</p>

Stationary checkpoint

(participants need to arrive at specific locations to play the game)

Game	Location	Description
Song Guessing	Tai Kwun	There are 20 songs, and each group member has to listen to 2~3 of them using a special headset and guess the name of the song. A group finishes the game if they can get in total 10 of them correctly.
Running Ice-cream	Tai Po Waterfront Park Spiral Lookout Tower	The group is instructed to call the checkpoint host upon arrival at the Tai Po Market Station. They are then told to buy an ice-cream and bring it to the checkpoint.
Food Finder	Kwai Chung Plaza	The checkpoint host provides several photos of the menus in different food shops to the group and they have to identify the name and the price of each dish.
Hearsay	Kwun Tong Promenade	Each group member stands in front on a talk tube, and the checkpoint host tells a group member a phrase/sentence. Each person tells the next one what he/she hears through the talk tubes until the last person, who tells the MC what he/she hears. If the original phrase/sentence can be recovered, then the group wins this round. The group has to win three rounds to finish this game.

Maze Solver	Ma On Shan Park	The group is divided into two subgroups of three, where one is blindfolded, one follows him/her to give physical protections but remains silent, and one is the commander. The former two enter the maze while the latter gives directions to the blindfolded one over the phone. The goal is to make the two subgroups meet.
Shopaholic	MOSTown	The checkpoint host provides a shopping list (where all items can be found in MOSTown), and the group has to find the items to answer the corresponding questions. *This game is an alternative to Maze Solver due to rain.
Lost in Library	Hong Kong Central Library	The checkpoint host provides a list of hints. Following the hints, the group has to find the words in the specified places in the books, and then link them together to guess the hidden message.
Master TST	Hong Kong Clock Tower	The checkpoint host provides a list of tasks, where each of them corresponds to different numbers of points. The group passes this game if they can get enough points by finishing tasks.

Mobile checkpoint

(participants need to finish the tasks before arriving at the destination checkpoint)

Task	Destination checkpoint	Task description
Doggy Doggy	Hong Kong Clock Tower	Take a photo of two group members with a <i>dog</i> .
I in IRE	Tai Kwun	Take a photo of a group member with a foreigner.

IRE Warmup	Kwun Tong Promenade	Make 'IRE' with group members' bodies and take a photo.
I Believe I Can Fly	Ma On Shan Park /MOSTown	Take a photo of a group member and a bird.

Evaluation and Suggestions

It was our first time to hold an Orientation camp off-campus and under a serious pandemic, which gave rise to many uncertainties (e.g. disease prevention policies). Considerable effort and time were taken to consider the whole event in fine detail; fortunately the whole event turned out to be generally smooth.

Campsite

The strictening of the disease prevention policies during our preparation made one of the greatest challenges. The campsite we booked, Jockey Club Sai Kung Outdoor Training Camp informed us that the capacity of each room was significantly reduced, forcing us to search for alternatives. Fortunately, the Wu Kai Sha Youth Village was able to serve as a campsite for 43 people.

Ice Breaking

Instead of Loft Stage, for the convenience of the participants we chose exit A1 of Diamond Hill Station to be the place for assembly. The ice-breaking was long enough and the participants got enough rest during breaks between games. However, not every participant enjoyed the Blind-hitting as it was less of a team-building game. Thus we finished the game early and moved on with the rundown. It was generally smooth.

City Orientation

The activity started in the afternoon and ended at night. Quite a number of participants found this activity a little bit too demanding and the time for transportation between checkpoints was a bit too long. It would have been better to have more mobile checkpoints and have the checkpoints less dispersed. However, most participants enjoyed the puzzle-solving in the checkpoint games, and found the difficulty of the checkpoint location hints suitable.

Miscellany

The hosting of room games had room for improvements, as all the Excos had no experience of face-to-face orientation camps due to pandemic.

Minor errors were made in the ordering of Orientation Camp T-shirts - the T-shirts were insufficient for some sizes and types (freshmen/Excels & leaders). It is better to order spare T-shirts for all sizes and types.

Start of Semester Dinner

Person-in-charge: Chuk Wing Yi, Musica

Date: 14 September 2021

Time: 18:00-21:00

Venue: Hop Sze Restaurant

Number of participants: ~50

Fee: (participants of each table splitted their bill)

Preparation

Date	Description
Mid-August 2021	Send a Google form to ask members for their availability, preference on restaurants and food allergy
Late August- Early September 2021	Contact the restaurant and make reservations
5 September 2021	Post an Instagram post for event promotion Send promotional messages in Whatsapp and Signal groups
10 September 2021	Prepare start-of-semester red pockets
11 Septmeber 2021	Make final reminder of the event via Instagram story, Whatsapp and Signal
12 September 2021	Prepare after-dinner activity - HKUST horror story tour

Rundown

Time	Activity	Description
18:15	Assembly participants	Some participants who did not know the venue location were assembled at the bus stop at the North gate of HKUST.
18:30	Assigning seating plan and send ExcOs to lead participants	Some ExcOs waited at Hang Hau Station to lead other participants who did not know the venue location to the restaurant. Participants sat according to their year of study.
19:00	Ordering	Participants of each table ordered their dishes.
19:15	Dining	-
20:15	Payment	Participants of each table splitted their bill.

20:30-21:30	HKUST horror story tour	Excors led some freshmen to have an HKUST horror story tour.
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Summary

Setting up of the Google form

A Google form was sent to ask members for their availability (with a When2meet link attached), food allergy and preference on restaurants - Hop Sze Restaurant (Hang Hau) and Little Mario's Pizzeria (Kwun Tong) were the given options; members were also welcome to give suggestions. By simple majority, Hop Sze Restaurant was chosen.

Promotion

We promoted the event by Signal, Whatsapp and Instagram. There were sufficient responses so mass direct messaging was not needed.

Miscellany

Since some freshmen did not know where the restaurant was, at 18:15 we gathered some of them at the North gate bus stop of HKUST and took them to the restaurant.

Considering the possibility of participants arriving late and the diversity of food preferences, food was not pre-ordered.

Seats were arranged based on the year of study; Excors shared the same table with the freshmen to chat with them.

When participants almost finished dinner, start-of-semester red pockets were distributed to all participants.

After the meal, some participants decided to leave for desserts while some joined the HKUST horror story tour.

Evaluation and Suggestions

Little Mario's Pizzeria, the food provider of the Graduation Party, was listed as an option because positive feedback was received.

Since some freshmen are non-local, we assigned an Exco to sit and chat with each of them to avoid awkwardness.

Only participants with residential halls joined the HKUST horror story tour because it could finish late. It is suggested to also have other after-dinner activities offered.

Orientation Week and Distribution of Society Products

Person-in-charge: Yue Chuek Kan, Kelvin and Wong Chun Hei, Burton

Date: 23-24 September 2021

Time: 10:00-18:00

Venue: Tsang Shiu Tim Art Hall

Number of participants: ~60

Full membership fee: Year 1: \$120, Year 2: \$90, Year 3: \$60, Year 4: \$30

Annual associated member fee: \$40

Preparation

Date	Description
20 July 2021-1 August 2021	Design the society T-shirt
11 September 2021	Promotion on Facebook and Instagram page
13 September 2021	Remind members of the event through WhatsApp and Signal
17 September 2021	Prepare the membership application & society products order form
23-24 September 2021	Set up and decorate the Orientation Week counter Disseminate Google forms to the interested visitors
7 November 2021	Confirm buyers' order of society products via WhatsApp and Signal
Mid to Late November 2021	Ordering of society products

Rundown

- Executive committee members were assigned to take turns to be on duty at the counter from 10:00 to 18:00, and two Excos were present at each time slot.
- Excos on duty in the first time slot on 23 September 2021 arrived early and set up the counter.
- WhatsApp and Signal messages were sent to group chat to encourage members to visit the counter. Promotion was also done via Instagram stories.
- Excos on duty were responsible for guiding visitors to fill in the Google form for registering as new members and buying society products.

- In the last time slot on 24 September 2021, ExcOs tidied up the counter and brought all leftover materials to the society room.

Summary

Orientation Week counter

We were allocated a two-day counter in the Art Hall on 23-24 September 2021, from 10:00 to 18:00. A summary of new memberships and the ordering of society products is given below:

New Memberships

Year of Study	Count
1	22
2	10
3	4
4	0
	Total: 36

Ordering of Society Products

Society Product	Count
Society Paper 2021-2022 (100 pieces)	20
Past Society Paper (100 pieces)	6
Society T-shirt 2021-2022	51
Society Mousepad 2021-2022	15
Society Tote Bag 2021-2022	23
Society Sticker 2021-2022	25

Distribution of society products

The counters were set at LG3 (below the LG1 canteen) and were open from 12:00 to 17:00 on the following dates:

Month and Year	Dates
December 2021	27, 29, 30

February 2022	7, 8, 9, 10, 11
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No counters were set in January because it was the Winter term where students seldom came to HKUST.

Buyers were messaged to ask for their preferred pickup time.

Evaluation and Suggestions

Consulting the members

Samples of our society products were sent out a bit later than planned, since we spent more time than expected in designing the products. The time management could have been improved, and we should have obtained feedback from members earlier before finalizing our designs.

After collecting opinions from IRESS members by a Google form prior to Orientation Week, we decided to offer new society products including mousepads, tote bags and stickers. These products were welcomed by members, and we successfully diversified the society products. It is a good practice to ask for members' opinions before deciding on the society products to be sold.

Welfare packages

Also, it was our plan to offer welfare packages to visitors who bought society products or registered as new members; however, some of the Excos forgot to hand them out. We should have been more careful and familiarized ourselves about the details of the event.

Distribution of society products

Due to unexpected problems the manufacturers encountered, the delivery of products was delayed. Thus, the pickup of society products did not start until 3 months after the order was made. Trustworthy manufacturers should be chosen to avoid such a long waiting period for buyers.

Class Photo Taking

Person-in-charge: Chuk Wing Yi, Musica

Date: 17 November 2021

Time: 18:00-19:00

Venue: Life Science Common, 5/F (Lift 25,26), HKUST

Number of participants: ~30

Preparation and Follow-up

Date	Description
20 October 2021	Create a Google form to ask members for their availability
1 November 2021	Email Professors to ask for their availability
5 November 2021	Finalize the event date and venue
6 November 2021	Promote the event on Instagram and also by directly messaging members
10 November 2021	Send reminders to Professors by emails
15 November 2021	Take class photos
Early December 2021	Edit the photos
Late December 2021	Create a Google form for members to order hard copies of class photos
Late January 2022	Print the class photos on demand
Early February 2022	Distribute the class photos

Rundown

Time	Activity	Description
17:30	Setup of the venue	Chairs were rearranged to make space for photo taking, and the tripod was set up with a camera.
18:00	Assembly	We waited for members and Professors to come.

18:15	Photo taking	The photos were taken in the following order: <ol style="list-style-type: none"> 1. Group photo of everybody 2. Group photo of Physics majors 3. Group photo of Chemistry majors 4. Group photo of Life Science majors 5. Group photo of the Year 1 6. Group photo of the Year 2 7. Group photo of the Year 3 8. Group photo of the Year 4 9. Special group photos 10. Group photo of Math majors
19:00	End	Participants were dismissed.

Summary

Professors

The invited Professors were:

Name	Title	Remarks
Pak Wo Leung	IRE Chief Coordinator Professor, Department of Physics	
Tsz Ho Frederick Fong	UG Programs Coordinator (Mathematics)	
Angela Ruohao Wu	Assistant Professor, Department of Life Science	
Jinqing Huang	IRE Coordinator of Chemistry	
Rolf Walter Lortz	IRE Coordinator of Physics	Due to his unavailability, the Physics representative was Prof. Pak Wo Leung.

Since the event took place near to the Professors' offices, there was no need to accompany them on their way from the office to the venue. Professor Fong was late so the group photo of Math majors was taken last.

Photographer

The photographer was an Exco experienced in photo-taking, thus no extra fee was needed.

Ordering of hard copies of class photos

The class photos could be viewed and downloaded online. In late December 2021 a Google form was sent via Whatsapp and Signal to let members order for hard copies. One order was received and the photos were given to the buyer along with his society products.

Evaluation and Suggestions

Choice of venue

At the time of event preparation, the government prohibited any gathering of more than 4 people, making it unwise to hold the event at the Sundial of HKUST (where security guards were strict with gathering restrictions). It was suggested to use a lecture hall as the venue, but the DSTO disallowed it. Finally, Life Science Common was deemed a suitable venue, thanks to its capacity of around 30-40 people, as well as the loose enforcement of gathering restrictions there.

Choice of time

Originally planned to take place before the midterm period, the event was postponed to after midterm exams due to the low participation rate. In this regard, it is advisable to hold the event either much earlier than or after the midterm period.

Contact with Professors

It is suggested to email the Professors earlier since they do not check emails frequently. Also, the Professors' assembly time should be a bit (e.g. 15 minutes) later than that of other participants to avoid the awkward situation of Professors waiting for students. Besides, each Professor should be assigned an Exco who takes care of him/her.

Editing of class photos

The work of photo editing may need to be divided by multiple ExcOs. This time, the photo editing was done by only one Exco, taking a long time to finish because of the large number of photos taken.

Ordering of printed class photos

Although not many people were interested in ordering hard copies of class photos, still, it is better to ask the members' preference.

Decoration of hard copies of class photos

Photo frames were expensive in Hong Kong retails, so it is more economical to buy them on Taobao. HKUST library provides the service of photo printing; despite taking a long time to finish one, its price is much cheaper than the market price.

Alumni Congregation Photo Booth

Person-in-charge: Chuk Wing Yi, Musica

Date: 27 November 2021

Time: 11:00-16:00

Venue: Life Science Common, 5/F (Lift 25,26), HKUST

Number of participants: ~30

Preparation

Date	Description
1 November 2021	Create and send out a Google form to ask for members' availability and ideas on props
10 November 2021	Make and buy props
15 November 2021	Buy polaroids and purchase souvenirs for the alumni
24 November 2021	Promote the event on Instagram, Whatsapp and Signal
24 November November	Directly message the graduates to promote our event

Rundown

Time	Activity	Description
10:00	Set up the venue	The venue was decorated, and banners and props were displayed on a table.
11:00	Event Promotion	Post an Instagram story to remind members and alumni of the event.
11:15	Photo taking	-
16:00	End of photo booth	The decorations were removed and brought to the society room along with the props.

Summary

Choice of venue

It would be inconvenient for the graduates to attend the event if it was held off campus, thus any venue outside HKUST (e.g. party rooms) were not considered. The Sundial in HKUST would also be an unsuitable venue due to gathering restrictions. The event thus took place in the Life Science Common.

Choice of souvenir

Taking practicality and price into consideration, the ExcOs decided to give out notebooks as souvenirs; graduates may customize it with words of blessing in calligraphy written by an Exco.

Decoration

Alphabet and number balloons were put up to make 'Class of 2021'.

Photo taking

Since some people might want to take instant photos, we created a Google form asking for their preferences, and collected their ideas on props as well. Very few ideas were given and some expressed interest in instant photos. Thus, we decided to provide the service of instant photo taking at \$2 per photo; the camera was borrowed from an Exco.

Besides, participants taking digital photos preferred to use their own devices for photo taking, so the SLR camera brought by an Exco was not used.

Early end

Due to the environmental policy of HKUST, the Life Science Common switched off lights after 4pm, affecting the lighting of the photos. Hence, the event ended early.

Evaluation and Suggestions

Some blank small blackboards in the society room can be used as customizable props - any participants that come up with new ideas can write them on the blackboards with chalk. Some balloons are left in the society room and may be reusable.

Non-members should also be welcome to join the photo taking, but souvenirs should be exclusive to IRESS graduates.

Christmas Party and Subcommittee Function

Person-in-charge: Ho Hang Chi, Calvin and Lam Yan Yi, Chloe

Date: 28 December 2021

Time: 18:00-22:00

Venue: Room B, 12/F, Takad Centre, 135 Wai Yip Street, Kwun Tong

Number of participants: 33

Fee: \$90

Preparation

Date	Description
24 November 2021	Hold the first meeting of sub-committee members to let them know each other and also discuss the duties of each person.
11 December 2021	Finalize the date, time and venue of the event
16 December 2021	Ask the sub-committee members to start preparing for the games
18-25 December 2021	Registration via Google form was opened
24-26 December 2021	Run a trial and finalize the details of the games
27 December 2021	Remind the participants of the event details

Rundown

Time	Description
17:00	Decoration
18:00	Reception
18:30	Dinner
19:45	Games
21:00	Gift Exchange
21:15-21:30	Photos taking
21:30-22:00	Free Time

Games

Game	Description
Catapult Tic Tac Toe	This game is played by two groups at a time. Using spoons and a metal bar as a catapult, players from each group takes turns to project the ping pong balls into an array of 3x3 plastic cups by two opposing teams. The first team to link three cups wins (like tic tac toe).
Pencils Passing Pebbles	Each team lines up. Each participant is given two pencils. In the front of each queue is a cup of marbles, and the objective of the game is to pass as many marbles from the front to the end of the queue using only the pencils (similar to chopsticks). If the marble falls onto the floor, it needs to be returned to the front of the queue. The team with the most marbles at the end of the queue when time is up wins the game.
Paper Ball Fight	The whole venue is split into four regions in a 田 formation. Each team occupies one region and is given 30 paper balls. Each team has to throw their paper balls into the other regions. At the end, the team with the least balls in their region wins.
Big Television	Two participants from each team are asked to stand in front of the rest of their teams. Words are given to them and they need to act out the words without saying anything. The remaining participants guess what the word is. The team with the most correct guesses wins.
Pencil Throw-and-catch	Each player places two pencils on the back of his/her hand, throws it upward and tries to catch the two pencils. If it is successful, 4 pencils are given. A maximum of 10 pencils are given. If a player fails, the pencils are passed to the next team member to keep trying. The first team to be able to successfully throw and catch 10 pencils is declared the winner.

Gift Exchange

Everyone's gift is assigned a number. Each participant randomly draws a number to decide what gift he/she gets. Participants draw the number in the order of the ranking in the game section.

Summary

Choice of venue

The party was held after the final examinations. Most of the members would probably seldom or not go to HKUST, especially for those who live very far from it, so off campus places would be a better choice. The same venue as in Graduation Party was chosen so that the majority of the members (except the freshmen) were familiar with it.

Food

For convenience and reduction of costs, the ExcOs suggested the subcommittee members to choose restaurants that were near to the venue and pick up the food by themselves. Their

final choice was Cateraway, which was in Kwun Tong and close to the venue. Instead of the most common party food - pizza, they ordered pork knuckles and roast chicken along with other uncommon but delicious food, which was a good idea.

Games

The sub-committee members discussed the games and details from 22 to 26 December 2021. They ran the trial of games on 22 December 2021 with the help of some ExcOs. The choice of game was finalized on the same day and the subcommittee members started to buy materials and discuss the details of the games.

Evaluation and Suggestions

Communication

There was a problem of communication - the PIC did not state clearly who was responsible for taking the decorations to the venue, and at last the decorating materials were left in the society room. Luckily, extra Christmas hats were bought and were used to decorate the venue for a better festive atmosphere. In the future, PIC should communicate with the subcommittee members and arrange each person's duties in advance.

Subcommittee's own function

Like last year's case, time was insufficient for the subcommittee to hold their own event. In the future, we suggest starting the preparation work earlier so that a subcommittee's own function can be held in mid-November or late November.

New Executive Committee Information Session

Person-in-charge: Szeto Chun, Vinson

Date: 29 December 2021

Time: 21:30-23:00

Venue: Online (via Zoom)

Number of participants: 18 (including ExcOs, subcommittee members and other freshmen)

Preparation

Date	Description
21 December 2021	Start preparing the Powerpoint slides by ExcOs
23 December 2021	Collect the availability of ExcOs
23 December 2021	Collect the availability of subcommittee members
27 December 2021	Set the date and time of the event
27 December 2021	Privately message freshmen for their interest in and availability for the event
29 December 2021 (21:00)	Disseminate the Zoom link

Rundown

Time	Activity	Description
21:30	Debriefing of subcommittee function	Each subcommittee member was asked about their duties, one thing they did well and one improvement they could have made.
22:00	Information session on joining the Executive Committee	The President briefly introduced the responsibilities, benefits and challenges related to joining the executive committee, then ExcOs took turns to introduce the duties of their positions.
22:45	Q&A	Participants were allowed to raise questions freely.
23:00-00:00	Free chat	Some participants left after the Q&A session while the others had a chat.

Summary

Preparation of slides

The PIC first designed the Google slides and wrote up all the content, except the parts about the duties of the others' positions. Then, ExcOs were asked to fill in the parts for their own positions, and the slides were later proofread by the PIC and the General Secretaries.

Time arrangement and invitation

Then, separate when2meet forms were sent out to ExcOs and subcommittee members respectively to collect their availability. The date and time were then set, and non-subcommittee freshmen were privately messaged for their interest in and availability for the event. Half an hour before the event, the Zoom meeting was started (using the IRESS account to avoid the 40-minute restriction) and the invitation links were disseminated to those who would like to come.

Flow

The event began with a debriefing of the subcommittee function, which was the Christmas Party held on the previous day. Each subcommittee member was asked about their duties, one thing they did well and one improvement they could have made. Following the debriefing session, ExcOs took turns to present about joining the executive committee (ExcOs were reminded to introduce themselves before speaking), and then participants were allowed to raise questions. When the audience had no more questions, some left the meeting while the others remained to have a chat and play some online games (e.g. Garticphone).

Evaluation and Suggestions

There were a few occasions that the internet connection of some presenters became unstable and led to small interruptions for a few seconds. Yet, this had little effect on the overall smoothness of the event.

As a reminder, remember to share the link of the Google slides to the interested but unavailable freshmen, and follow up on the participants' will to join the executive committee the day after the event.

Annual Dinner

(The event was canceled due to the pandemic)

Person-in-charge: Ho Hang Chi, Calvin

Planned date: 8 January 2022

Planned time: 19:00

Planned venue: Hop Sze Restaurant

Number of participants: N/A

Preparation

Date	Description
26 December 2021	Reserve seats at the restaurant
30 December 2021	Create and send out Google form for registration Promote the event on Instagram
6 January 2022	Announce the cancelation of the event via Instagram story, Whatsapp and Signal

Summary

Choice of time

The event was planned to be held in 2022 instead of 2021, otherwise it would be too close to the Christmas Party, which was held on 28 December 2021.

Chioce of venue

Due to the more stringent pandemic restrictions of on-campus restaurants, the venue was chosen to be Hop Sze Restaurant in Hang Hau for its loose restrictions, and the fact that most members are familiar with the location (since the Start of Semester Dinner and some events from previous years were held there).

Since an off-campus location was chosen, it was decided that Professors would not be invited as it is inconvenient for them to travel from campus.

Cancelation

In the start of 2022, the pandemic situation in Hong Kong escalated. On 5 January 2022, it was announced that from 7 January 2022 dining-in would be banned after 18:00. Therefore, it was decided and announced on 6 January 2022 that the Annual Dinner would be canceled.

As of 31 January 2022, the dine-in ban will last until 17 February 2022, and the enforcement of gathering restrictions is expected to be strict throughout February. It is virtually impossible to hold the event before the Annual General Meeting begins.

Evaluation and Suggestions

The event has been canceled for three years straight. In the future, event PICs please refer to the Annual Report of Session 2018-2019.

Research Sharing and Talk Show with Professors

Person-in-charge: Ho Hang Chi, Calvin and Lau Yuen Ying, Cathy

Date: 21-28 January 2022

Venue: Online (via Zoom)

Number of participants: Around 15 participants per sharing on average

Preparation

Date	Description
7-10 January 2022	Select the alumni speakers and ask their for their availability
12 January 2022	Ask the Professors for their availability (based on the alumni speakers' availability)
15 January 2022	Finalize the date and time and remind the alumni and Professors of the event
21-28 January 2022	Remind the Professors via email again one day before their sharings

Rundown

Time	Activity	Description
21/1	Math sharing	16:00-17:00 : Aaron Chow Tsz Kiu 17:15-18:15 : Prof. Frederick Fong
25/1	Chemistry sharing	14:45-15:45 : Matthew Wong Ting Hei 16:00-17:00 : Prof. Jinqing Huang
26/1	Life Science sharing	17:00-18:00 : Kan Ying Hei 18:15-19:15 : Prof. Angela Wu
28/1	Physics sharing	16:00-17:00 : Brian Pang Chun Sum 17:15-18:15 : Prof. Pakwo Leung

Summary

Combining the events

Research Sharing and Talk Show with Professors were combined as a single event. Our original plan for the latter was to have a chat with Professors on Instagram live. However, we foresaw difficulties for Professors to come up with comprehensive answers; for instance, very brief answers could make the conversation awkward. It was therefore decided to ask them to give a 45-minute, prepared sharing (with Powerpoint slides), and answer students' questions in a 15-minute Q&A section afterwards.

Devising the rundown

It was believed that sharings of the same subject should be back-to-back for the convenience of the audience. There was a 15-minute break between the two sharings.

Alumni speakers were first asked for a rough range of available dates and times. We then used this range to ask the Professors for their availability. Thankfully, we were able to arrange the alumnus and Professor of the same subject to share on the same day.

Preparation of the sharing

We asked each speaker to prepare a 45-minute sharing with Powerpoint slides, and have a 15-minute Q&A with our participants. To ensure the sharings would be of suitable length, we asked the alumni speakers to send us their Powerpoint slides two to three days before the sharing. The same was not done to the Professors as we deemed it to be impolite or inappropriate.

Prof. Angela Wu wanted us to collect and send her the questions from students beforehand. Hence, an Instagram story was posted for this purpose. However, very few responses were received. As a result, the ExcOs made up around 10 questions for each major, and the questions were sent to the respective Professors a few days in advance.

Reminder emails were sent to Professors the day before the event.

Promotion

Instagram stories and Whatsapp messages were disseminated on the day of the event. The Zoom link to the sharings was posted on Instagram and the meeting was open to all.

Summary of the sharings

Math sharing:

- Aaron Chow Tsz Kiu:
His sharing went smoothly but only lasted for 30 minutes. The Q&A was therefore extended to 30 minutes and ExcOs came up with many questions to avoid dead air.
- Prof. Frederick Fong:
He was unprepared and unfamiliar with the format of the event. He only talked briefly for 5 minutes and opened the floor to questions. ExcOs again asked a number of questions (some of them prepared beforehand) to sustain the sharing. Running out of questions, the ExcOs had no choice but to end the event early at around 18:00. This situation was unexpected as an email was sent to him the day before reminding him that the event was a 45-minute sharing plus a 15-minute Q&A. We believe he did not read the email carefully.
- The whole sharing was attended by approximately 18 people.

Chemistry sharing:

- Matthew Wong Ting Hei:
His sharing took around 35-40 minutes and was supplemented by the Q&A.
- Prof. Jinqing Huang:

Her sharing lasted substantially long and interesting questions were also raised in the Q&A section.

- The event was attended by approximately 17 people. Both sharings were conducted smoothly.

Life Science sharing:

- Kan Ying Hei:
Her sharing was interesting and went smoothly.
- Prof. Angela Wu:
She opted for a more interactive approach and wanted participants to ask questions, rather than her sharing for 45 minutes. She spoke for around 15 minutes and then asked for questions. Often did she invite participants to give ideas and opinions, as well as ask questions. Participants were initially shy, but became progressively more talkative. There were many questions and Prof. Wu answered all of them in detail. At around 19:20 (5 minutes after the planned ending time), Prof. Wu asked if it was okay to overrun slightly and the PIC told her it was okay. At last, the event over-ran for 15 minutes and ended at around 19:30.
- The event was attended by approximately 20 people.

Physics sharing:

- Brian Pang Chun Sum:
His presentation took around 45 minutes. Due to the unexpected number of questions from participants, the Q&A section over-ran for 10 minutes.
- Prof. Leung Pak Wo:
After a 5-minute break following the previous sharing, he started his presentation at 17:15 and spoke for around 50 minutes. Overall, it over-ran for around 5 minutes and ended at around 18:20.
- The event was attended by approximately 19 people and went smoothly.

Evaluation and Suggestions

Prof. Frederick Fong came to the sharing without much preparation. Therefore, for the subsequent sharings, we asked the Professors to give us their Powerpoint slides after the presentation in the reminder email, so that they knew a Powerpoint was expected of them.

In the future, ExcOs, especially those majoring in the subject of the sharing, should prepare a number of questions beforehand, be attentive throughout the presentation and come up with questions to prevent the sharing from ending prematurely.

Prof. Angela Wu wanted a more interactive approach. Still, she was well prepared for the sharing. In such a situation, ExcOs should be more talkative in order to engage the rest of the audience.

Annual Election

Person-in-charge: Szeto Chun, Vinson

Date: 22 February 2022

Time: 00:00-23:59

Venue: Online (via Qualtrics and Zoom)

Number of participants: 61, out of a total of 120 Full Members

Preparation

Date	Description
5 January 2022	Prepare drafts of official election emails
16 January 2022	Set up the Qualtrics form for online election
24 January 2022	Announce the formation of Election Board and the dates of the opening and closure of the nomination period by email
6 February 2022	Run a trial of the Qualtrics form within the ExcOs
8 February 2022	Announce the closure of nomination period and the candidates for the Annual Election by email
9 February 2022	Announce the Election Rules and Regulations and the arrangements of the trial run for the event by email
10 February 2022	Email the link for the trial run Qualtrics form to all full members and have a trial run
15 February 2022	Announce the date of event via email and public notice

Rundown

Time	Activity	Description
00:00 (22 February 2022)	Disseminating the voting link	The link for voting was emailed to all the full members and the election started.
00:00-23:59	Regular announcement of turnout	The turnout was announced every 4 hours.
23:59:59	Closure of election	The Qualtrics form for voting expired and the election was closed.
00:00-00:05 (23 February)	Vote count	The vote was counted live on Zoom and the provisional results were announced via email.

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Summary

The preparation work of the event mainly consists of two parts: public emails and Qualtrics system. The public emails for last year's election were used as templates for this year's; only minor edits were needed e.g. Exco names, year, slight changes in rules and regulations. Much effort was put into the design of the Qualtrics system so that it complies with the Constitution. A total of two trials were held: one within the executive committee and another among the society members. Being checked to be working, the system was used as the one for the actual election.

When the polling hours were over, the votes were counted online via Zoom. The provisional results were

Number of Full Members:	120
Number of response received:	61
Number of invalid response:	0
Total number of votes received:	61
Overall voter turnout rate:	50.8%
Number of FOR votes:	57
Number of AGAINST votes:	0
Number of ABSTAIN votes:	2
Number of VOID votes:	2

No complaints or appeals were received. Thus, the provisional results were deemed official and final.

Evaluation and Suggestions

Future ExcOs are reminded to turn on the following in the settings of the Qualtrics form: anonymize response and prevent multiple submission. To verify the Full Membership of voters, it is needed to set up a full ITSC list of all full members. This process can be time-consuming if the membership record is not managed and updated regularly. Future Presidents should start the related preparation work early.