

International Research Enrichment Students' Society, HKUSTSU, Session 2022-2023

# **Annual Report**

## List of Activities

<b>Date</b>	<b>Event</b>	<b>Person-in-charge</b>	<b>Page number</b>
16 June, 2022	Graduation Party and End of Semester Party	Weng Chun Yu, Carter	2-3
12 August, 2022	Registration Day	Heung Tsz Fung, Sunny	4-6
26-27 August, 2022	Orientation Camp	Yang Chun Hin, Tony	7-13
6-8 September, 2022	Orientation Week	Fan Ka Cheuk, Thomas	14-16
7 September, 2022	Start of Semester Dinner	Weng Chun Yu, Carter	17-18
6 October, 2022	Senior Sharing	Wong Lok Yin, Happy	19-20
7,9,11 November, 2022	Chit-chat with Professors	Heung Tsz Fung, Sunny	21-23
28 December, 2022	Christmas Party and Subcommittee Function	Fan Ka Cheuk, Thomas and Wong Lok Yin, Happy	24-26
3 January, 2023	New Executive Committee Information Session	Yang Chun Hin, Tony	27-28
9,16-18 January, 2023	Research Sharing	Heung Tsz Fung, Sunny	29-31
3 February, 2023	Annual Dinner	Weng Chun Yu, Carter	32
23 February, 2023	Annual Election	Yang Chun Hin, Tony	33-34
N/A.	Joint Science singing contest	Farhan Ishraq	35
N/A.	Joint Science Inauguration Ceremony	Farhan Ishraq	36
N/A.	Alumni Congregation Photo Booth	Chong Man Yan, Natalie	37

## Graduation Party and End of Semester Party

**Person-in-charge:** Weng Chun Yu, Carter

**Date:** 16 June 2022

**Time:** 18:00-21:00

**Venue:** 12B Takad Centre 135 Wai Yip Street, Ngau Tau Kok

**Number of Participants:**

**Fee:** Graduates: \$90, Non-graduates: \$100

### Preparation

Date	Description
Mid-May 2022	Ask participants for their availability via Google form
Late May to early June 2022	Test and refine the planned games Hole meetings to confirm the details of party Book venue
13 June 2022	Pre-order food for party
16 June 2022	Day of event

### Rundown

Time	Activity	Description
16:30	Preparation and venue set up	The game's audio equipment was tested again before the event.
18:00	Welcoming of participants	Some exco members picked up the food. Participants played board games while waiting for others.
18:30	Dinner	-
19:30	Game time	-
20:30	Free time	Exco members distributed souvenirs to winners of the games and graduates, who also received their letters

		kept in the time capsule. Participants left their messages on the message cards of the graduates and took photos.
21:00	End of party	Participants were dismissed and the venue was cleaned.

## Games

Game	Description
Catch the ball challenge	Participants put a paper cup on a spoon and flip the cup. To win the game, participants need to catch the ball on the table with the cup.
Rubber band shooting	A paper cylinder is put on the gap between two tables. Participants use rubber bands to shoot the cylinder on both sides. Participants win if it falls down on the opposite side.

## Summary

The food was delivered on time. However, it was found that the utensils were insufficient before dinner started. Some exco members went to buy extra utensils. Participants played board games to kill time as the dinner was delayed.

Then, the two games were played. Originally, there were more games prepared, but we were not able to play them as time was running out. The souvenirs were distributed and participants had their free time at around 8p.m.

## Evaluation and Suggestions

Due to the venues' restrictions, this event ended earlier than last time. It would be better if the event starts earlier so that participants can play more games and have more free time.

We also planned to play a video of graduates' photos. However, they were insufficient for making the video. Exco members should take more photos in different events for this purpose.

## Registration Day

**Person-in-charge:** Heung Tsz Fung, Sunny

**Date:** 12 August 2022

**Time:** 10:00-16:00

**Venue:** LT-F, Room 2502

**Number of Participants:** ~26 (13 freshmen, 6 exco, ~7 helpers)

## Preparation

Date	Description
02 Jun 2022	Confirming the date, time and venue of IRE induction talk with SCI/HOME Staff
06 Jun 2022	Confirming the use of LT-F until 1 pm
06 Jul 2022	Sending out the proposal for booking the venue (ROOM 2502).
19 Jul 2022	Releasing the FAQ post for IRE on IG and FB
30 Jul 2022	Planning the routes for campus tour
Late July - Early August 2022	Recruiting helpers
09 Aug 2022	Preparation of the powerpoint for IRESS introduction

## Rundown

Time	Activity	Description
09:00	Preparation	Borrowing board games from Sci-Home and testing the powerpoint at LT-F
10:00	IRE induction talk	Prof. Leung gives an introduction talk to IRE freshmen
11:00	IRESS introduction	Excocos introduce IRESS to freshmen
11:15	Chit-chat	Excocos and helpers chatting with freshmen and answering questions
12:00	Lunch	Having Lunch at LG1
13:00	Campus Tour	Guiding freshmen to travel around HKUST
14:00	Free time	Excocos and helpers chatting with freshmen at Room 2502 while playing some board games together. Students are free to leave.

16:00	Dismiss	All freshmen had left.
-------	---------	------------------------

## Summary

### Preparation

After the final exam, we started asking Sci-Home for the date of the event. Since I (the PIC) was tested positive for COVID-19, I was unable to attend. The necessary information and preparation were passed to other excos beforehand.

### Day of the Event

Since Sci-Home staff are busy, we were asked to borrow the board games there at 9 am. Around 30 minutes before the talk at LT-F, we tested our own powerpoint with the staff. Before the talk, our excos collect their names and contact information. After the talk by Prof. Leung, we are given time to give a brief introduction on IRESS and answer some questions from the freshmen. Meanwhile, some of our excos went to canteens to find sufficient seats first. When we found enough seats, we guided the students to have lunch and have a campus tour afterwards. Since it was raining on that day, the routes of the campus tour had to change. We only brought them around in indoor areas. During the tour, some freshmen were guided by helpers to greet Prof. Ivan Ip. Finally we had some free time with freshmen. At this point students were free to leave. At around 16:00, all freshmen had left.

### After Dismissal

After the event ended, we set up a Whatsapp group and a Discord group for the freshmen and released PHYS1112 and CHEM1020 sources for promoting IRESS. It serves as a platform for them to ask questions and share information.

## Evaluation and Suggestion

### Catering Venue

We had asked Sci-Home staff about booking a catering venue but they replied that they cannot do that for us. Therefore we had to send excos for searching seats before the event. Overall the lunch part went smoothly since it was already known beforehand so that we had enough time to prepare. However, it would be best to prepare the proposal earlier and try asking relevant departments for the possibility of booking a catering venue.

### Shortened Campus Tour due to Raining

Due to the rain, we could only stay indoors during the campus. We did not have a complete plan for that. As a result, we were forced to have a much shorter tour and enter the free time at Room 2502 early. It would be better if an alternative plan was made prior to the event.

### Note: Arrangement of Registration Day

The Registration Day of HKUST in 2020, 2021, 2022 were all 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:** Yang Chun Hin , Tony

**Date:** 26-27 August 2022

**Venue:** Po Leung Kuk Holiday Camp and The Yard (Wing Hin Factory Building, 31-33 Ng Fong Street, San Po Kong, Kowloon)

**Number of participants:** 37 (including Excocs)

**Fee:** \$300

### Preparation

Date	Description
Mid-May 2022	Search for candidates for the campsite Start designing the Orientation Camp T-shirt
Late-May 2022	Discuss the game details
Early-June 2022	Confirm the booking of campsite Finalize the design of the Orientation Camp T-shirt
Late-June 2022	Order Orientation Camp T-shirt
Early-July 2022	Recruit for leaders and spies
Mid-July 2022	Test and confirm games and the routine of city orientation
Late-July 2022	Hold a meeting for Excocs, leaders and spies
Early to mid -August 2022	Promote the event to freshmen on the Registration Day (see the previous event) Confirm design of campbook
23 August 2022	Create Whatsapp groups for the event Send reminders and an electronic camp book to the participants

## Rundown

### Day 1: 26 August 2022

Time	Activity	Description
12:30-13:00	Assembly of participants	Participants were assembled at the A exit of Diamond Hill MTR station
13:00-17:00	Ice-breaking games Make time capsule	At The Yards, ExcOs held ice-breaking games for participants. Then, the participants wrote a time capsule to themselves.
17:00-21:30	Traveling and Dinner	Everybody travel to campsite and had barbecue for dinner
21:30-00:00	Room game	Mini games (e.g. Black Magic, HKUST Train) were played in rooms.

### Day 2: 27 August 2022

Time	Activity	Description
09:00-10:00	Breakfast	Breakfast was prepared by the campsite.
10:00-11:00	Pre-game for city orientation Check Out	ExcOs held pre-game to assign the start point. Room keys were returned to the office of the campsite.
11:00-18:00	City orientation	Participants traveled around Hong Kong to play the checkpoint games hosted by ExcOs
18:00-18:15	Return to The Yard	\
18:15-19:00	Prize-giving	The participants packed up and were assembled at The Yard. Prizes were awarded to the winning team of the city orientation.
19:00	Dismiss	\

## Meal Arrangement

Day	Meal	Arrangement
Day 1	Dinner	Barbecue at the campsite
Day 2	Breakfast	Breakfast prepared by the campsite
	Lunch/ Dinner	Included in the city orientation

## Games

### Ice-breaking

Games	Description
Firecracker	All participants sit in a circle and pick someone to start with. The first 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.
Forest Fire	3 participants will form a group. 2 of them will be face to face to form a "tree", and 1 of them will be a "hamster". Excocs will give 3 commands and participants have to reform to "tree" or "hamster" with others. Someone is lose if they fail to reform a group.
Who is Spy?	All the participants will close their eyes and exco will choose 2 of them to be spies. All the participants will open their eyes and ask others if you are a spy. If the spy has been asked 3 times, he has to admit he is a spy and all the participants have to queue up behind him, the last one will lose.
Seven hands Eight legs	The game is played by all groups at the same time. Participants will be assigned to different groups. Excocs will announce the required number of hands and feet, the fastest group who put the correct number of hands and feet on ground will win the round. The group that wins the most rounds will have 4 marks, then 3 marks and so on.
Telephone game	The game is played by all groups at the same time. Exco will give an item to the first player of each group .They have to use light clay to

	describe the item to the next player. The last player of each group has to guess the items. The group who guesses the item correctly will win the round. The group who wins the most rounds will have 4 marks, then 3 marks and so on.
Blindfold whack-a-mole	This game is played by all groups at the same time. 4 soft rods are put on the ground. One participant will blindfold and one will be the commander. The blindfolded participants have to spin for 5 rounds. The commander will give direction to the blind of his/her group to move , pick up the rod and hit. The group that has been hit will lose. The last group who left wins the round. The group that wins the most rounds will have 4 marks, then 3 marks and so on.
Trivia Q&A	The game is played by all groups at the same time. All the participants have to stand on a newspaper and answer the question. If their answer is wrong, part of the newspaper will be torn off. If some of the participants fall off from the newspaper, the group will lose. The groups who can last for 10 minutes will have 4 marks.
The tower king	This game is played by all groups at the same time. Each group will have the same basic material and they can use extra material according to the score. They have to use the material to build a tower. The group who builds the highest tower in the limited time will be the winner.

### Pre-game and checkpoint

Game	Location	Description
Table tennis Tic-Tac-Toe	Campsite	The game is played by 2 groups at the same time. There is a 3x3 grid made of paper cups. Participants have to use a spoon to shoot the table tennis ball to the cups. The first group to get 3 of the balls in a row (up, down, across, or diagonally) will win the round. The final winner can choose the checkpoint first.
Make 24! & Nan Lian Garden	Nan Lian Garden	Make 24!: 4 numbers are given to the participants and they have to use these

Q&A		<p>numbers and basic operations in mathematics to make an equation equal to 24. Marks are given according to the difficulty.</p> <p>Nan Lian Garden Q&amp;A: Questions and tasks about Nan Lian Garden garden are prepared by ExcOs. 10 minutes are given to the participants to finish all the tasks and find all the answers. Marks are given if they can finish all the tasks and answer all the questions correctly.</p>
Turn over! & Tongue twister	Hang Hau Station	<p>Turn over!: 4 pairs of cards are prepared. The cards are flipped over. Participants will first flip a card. The next flipped card has to have the number. If it is not, all the cards will shuffle again. Marks are given if they can turn over all the cards.</p> <p>Tongue twister: Tongue twisters are prepared by ExcOs. All the participants have to speak the tongue twister correctly in a limited time. Marks are given if they can finish 1 round of tongue twister.</p>
The mind	Hung Hom Station	<p>Cards with different numbers are evenly distributed to all the participants. They have to arrange the cards in ascending order but without telling the number of their cards. Marks are given if they can finish 1 round.</p>
The game of camaraderie & Fitness Challenge	Hin Tin Playground	<p>The game of camaraderie: Topics are prepared by Exco. All the participants have to do the same post when the ExcOs say the topic. Marks will be given if they can finish 1 round.</p> <p>Fitness Challenge: The group has to finish a number of required exercises (e.g. sit-up) in the limited time. Marks are given if they can finish the task in time.</p>
Hong Kong Q&A	Hong Kong Heritage Museum	<p>Questions about streets in Hong Kong are prepared by ExcOs. The participants have to answer all the questions. Marks are given according to the number of correct questions.</p>
Check in Choi Hung	Choi Hung Estate	<p>Participants have to go to the specific places in Choi Hung to take a group photo with different requirements. Marks are given once the group photos are verified by ExcOs through WhatsApp.</p>

Water bottle flipping	Morse Park	All the participants have to throw the water bottles such that it does one complete flip and lands upright without falling over in a specific time. The group leaders have to film the whole process. Marks are given once the video is verified by ExcOs through WhatsApp.
Scavenger Hunt	Star Ferry Public Transport Interchange	The ExcOs in the checkpoint will give a list of hints. Participants have to follow the hint to take a group selfie with the corresponding object. Marks are given once all the photos taken are verified by ExcOs through WhatsApp.
Don't leak! & Back-to-Back Challenge	Kai Tak Avenue Park	<p>Don't leak!: An empty cup is put on a dry tissue. Group leaders have to fill the cup to the marked position by water. The participants will have 8 marbles and they have to put all the marbles into the cup without leaking any water. The group leaders have to film all the process. Marks are given once the video is verified by ExcOs through WhatsApp.</p> <p>Back-to-Back Challenge: All the participants have to sit on the ground with hooking their arm. They have to stand up without loosening their arms in 30 seconds. The group leaders have to film all the process. Marks are given once the video is verified by ExcOs through WhatsApp.</p>

### **Evaluation and suggestion**

Due to the pandemic, the Orientation camp had to be held off-campus and gave rise to many uncertainties (e.g. disease prevention policies). Fortunately, the disease prevention policies were loosened in August. The event was generally smooth.

### **Campsite**

Jockey Club Sai Kung Outdoor Training Camp was our desired campsite at first. However, because of the late application, Jockey Club Sai Kung Outdoor Training Camp was full and we had to search for another campsite. It is fortunate that the Po Leung Kuk Holiday Camp has enough capacity and was able for us to hold the event. However, the time for orientation camp was shorter than expected. As a reminder, remember to book the campsite earlier to prevent any incident which happened in our case.

**Ice-breaking**

For the convenience of the participants we chose exit A of Diamond Hill Station to be the place for assembly. Then we went to The Yard in a group. The ice-breaking was long enough. As the first day of the event is also the day for freshmen to enroll in class, there were more breaks between games for them to enroll in classes. It was generally smooth.

**City orientation**

The activity started in the afternoon and ended at night. Quite a number of participants found this activity to be a little bit too demanding. Some groups have misunderstandings about the mission in the checkpoint. However, most participants enjoyed the checkpoint games. It is recommended that more indoor checkpoints can be held such that the whole event is not too demanding.

## Orientation Week

**Person-in-charge:** Fan Ka Cheuk, Thomas

**Date:** 6-8 September 2022

**Time:** 10:00-18:00

**Venue:** Sports Hall

**Number of participants:** ~60

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

**Annual associated membership fee:** \$40

## Preparation

Date	Description
Early June 2022	Design the society T-shirt
20 July 2022 - 20 August 2022	Order society T-shirt and design other society products
1 September 2022	Prepare membership application & society products order form
3-5 September 2022	Promotion on Instagram, Signal and Whatsapp
6-8 September 2022	Set up and decorate the Orientation Week counter Send google form to interested visitors
Mid September 2022 - Early October 2022	Confirm orders of society products Ordering society products
Late October 2022- Mid November 2022	Distribution 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. Two Exco were present at each time slot.
- Exco set up the counter on 5 September 2022.
- WhatsApp and Signal messages were sent to the group chat to encourage members to visit the counter. Promotion was done through posting Instagram stories.
- Exco on duty were responsible for guiding visitors to fill in the Google form for membership registration and ordering society products.

- After the last time slot on 8 September 2022, all Excos tidied up the counter and brought remaining materials to the society room.

## Summary

### Orientation Week Counter

We were allocated a three-day counter in the Sports Hall on 6-8 September 2022, 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	30
2	20
3	0
4	0
	Total: 50

#### Ordering of Society Products

Society Product	Count
Society Paper 2022-2023 (100 pieces)	9
Society T-shirt 2022-2023	34
Society File 2022-2023	14
Society Key Chain 2022-2023	6
Society Wallet 2022-2023	5
Society Product Package	17

### Distribution of society products

Buyers were messaged to ask for their preferred pickup time.

The counters were set at LG5 and were open from 14:00 to 16:00 on the following dates:

Month and Year	Dates
October 2022	26,27
November 2022	1,3,16,17

## **Evaluation and Suggestions**

### **Consulting the members**

Design of society products was finished one month before Orientation Week. We successfully collect opinions from IRESS members by Google Form before Orientation Week. Therefore, We can offer society products that are welcomed by members. It is a good practice to ask for members' opinions before deciding on the society products to be sold.

### **Welfare Packages**

This year we did not offer welfare packages to visitors who bought society products or registered as new members since we cannot find sponsors for the Orientation Week. It is suggested to offer welfare packages in the next year.

### **Distribution of society products**

We ordered some of the society products before Orientation Week. The delivery of products was successfully done before December 2022. However, we offer two more days in November since we lost the L-size society T-shirt and we need to order the L-size T-shirt again. It is reminded that please check the number of products you ordered.

## Start of Semester Dinner

**Person-in-charge:** Weng Chun Yu, Carter

**Date:** 7 September 2022

**Time:** 19:00

**Venue:** China Garden

**Number of participants:** 35

**Fee:** (participants of each table splitter their bill)

## Preparation

Date	Description
Mid-August 2022	Send a Google form to ask for members' availability and preference on restaurants.
Late August 2022	Contact the restaurant and make reservations
Late August 2022	Event promotion
06 September 2022	Make final reminder via Instagram, WhatsApp and Signal
07 September 2022	Day of event

## Rundown

Time	Activity	Description
18:30	Assembly of participants	Excors were waiting outside China Garden for late comers.
18:45	Assigning seating plan	Participants sat freely. Seats were not assigned.
19:00	Ordering	Participants of each table ordered their dishes
19:15	Dining	-
20:30	Payment	Participants of each table splitted their bill.
20:45-22:00	Playing board game	Excors had prepared board games (e.g. Werewolf, German cockroach) and played with participants

## **Summary**

### **Setting up Google form**

A Google form was sent to ask members for their availability, food allergy and preference on restaurants - Hop Sze Restaurant (Hang Hau) and China Garden (HKUST) were the given options; members were also welcome to give suggestions. By simple majority, China Garden was chosen.

### **Promotion**

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

### **Miscellany**

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

Participants sat freely, but they sat approximately based on the year of study. Some ExcOs sat with freshmen to chat with them.

After the meal, some participants decided to leave for desserts while some joined the excOs to play board games.

### **Evaluation and Suggestions**

The HKUST horror story tour was planned to be the last activity, however, as none of the ExcOs knows the stories, this activity was canceled and board games were prepared as an alternative. This is recommended for further ExcOs to prepare for it.

Also, some participants had opposed China Garden as one of the choices because of their political position. It is recommended to conduct a survey on restaurants and ask for participants' preference before booking.

## Senior Sharing

**Person-in-charge:** Wong Lok Yin, Happy

**Date:** 6 October, 2022

**Time:** 20:00-21:00

**Venue:** Room 2405

**Number of participants:** 9

## Preparation

Date	Description
Early September 2022	Confirm time and date of the event Prepare powerpoint for basic information and frequently asked questions
19 September 2022	Confirm and book a classroom as venue
Mid-Late September 2022	Promote the event on Instagram, Signal and Whatsapp
5 October 2022	Remind participants to attend the event

## Summary

### New Event

This event is newly added this year. We observed that freshmen have lots of questions about their studies and the IRE program after the start of the semester. Therefore, we decided to hold a senior sharing session to provide information to freshmen. The event was welcomed by freshmen, 9 out of 13 freshmen attended the activity. Participants actively asked questions about academic pathways and course information, causing the event to be extended to 22:00.

### Preparation

We prepared a four page powerpoint of frequently asked questions, including information about the winter semester, finding professors for research opportunities and study tips. The presentation lasted for 15 minutes, followed by a Q & A session.

## Evaluation and Suggestions

### Insufficient Senior Students

At first, we plan to invite senior students of different majors and years of study to share their academic pathways. However, we decided to have only an executive committee to host the event since we found out that most senior students were busy at the start of the semester. Eventually, only three executive committees attended the event. Having no senior student

majoring in math, chemistry, or ocean science, we could not provide advice to freshmen of these majors. In the future, we suggest that at least one senior student of each major should be invited.

### **Choice of Venue**

The sharing was held in a classroom. The venue is too large for the expected number of participants of ~10. Besides, the environment was not comfortable for interactive sharing. We suggest that the venue should be changed to Lifs common or group study room.

## Chit-chat with Professors

**Person-in-charge:** Heung Tsz Fung, Sunny

**Date:** 7, 9, 11 November 2022

**Venue:** Room 3598

**Number of Participants:** ~15 for Physics and Mathematics session, 2 for Chemistry session

### Preparation

Date	Description
Early April 2022	Decided the approximate date and format of the event
30 September 2022	Confirmed the exact dates of the event
14 October 2022	Sending invitation to professors
24 October 2022	Preparing promotion materials and booking the venue
28 October 2022	Promotion of the event on social media
Early November 2022	Preparing Questions for asking professors

### Rundown

Date	Activity	Description
07 November 2022	Mathematics Sharing	15:30-16:30 by Prof. Frederick Fong
09 November 2022	Chemistry Sharing	14:00-15:00 by Prof. Dennis Chan
11 November 2022	Physics Sharing	14:00-15:00 by Prof. Pak Wo Leung

### Summary

#### Original Plan with Other Societies

This activity was originally proposed by the Biology Society in February and was expected to be held by all 3 societies under the School of Science. And the date was confirmed on 30 Sep with the other two societies. The plan was to do the chit-chat session for 1 week, in which we agreed that we would be responsible for Monday, Wednesday and Friday, while the other two societies would be responsible for Tuesday and Thursday. However, they never responded since then. And at the end the event became solely IRESS' own event.

### **Preparation**

The communication with other societies was done by our EVP Farhan Ishraq. However, after receiving no responses from the other two societies in early October, we have no choice but to continue our preparation at our own pace. In order to make the event more casual, we decided not to ask a presentation from the professors but instead we prepared a list of questions to ask. Also, instead of thank-you cards, we decided to give the professors society products as souvenirs instead.

### **Emergency Change of Chemistry Professor**

Our original plan is to invite Dr. Jason Chan as the speaker. We have already drafted the email on 13 Oct. But on the morning of 14 Oct, a scandal about him emerged. Luckily we have not sent the email at that point. Therefore we immediately switched to Prof. Dennis Chan instead.

### **Mathematics Session**

About 15 people attended. Prof. Fong is very talkative. The whole session ran smoothly. Prof. Fong occasionally made some jokes and this made the audience more enjoyable.

### **Chemistry Session**

Although there were about 5 people registered in the google form, only 2 people showed up. Together with the 3 excos, there were only 5 people in the room. The situation is quite awkward. However, since Prof. Chan is very talkative and the two students had a lot of questions to ask, the session still continued for 1 hour.

### **Physics Session**

About 15 people attended. Prof. Leung is very talkative. We only asked about 5 questions and it was already enough to fill up 1 hour. The whole session ran smoothly.

### **Evaluation and Suggestion**

#### **Exceptionally Small Number of Participant**

The Mathematics and Physics sessions were smooth, but the Chemistry session was quite awkward as there were only 2 participants. Concerned about this, we already set up a registration google form to ensure a minimum number of people. But it did not help. Meanwhile, about 8 people registered for the Physics and Mathematics session, and double the number of people showed up. We believe that it was due to our late reminder for the event and also the students being unfamiliar with our guest. We suggest future excos to invite professors that students are more familiar with. Also, there should be as many excos as possible to ensure a minimum number of participants.

#### **Overlapping with Research Sharing**

Although our original intention was to have some more casual discussions in order to avoid being overlapped with Research Sharing. However, given the nature of IRESS, it is hard to

avoid research and academic questions during the event. Therefore we would suggest there is no need to hold both of them with professors.

### **Handling Events from Other Society**

During the discussion, we already took a much larger portion of work from the other societies (3 days for us, 1 day for each of them). Also, at the end the other 2 societies simply disappeared. Our suggestion is to spend more time with other societies to ensure a fair work share. Also, the possibility of such incident should be aware and excos should be in a position to stop the event at anytime in case the other societies quit preparing.

## Christmas Party and Subcommittee Function

**Person-in-charge:** Fan Ka Cheuk, Thomas and Wong Lok Yin, Happy

**Date:** 28 December, 2022

**Time:** 17:30-21:30

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

**Number of Participants:** ~30 ( including exco members)

**Fee:** \$90

### Preparation

Date	Description
17 November 2022	Finalize the date, time and venue of the event
21 November 2022	Hold the first meeting of sub-committee members to let them know each other and also discuss the duties of each person.
10 December 2022	Ask the sub-committee members to start preparing for the games and party
19-27 December 2022	Promotions on Instagram, Whatsapp group and Signal group. Registration via Google form was opened
22-26 December 2022	Run a trial and finalize the details of the games
27 December 2022	Reminders through Social Media, Whatsapp group and Signal group.

### Rundown

Time	Description
16:30	Decoration
17:00	Reception
17:30-18:45	Games
19:00-20:00	Dinner
20:00-20:30	Gift Exchange
20:30-21:00	Photo taking

## Games

Games	Description
Poker Solitaire with throwing pencils	There are 13 poker cards(Ato K) placed on the desk. Participants in each group take turns to throw 6 pencils upward and try to catch them. After catching those pencils, participants could uncover one card on the desk. Each group needs to remember each card they uncovered. Participants need to uncover all Poker cards in the order from A to K. Less time used, more marks could be gained
Top of the World	The MC will tell all groups an adjective. For example, the MC will say “ the biggest...”. Each group needs to guess what the MC is describing. Then, each group needs to send out one member and compete with other groups.
Big Televison	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.
Guessing the Soundtrack	The MC will play a reversed soundtrack several times. Participant have 3 chances to ask for tips. Participants who could guess what the soundtrack is about could gain marks for his/her group.

## 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 the Graduation Party was chosen so that the majority of the members (except the freshmen) were familiar with it.

## Food

Considering convenience and reduction of cost, We ordered the most common party food-pizza from PHD which was in Ngau Tau Kok. One exco and two sub-committee members were sent to take the food.

## Games

Sub-committee members started discussing details and games on 16 December 2022. They demonstrated games and ran a trial for the party several times from 22 to 26 December 2022, with help of Exco. Games and details were finalized on 26 December 2022 and the Sub-committee members bought materials for the party after confirming all.

### **Evaluation and Suggestion**

#### **Food Order**

We ordered pizza for the party. However, the restaurant did not provide delivery service and we needed to take the food by ourselves. It would be better to check whether the restaurant provides delivery service before ordering food.

#### **Sub-committee Functions**

This year, we started recruiting sub-committee members in early November. We distribute duties to sub-committee members before December. Sub-committee members had sufficient time to make preparations for the event. The event was held successfully.

## New Executive Committee Information Session

**Person-in-charge:** Yang Chun Hin, Tony

**Date:** 3 January, 2023

**Time:** 20:00-21:30

**Venue:** Online (via Zoom)

**Number of Participants:** 15 (including ExcOs, subcommittees and other freshmen)

### Preparation

Date	Description
22 December 2022	Start preparing the powerpoint slides by ExcOs
26 December 2022	Collect the availability of ExcOs
27 December 2022	Collect the availability of subcommittees
28 December 2022	Promote the event on Instagram
3 January 2023 (19:00)	Disseminate the Zoom link

### Rundown

Time	Activity	Description
20:00	Debriefing of subcommittee function	Each committee member was asked about their duties, one thing they did well and one improvement they could have. ExcOs has also given some suggestions.
20:30	Information session on joining the Executive committee	The President has briefly introduced the responsibilities, benefits and challenges related to joining the executive committee. ExcOs introduced the duties of their positions separately after that.
21:00	Q&A	Participants were allowed to ask questions freely.
21:00-21:30	Free chat	Some participants left after the Q&A session while the others had a chit chat.

## **Summary**

### **Preparation of slides**

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

### **Time arrangement and invitation**

Then, when2meet forms were sent out to ExcOs and subcommittee members to collect their availability. The date and time were then set, and the event was promoted on Instagram only. 1 hour before the event, the invitation links were disseminated to subcommittees and on Instagram. 15 minutes before the event, the Zoom meeting was started (using the IRESS account to avoid the 40-minute restriction).

### **Flow**

The event began with a debriefing of the subcommittee function, which was the Christmas Party held on 28 December 2022. Each subcommittee member was asked about their duties, one thing they did well and one improvement they could have made. ExcOs have also given some suggestions. Following the debriefing session, ExcOs took turns to present about joining the executive committee, and then participants were allowed to ask questions. When the audience had no more questions, some left the meeting while the others remained to have a chit chat .

### **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.

There were no other freshmen (excluding the subcommittees) who came to the session. It is recommended that messaging the non-subcommittees freshmen privately to ask for their interest and availability, which helps to find freshmen who are willing to join the executive committee.

As a reminder, remember to follow up on the participants' thoughts on joining the executive committee the day after the event. Also, share the powerpoint to the interested but unavailable freshmen, if any.

## Research Sharing

**Person-in-charge:** Heung Tsz Fung, Sunny

**Date:** 9, 16-18 January 2023

**Venue:** Online (Zoom)

**Number of Participants:** ~9 participants per session

### Preparation

Date	Description
17 December 2022	Sending invitation to alumni
20 December 2022	Sending invitation email to professors
3 January 2023	Promotion of the event on social media
7-18 January 2023	Sending reminders to alumni and professors before the event

### Rundown

Date	Activity	Description
09 January 2023	Physics Sharing	Alumni: Chan Yan Yan 15:45 - 16:45 Professor: PO Hoi Chun (Adrian) 17:00 - 18:00
16 January 2023	Chemistry Sharing	Alumni: Leung Chung Sum (Samuel) 16:00 - 17:00
17 January 2023	Life Science Sharing	Alumni: Chang Yau Ming (Issac) 14:45 - 15:45 Professor: Guo Yusong 16:00 - 17:00
18 January 2023	Mathematics Sharing	Alumni: Sit Hiu Chi 16:00 - 17:00

### Summary

#### Format

Since the event was held during the semester break and some of the alumni were not in Hong Kong, we decided to hold the event online.

#### The Rundown

Since we expect people to be busy during Lunar New Year, we arranged the event before 19 January 2023 (which is 28/12 of the Lunar Calendar). Same as last year, we first ask the alumni for a rough range of their free time, and then we use these time slots to ask professors.

As a result, we can arrange the sharing time and of the same major on the same day. We intended to follow last year's time allocation, which is 45 minutes of presentation and 15 minutes of Q&A.

### **Unavailability of Professors**

Since we sent the emails too late and the sharing was held during semester break, some professors we invited were unavailable to attend. We did not have enough time to invite other professors. In the end, we could only find professors for Physics and Life Science.

### **Summary of Sharings**

Physics Sharing:

- Alumni's Session by Chan Yan Yan:  
About 8 people attended.  
The Sharing was smooth. The session ended 5 minutes earlier.
- Professor's Session By Prof. Po Hoi Chun:  
About 9 people attended.  
The Sharing was smooth. Prof. Po prepared a lot and was very talkative. He decided to rush at the end. But since almost no people asked questions at the end, the session ended on time.  
However, although Prof. Po wanted to have a more interactive approach, the audience was silent for the whole session. Only the host responded to him actively. This makes the situation a little bit embarrassing.

Chemistry Sharing:

- Alumni's Session by Leung Chung Sum:  
About 9 people attended.  
The Sharing was smooth. The session ended about 10 minutes earlier.

Life Science Sharing:

- Alumni's Session by Chang Yau Ming:  
About 9 people attended. Although the presentation ended slightly earlier than expected, the audience had many questions that could fill up the remaining time. Due to some unknown technical issues, the host's Zoom crashed during the Q&A session, but it did not affect the session much.
- Professor's Session By Prof. Guo Yusong:  
About 10 people attended. The session was overall smooth. Prof. Guo tried to use a more interactive approach and ask questions frequently during the presentation. Fortunately, a few members of the audience were active and allowed the session to continue.  
Again, due to some unknown technical issues, the Zoom recording automatically restarted during the session. Therefore the recording was split into two parts.

Mathematics Sharing:

- Alumni's Session by Sit Hiu Chi:

The presentation lasted for about 30 minutes but there were no questions from the audience during the Q&A (except the host). So the session ended early.

## **Evaluation and Suggestions**

### **Shortening of the Presentation Time**

During the invitation, most alumni responded that 45 minutes was a bit too long for them to prepare. So we replied that 30-45 minutes are already okay. Future excos should consider adjusting the length of presentation and Q&A if necessary.

### **Inviting Professors in Semester Break**

Because of the final exams, we sent our invitation to the professors very late. Also, since it was already the semester break, most professors replied very late and are unavailable to this event. We would suggest the event should be held during the fall semester, such as the time for the Chit-chat with Professors event, which is mid November. Or future excos should split the alumni part and professor part into two events.

### **Not Enough Participants**

During the sharing by the two professors, both of them show the sign that they expect more participants. We would suggest events with professors should have much more promotion and try to reach people outside IRESS.

### **Technical Issues with Zoom**

During the Life Science sharing, the host's Zoom suddenly became laggy and later crashed. This makes the situation a bit embarrassing as the host was currently talking. Also, the Zoom recording automatically restarted for unknown reasons. Perhaps it would be safer to have alternative ways of recording. Also, there should be more excos participating as back-up.

## Annual Dinner

**Person-in-charge:** Weng Chun Yu, Carter

**Date:** 3 February, 2023

**Time:** 19:00

**Venue:** Hop Sze Restaurant

**Number of participants:** 35

### Preparation

Date	Description
Early January 2023	Event promotion via WhatsApp, Signal, Instagram Create google form for registration
Late January 2023	Reserve seats at the restaurant
3 February 2023	Day of event

### Summary

#### Choice of time

The event was planned to be held on the day spring semester starts in 2023, as we think more members would be available on that day.

#### Choice of venue

From our Google form survey, more members prefer Hop Sze Restaurant over China's Garden in UST. Also, as the start of semester dinner was held in China's Garden, the venue was chosen to be Hop Sze Restaurant. Some members suggested having dinner at other restaurants in Sai Kung, but they were not put in the survey. Exco members may provide more choices of restaurant.

Since an off-campus location was chosen, Professors were not invited due to inconvenience of travel.

## Annual Election

**Person-in-charge:** Yang Chun Hin, Tony

**Date:** 23 February, 2023

**Time:** 00:00-23:59

**Venue:** Zoom (via Qualtrics and Zoom)

**Number of participants:** 67, out of a total of 137 Full members

## Preparation

Date	Description
15 January,2023	Prepare drafts of official election emails
1 February, 2023	Announce the formation of Election Board and the dates of the opening and closure of the nomination period by email
16 February,2023	Announce the closure of nomination period and the candidates for the Annual Election by email
16 February, 2023	Announce the date of event via email and public notice
17 February, 2023	Set up the Qualtrics form for online election
18 February, 2023	Run a trial of the Qualtrics form within the ExcOs
19 February, 2023	Announce the Election Rules and Regulations and the arrangements of the trial run for the event by email
20 February, 2023	Email the link for the trial run Qualtrics form to all full members and have a trial run

## Rundown

Time	Activity	Description
00:00 (23 February 2023)	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.

00:00-00:03 (24 February, 2023)	Vote count	The vote was counted live on Zoom and the provisional results were announced via email.
---------------------------------	------------	---

### Summary

The preparation work 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. Two trials were held: one within the executive committee and another among the society members. After all the tests, 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:	137
Number of response received:	67
Number of invalid response:	0
Total number of votes received:	67
Overall voter turnout rate:	48.9%
Number of FOR votes:	67
Number of AGAINST votes:	0
Number of ABSTAIN votes:	0
Number of VOID votes:	0

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

### Evaluation and Suggestions

ExcOs are reminded to turn on the following settings of the Qualtrics form: anonymize response and prevent multiple submission. A full ITSC list of full members is required to verify the membership of voters. This process will be time-consuming if the membership record is not managed and updated regularly. Future Presidents should start the related preparation work early. Also, prepare earlier as this event takes a very long time.

**\*The event was canceled\***

## **Joint Science Inauguration Ceremony**

**Person-in-charge:** Farhan Ishraq

### **Preparation**

<b>Date</b>	<b>Description</b>
Early-Mid March 2022	Discussion with EVPs of science societies
Early-April 2022	Cancellation of event

### **Original Plan**

Due to pandemic restrictions, the event could only be held online following the original timeline. Initially, we, the Biology Society and the Biochemistry society had discussed the rundown of the event. It was proposed that the inauguration ceremony be held via Zoom with members of the society able to watch live.

However, we had agreed that holding the event online would not be appropriate. First, it was expected that participation of members, especially seniors, would be low. Hence, the main purpose of the event, which is for the members of the science societies to recognise and acknowledge the new executive members, would be lost. Second, the event was also an opportunity for cross-society socializing which could not be done online.

Our first response was to postpone the event to a later date, in hopes that social distancing restrictions would be sufficiently relaxed. After waiting for a month, it did not happen. The three societies opted to cancel the event for this year. Further postponing the event would be meaningless since the members of the societies would have already been familiar with the new executive committees of their respective society

### **Evaluation and Suggestion**

Social distancing measures did not allow for the Joint Science Inauguration Ceremony to take place.

### **Note: Arrangement of Joint Science Inauguration Ceremony**

The Joint Science Inauguration Ceremony is a tradition that aims to unite the members of the science societies. It is encouraged that this event be resumed once the situation allows. Refer to the Year Plan and Annual Report of Session 2019-2020 or before for the usual arrangement.

**\*The event was canceled\***

### **Joint Science singing contest**

**Person-in-charge:** Farhan Ishraq

#### **Preparationry**

<b>Date</b>	<b>Description</b>
Early-Mid March 2022	Discussion with EVPs of science societies

#### **Original Plan**

From the start, the societies had agreed that the event should be held only as a face-to-face event. The purpose of the event is to provide a means for students to destress and relax from the academic pressure of university life. Holding the event online would not be optimal to achieving the ends. The ‘feel’ of attending a “concert” in person is incomparable to that online. Exact plans for the logistics for the event were not discussed at the time.

The topic of the event did not arise again at a later date when pandemic restrictions were eased because the two societies had not been eagerly responsive to our communications since Fall semester. Since we were not receiving expedient replies from the two societies regarding the Professor Chit-chat event, obtaining prompt responses about a more logistically challenging event would have been more difficult.

#### **Evaluation and Suggestion**

Lack of timely response from the other science societies made it difficult to initiate a conversation on planning the event. Given that the lack of any timeline was due to the uncertainty surrounding the easing of social distancing measures against an unprecedented epidemic, such an incident would be an exceptional case.

Nonetheless, it is suggested that a timeline of events be laid out to coordinate the timely discussions on the specific details with the other societies. This may prompt timely responses on queries regarding any developments on the feasibility and logistics of planned events.

**\*The event was canceled\***

**Alumni Congregation Photo Booth**

**Person-in-charge:** Chong Man Yan, Natalie

**Preparationry**

<b>Date</b>	<b>Description</b>
7/11/2022	Zoom Meeting to discuss the hosting of the event
16/11/2022	Cancellation of the event

**Original Plan**

Our original plan involves seeking sponsorship for welfare packages and providing photo-shooting items for graduate students in the graduation ceremony. As many IRE graduates were studying overseas during the graduation ceremony on 5/12/2022 and could not attend it in person, we decided to cancel the event.

**Evaluation and Suggestion**

If the graduation ceremony is hosted during the semester (e.g. in December), there is a high chance that many overseas graduates cannot attend it. It is important to collect their availability beforehand to decide whether to host the photo booth. Also, it is hard to seek sponsorship for this small event and the small number of participants. It is suggested that the end of the spring semester is a greater timing to celebrate graduation as more graduates are available and willing to show up.