

International Research Enrichment Students' Society,
HKUSTSU, Session 2023-2024

Annual Report

List of Activities

Date	Event	Person-In-Charge	Page number
Cancelled	Joint Society Inauguration Ceremony	Lo Lik Kan Nicholas, Nic	2
20 June 2023	Graduation Party and End of Semester Party	Tong Sin Hang, Candy	3
10-11 August 2023	Welcome Fair	Cheng Hou Tin, Max	6
16-18 August 2023	Orientation Camp	Lee Yan Yee, YY Mak Ho Bing, Bing	10
4-7 September 2023	Orientation Week	Wong Kin Ka, Adam Mak Ho Bing, Bing	21
6 September 2023	Start of Semester Dinner	Tong Sin Hang, Candy	24
3 and 10 October 2023	Senior Sharing	Cheung Man Yin, Jett	27
Cancelled	Chitchat with Professors	Cheung Man Yin, Jett	31
29 December 2023	Sub-committee Function (Christmas Party)	Tong Sin Hang, Candy	32
4 January 2024	New Executive Committee Information Session	Tong Sin Hang, Candy	36
24-25 January 2024	Research Sharing	Lo Lik Kan Nicholas, Nic	38
5 February 2024	Annual Dinner	Tong Sin Hang, Candy	41
15 February 2024	Annual Election	Lee Yan Yee, YY	43

Joint Society Inauguration Ceremony
Person-in-charge: Lo Lik Kan Nicholas, Nic

Preparation

Date	Description
Early February - Late March 2023	Contact with EVPs of science societies to know their willingness to hold the event
Early-April 2023	Cancellation of event

Summary

During the promotion period, the EVP of Biology and Biotechnology Students' Society, HKUSTSU told us that they did not want to organize the event. Although we have asked the Biochemistry and Biotechnology Students' Society, HKUSTSU for their preference for holding the event several times, they did not respond to us. We thought of holding the event on our own in late March, but we did not have enough time for preparation work like inviting professors. Hence, we decided to cancel the event in early April.

Evaluation and Suggestion

If other societies want to organize it again, it is recommended to hold the event. Please refer to the annual report on or before Session 2019-2020 for the preparation work and rundown of the event.

Graduation and End of Semester Party

Person-in-charge: Tong Sin Hang, Candy

Date: 20 June 2023

Time: 18:00-21:00

Venue: Common Room 4

Number of Participants: 28

Fee: Final-year members: Free of charge, other members: \$100, Non-members: \$120

Preparation

Date	Description
24 April 2023	Meeting to discuss the arrangement of the party
25 April 2023	Sending out the Google Form link to ask for the preferences of graduates
22 May 2023	Booking of venue
23 May 2023 – 20 June 2023	Event promotion
15 June 2023	Making photo booth Testing and refining games
20 June 2023	Final Preparations

Rundown

Time	Activity	Description
17:00- 18:00	Decorating and setting up of venue and photo booth	Set up a photo booth, reception area, storage area, and waiting area.
18:00- 18:30	Reception	Participants started entering the venue and were charged an entrance fee. Afterwards, they chatted in the waiting area. Some participants played games on their own.
18:30- 19:30	Games	Two games were held by the excos: Poker Card + Rock Paper Scissors Draw on the back Third game was prepared but was not played: Reversed recording
19:30- 20:30	Dinner	PhD Pizza dinner, 8-people combo ×2 + Pizza ×4
20:30- 21:00	Distribution of souvenirs	Souvenirs are distributed to all participating graduates through a lucky draw.
21:00- 21:15	Opening of the time capsule	Time capsules were distributed to the participating graduates. Time capsules of those who were absent were kept.
21:15- 21:30	Photo-taking	Group photos were taken.
21:30- 22:00	Cleaning up	Participants were dismissed and excos cleaned the entire venue.

Preparation

Game	Description
Poker Card + Paper Scissor Stone	Participants sat in two parallel rows, each with two playing cards. Participants must not show their cards to anyone. Five playing cards are held and shown to all. For each round, participants played rock paper scissors with the one sitting opposite to them. The winner got to draw a card from the loser. If the winner wanted to keep the drawn card, they needed to give one card to the loser. Otherwise, the winner needed to return the card. After each round, all participants shifted one seat clockwise. After three rounds, the game was stopped, and we checked the cards of all participants. The participants with cards that could form the largest combination with the five cards shown was the final winner.
Draw on the back	Participants were separated into groups and stand in lines, facing the back of the person in front. Each group got 15 seconds per group member. Each participant, except the frontmost person, was given a piece of pencil and paper. For each round, a word was shown to the person at the back. Then, every person passed on the word by drawing on the back of the person in front, using the paper and pencil provided. Participants were not allowed to talk. The frontmost person would tell the game host their guess on the word. The groups that gave a correct guess can get a point. After several rounds, the game was stopped and the group with the highest points wins.

Summary

Preparation

In late April 2023, we started the early preparations. A meeting was held to discuss the party's arrangements, and the above rundown was designed. Afterwards, we immediately sought preference of the seniors on the details (eg. dates, souvenir) using Google Form. Since we proposed to prepare a memorial video of the seniors, we also use the same form to collect photos/videos.

In late May 2023, we booked the Common Room 4 as the venue and started promoting the event.

In early to mid-June 2023, we finalized the details of the party. We refined and tested the games, and also assembled the photo booth. The proposed memorial video was discarded as we were unable to collect adequate photos/videos from the seniors.

On the day before the event, we ordered delivery from PHD for roughly 25 people.

During the Event

We arrived at the venue at around 17:00, then started the set up and decoration of the venue and the photo booth. At 18:00, we set up the reception counter and started allowing participants to come in. Entrance fee was charged upon entrance and receipts were given out as proof of transaction. Since

we did not start the party immediately, some participants played poker games by themselves or engaged in lively discussions. There were about 10 unexpected participants who did not fill in the participation form beforehand.

At around 18:30, we started the party. Due to the time limit, we were only able to play 2 of the 3 games. Lee Yan Yee was in charge in leading the games and Mak Ho Bing monitored the food delivery. At around 19:30, all the food was delivered, and we started dinner. After dinner, distribution of souvenirs to graduates was done via a lucky draw. Afterwards, the graduates opened their corresponding time capsules. Finally, group photos were taken.

After the end of the party, everyone helped with cleaning, and we swiftly evacuated from the venue at around 22:00.

After Dismissal

The time capsules of graduates who did not attend the party were kept in the society locker.

Evaluation and Suggestions

Insufficient food for all participants

Since only about 20 people filled in the participation form, we only ordered food for roughly 25 people. However, as there were over 10 unexpected participants, there was insufficient food for all participants. We tried to relieve the food shortage by minimizing our food intake, but the effect was minor, and most participants were not full at the end.

There are several suggestions for minimizing the chance of this unfortunate event.

Firstly, we should spend more effort on reminding members to fill in the participation form. We could remind them using WhatsApp messages or posting IG stories. Unfortunately, the predicted effect of this measure would be minimal as most members do not respond to reminders actively.

Secondly, we should increase the amount of buffer food. Our current buffer portion is roughly for 5 people. Since there are always unexpected participants, it is proposed that we increase the buffer to 8 people's portion.

Dripping Air Conditioner

At the start of the event, we allocated a section of the venue for participants to drop down their bags and personal belongings. During the event, the air conditioner above that section started dripping and the belongings of several participants got wet.

To prevent this similar future accident, we should try to seek out safer (ie. No air conditioner dripping, no insects, hygienic) sections of the venue for personal belongings storage. Common room in LG5 would be an adequate solution but was not opened yet when we held our graduation party.

Welcome Fair and Orientation Day

Person-in-charge: Cheng Hou Tin, Max

Date: 10-11 August 2023

Time: 10:00-18:00

Venue: HKUST Campus

Preparation

Date	Description
Early June- Late July 2023	Prepared self-introduction of executive committee members for promotion
29 June 2023	Sent email to HKUSTSU Editorial Board to submit the information to be published in Orientation Book
7 July 2023	Confirmed the position of our counter and banner in Welcome Fair during the briefing session
9 July 2023	Sent email to newstudent@ust.hk to submit the information to be posted on NSO website
11 July 2023	Attended a meeting with SCI/HOME staff to discuss the arrangement of Orientation Day
14 July 2023	Submitted the application form for Welcome Fair
15 July 2023	Submitted the information to be published on HKUSTSU Orientation Instagram page
18 July 2023	Released the post about FAQ of IRE program on social media platforms
25 July 2023	Reserved Room 1410 from SCI/HOME
27 July 2023	Took photos of executive committee members
4-9 August 2023	Prepared the decorations for the counter during Welcome Fair
5-9 August 2023	Uploaded self-introduction of executive committee members and promotion materials to Facebook and Instagram Page
10-11 August 2023	Welcome Fair
11 August 2023	Orientation Day

Rundown for Orientation Day

Time	Activity	Description
10:45	Preparation	Took boardgame from SCI/HOME and went to LT/F
11:00	Induction Talk	Miss Tina Ko gave a talk to IRE freshmen
12:30	Promotion of IRESS	Executive committee members gave an introduction of IRESS. We also collected the nickname and phone number of freshmen.
12:45	Waiting freshmen and occupying seats in canteen	While freshmen were choosing peer mentors in SCI/HOME, we waited them outside. Meanwhile, some of us went to occupy seats in LG7 canteen.
13:15	Lunch	Executive committee members and freshmen had lunch in LG7 canteen and chatted together.
14:30	Putting down bags	Freshmen were brought to Room 1410 to put down their bags.
14:45	Campus tour	Freshmen were guided by executive committee members and helpers to walk around the campus.
16:30	Registration of Orientation Camp	Freshmen were guided to our counter to register for Orientation Camp.
17:00	Free time	Executive committee members, helpers and freshmen chatted and played board games in room 1410.
18:15	Dismissal	Freshmen were dismissed.

Summary

Preparation

After being cancelled for three years due to the pandemic, the Welcome Fair was held again this year. After the final exam, we discussed that if we should participate in the Welcome Fair or not. As the Orientation Day in 2021 and 2022 ran smoothly, some of us suggested that it was not necessary to participate in the Welcome Fair. However, we finally decided to participate in the Welcome Fair so that non-IRE freshmen could approach us and register for the Orientation Camp.

In early July, we sent email to SCI/HOME to discuss the arrangement of Orientation Day. They

invited us to have a meeting with them. After the meeting, we had further discussion in email related to booking of classroom, promotion to freshmen, arrangement of the induction talk and borrowing board games.

Days of event

On the first day of Welcome Fair, there was only induction talk by School of Engineering. There were mostly freshmen from that school. However, we still set up the counter to avoid being penalized. Two IRE freshmen came and visited our counter. They chatted with us and registered for Orientation Camp.

On the second day of Welcome Fair, we set up the counter at around 10 am, just like the first day. As the induction talk was about to begin, some executive committee members went to LT-F. After the talk by Miss Tina Ko, we were given time to give a brief introduction on IRESS and answer some questions from the freshmen. We also collected their names and phone number. After that, the freshmen went to SCI/HOME to choose peer mentor and we waited outside. Meanwhile, some of our excos went to canteens to find sufficient seats first. Then we guided the students to have lunch and have a campus tour afterwards. Finally, we had some free time with freshmen. They mainly played board games or discussed mathematics problems. We dismissed them at around 18:00. We also cleared all the things and returned the tables, chairs, notice board and sandbags to SSA counter in LG3.

After dismissal

After the event ended, we set up a WhatsApp 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 Suggestions

The function was generally smooth with a few minor issues. The next session shall pay attention to the following parts.

Promotion Materials

HKUSTSU Editorial Board, NSO website and HKUSTSU allowed societies to use their platforms to promote orientation activities. We sent our promotion materials to them. However, as the Promotion Secretary was busy at her course during that period, she did not put a lot of effort to prepare the graphics. The society name and Instagram page was not included. The poster did not look good. Although she prepared another poster for posting on Instagram page, it was only finished at the night before the release of JUPAS results. Hence, the next session should consider preparing the poster for Orientation Camp earlier to avoid this situation.

We tried something new this year. We posted the photos and self-introduction of each executive committee member on our Instagram page few days before the release of JUPAS results. We thought it is effective as it allows freshmen to know more about executive committee members. However, the next session should order T-shirts with their names on it before taking the photo, and should wear it during the Welcome fair, just like other societies. It will allow people to identify executive committee members easily.

Finally, the next session should consider posting more things on the Instagram page. This includes a checklist with important things to do after release of JUPAS results, introduction to restaurants, important websites, and facilities in HKUST. You can see the posts of other societies as reference.

Recruitment of Helpers and Division of Labour

There were 4 helpers in total, including 3 IRE students and 1 student from School of Business and Management. However, during the induction talk, all executive committee members and IRE helpers went to LT-F. Only the helper from SBM stayed at the counter. It was hard for him to answer some questions related to School of Science. Hence, it will be better to recruit helpers earlier and make sure there can be at least two people staying at the counter at all times. Also, the next session should remind helpers for their dress code.

Communication with SCI/HOME

After talking with SCI/HOME, they offered help in:

1. Allowing executive committee members, helpers, and spies to stay in LT-F during the induction talk and introduce ourselves after the induction talk
2. Sending an email to promote IRESS and our Orientation Camp to freshmen
3. Lending board games to us
4. Reserving classroom for us

The next session is highly recommended to start the discussion about SCI/Home as soon as possible.

Orientation Camp

Person-in-charge: Lee Yan Yee, YY, Mak Ho Bing, Bing

Date: 16-18 August 2023

Venue: HKUST Campus

Number of participants: 44, including 7 executive committee members, 18 leaders, 6 spies, and 13 freshmen

Fee: Leaders and spies: \$450, executive committee members and freshmen: \$500

Preparation

Date	Description
11 May 2023	Confirmed the date of Orientation Camp
24 May – 15 August 2023	Recruited leaders and spies
Late May- Late July 2023	Looked for sponsors
Early June 2023	- Meeting to discuss the rundown and game details for Orientation Camp - Submitted the proposal to HKUSTSU
Early July 2023	Confirmed the design of Orientation Camp T-shirt
15 July 2023	Ordered game materials and props from Taobao
18 July 2023	Confirmed the allocation of hall space
19 July 2023	Opened a WhatsApp group for leaders and spies
21 July 2023	Submitted the hall application form
24 July 2023	Designed the games for campus hunt
25 July 2023	Tested water game
5-14 August 2023	Promotion of Orientation Camp (See previous function)
11 August 2023	Gathering of leaders, spies, and executive committee members
14 August 2023	Tested and refined the checkpoints of campus and city hunt
15 August 2023	- Tested and refined water games - Finalized the grouping - Opened the WhatsApp group with all participants and different groups - Finished the design of Orientation Camp booklet

Rundown

Day 1:

Time	Activity	Description
14:00-14:45	Briefing for leaders	The leaders were assembled in LG1 lobby. ExcOs explained the rundown and reminders to them. Temporary residential cards were also distributed to them.
14:45-15:15	Assembly of participants	Participants were assembled outside SCI/HOME. Meanwhile, some excOs setup the classroom for ice breaking game.
15:15-17:30	Ice-breaking games	Participants were divided into groups and play some mini games. Then, excOs hosted some ice-breaking games so that participants could get familiar with each other.
17:30-18:15	Check in and unpacking	Participants were led by excOs to hall V to check in and unpack their things.
18:15-19:00	Travelling to Hang Hau Tao Heung Tea House	ExcOs led the participants to take the bus to Hang Hau MTR station, then led them to Tao Heung Tea House.
19:00-21:00	Dinner	Each group ordered food and settled the bill by themselves.
21:00-00:00	Travelling back to hall 5(free time) and room game	While participants played room games, excOs had meeting to discuss the arrangement for the second day.

Day 2:

Time	Activity	Description
07:30	Water game preparation	Some excOs went to Clear Water Bay for water game setup like filling water tank and guarantee the spot.
08:00-08:30	Morning call	The rest of excOs knocked on everyone's door to wake them up and gave them reminders to prepare themselves for the upcoming water game.
08:30-09:30	Breakfast	Leaders gathered their whole group for breakfast and reminded them of the arrival time of 91 bus.
09:30-10:00	Travelling to Clear Water Bay Second Beach	ExcOs led participants to take Route 91 to Clear Water Bay Second Beach.
10:00-11:30	Water games	Several water games were played between groups. Then participants were allowed to have free time. At the end, group photos were taken near the sea.
11:30-13:30	- Cleaning up - Travelled back to HKUST	Some excOs left behind cleaning game materials and took care of some participants who stayed for shower. The rest of excOs brought others back to campus, let them tidy up

	- Settled down in hall	themselves and reminded leader to gather their group at around 13:30 for lunch at LG1.
13:30-14:30	Lunch	Pre-ordered meal at LG1
14:45-18:45	Campus and city hunt	Excocs gathered all of us at the Atrium and introduced the rules of campus hunt and shared checkpoints details with each group. As the campus hunt started, excocs followed their group for recording the mark and safety.
18:45-20:30	Dinner	Hang Hau Hop Sze Restaurant was the campus hunt destination, and it was also the venue of dinner.
20:30-00:00	Travelling back to hall (free time) and room game	Groups went back to hall after they finished dinner. After everyone settled down, some room games were hosted.

Day 3:

Time	Activity	Description
08:30-11:30	- Morning call - Checked out from hall - Breakfast	Participants packed up their things and checked out. They went to have breakfast.
11:30-13:30	- Writing time capsule and turtle back - Doing sponsor task - Taking photos	Freshmen and some people who did not join IRESS orientation camp before wrote time capsule. Participants wrote turtle back to express their feelings to groupmates. Excocs arranged participants to do sponsor tasks and take group photos.
13:30	Dismissal	

Meal Arrangement

Day	Meal	Arrangement
Day 1	Dinner	Hang Hau Tao Heung Tea House
Day 2	Breakfast	Each group eat by themselves
	Lunch	Pre-ordered meal in Can.teen II
	Dinner	Hop Sze Restaurant
Day 3	Breakfast	Each group eat by themselves

Ice-breaking Games

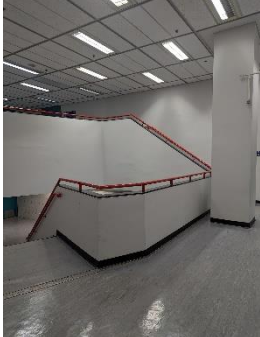

Games	Description
Hit Idiot	<ul style="list-style-type: none"> - An exco was selected to be the attacker - He attacked anyone (A) by Styrofoam stick softly - Before A was attacked, if A could say one others name (B), then the attacker would go to attack B - If B was hit before saying another name, B would be new attacker - The attacker would be asked to give self-introduction before attacking others
Planet Explosion	<ul style="list-style-type: none"> - We used tape to draw different shapes of “planets” - We announced which “planet” would explode, then participants were required to leave the “planet” and stayed in a “planet” that did not explode - If the person could not stay in the “planet”, he would be eliminated - Repeated until only one/few “planets” remained

Beach games

Game	Description
How many people are there?	<ul style="list-style-type: none"> – Each group sat in a row – One group (A) would announce how many people do they want, then opposite group (B) would stand immediately without communication – If amount of people standing in group B was different from what group A announced, then the first person in group B would announce, and if still different, then second person in group A announced, etc. – If amount of people standing in group B was same as what group A announced, then A would be allowed to pour water to B – We provided one cover for group B to defense themselves from being poured
Transfer Water	<ul style="list-style-type: none"> – We asked the groups to sit into a straight line – We poured full bucket of clear water to the bucket of first person – The first person would pour water to the bucket of the person behind him – Finally, we measured the amount of water inside the bucket of last person
Rock Paper Scissors	<ul style="list-style-type: none"> – We provided a cover and a bucket of water – Two people in different group will be asked to play Rock Paper Scissors – Winner was allowed to pour water – Loser was allowed to use cover to defense

Defense City	<ul style="list-style-type: none"> - We put four buckets at four corners - Each group was provided water guns - They were allowed to go to other water buckets to add water into them - Measure amount of water in each group at the end
--------------	--

Checkpoint in Campus and City Hunt

Location	Task	Point
Atrium	Singing anthem of HKUST in front of Sundial	100
Wisdom Stone	Stand in a circle, hold hands to the one not next to them & reform a circle without breaking their hands	100
LSK	Drink one 2L bottle of water	150
	Stack change	100
SCI/HOME	Regular: clap seven	100
	Honor: clap if it is a prime number until 100	200
Can.teen II	Flip the cup into/onto another cup	100
Academic Building	Find the picture of S. S. Chern and the requirement of Chern Class	100
	Find the place and the words on the sign 	100
CLE	Recite article (choose one from Niannujiao Theme: Reminiscing Olden Days at Chibi, Adagio of Resonance, or The Lantern Festival Night - to the tune of Green Jade Table)	150
Hall III	Line up in the order we wanted without speaking (Except exco & grass, floor, can use other tools)	300
Seafront	Take a photo in given pose 	150

Shaw Auditorium	Guess all the songs included in a voice clip	150
Life Science Living Room	Answer 8 questions correctly out of 10 25 marks per 2 questions (count as pair)	100
Mushroom	Rope skipping Regular: whole group jump 5 times without entering the rope in the middle	150
	Rope skipping Honor: all group members enter the rope in the middle successfully	200
LG7 Lawn	(n+1) legged race for one round	150
IAS	Take group photo	150
	Bonus: take a photo with security guard	200
Resonance bridge LG7	We asked for a gesture, groupmates must do the exact same action in 3 seconds If can finish within 5 questions, then succeed Otherwise, no mark	150
Ngau Chi Wan Village	Find Choi Chuen	300
Hammer Hill Road Sports Ground	4x50m Transfer a list of items to the other if both item and amount correct, give 20 pts	400
Long Cheung Road	Measure the width of the bridge in cm (exco will measure in front of them as precise)	+/- 5 cm 100% +/- 10 cm 80% +/- 15 cm 60% +/- 20 cm 40% (full mark 300)
Plaza Hollywood	Find an item closest to assigned exco's birthday (chosen by fm) in Donki within 10 minutes (Executive committee member started the timer at the entrance, groupmates could go in and check the items, all people must be present in front of the exco in 10 minutes or lose all marks. Then they decide an item and take the exco to confirm)	+/- \$0.2 100% +/- \$0.5 80% +/- \$1.0 60% +/- \$1.5 40% (full mark 300)
Tseung Kwan O	Find Jockey Club Hall	300
Hang Hau	Find the word as their group name in the shopping center and take picture of it	300
	Bonus: walk to Hop Sze	1000

Evaluation and suggestion

Accommodation

The decision to host an Orientation Camp on campus comes with advantages and disadvantages. While the environment is familiar to freshmen and allows them to adapt earlier, the high expense of accommodation and meals must be considered. Booking government accommodation is a cheaper

alternative but requires applying in April or May due to competition.

On-campus accommodation requires a good time slot to secure dorm rooms, as other student organizations also compete for them. The rooms are mostly double or triple rooms, requiring the use of a small common room for activities. Alcohol is not allowed in student halls, and participants should be reminded to avoid it during the event.

It is important to be polite to hall staff during check-in and check-out, and to double-check all rooms for personal belongings before leaving. Damaging or stealing assets in hall rooms or common areas is not allowed, and IRESS takes responsibility for any damage during the residential period.

Booking rooms on campus is more convenient and requires no upfront payment, but it is important to follow regulations and deadlines carefully to avoid punishment. The resident name list with personal information should be submitted with the society chop to confirm the final number of rooms and ask for the assigned floor or room number. It is acceptable to exaggerate the number of rooms needed, but not by too much.

Sponsorship

Securing sponsorship was another challenging aspect of this event. One issue was the timing of finalizing research and submitting applications. It would have been better to complete all sponsorship research by late June and submit all applications by early July to meet most deadlines, which fall during that period.

Completing all sponsorship tasks can be a draining process for members and occasionally causes annoyance. Given the financial situation of our Society, it is reasonable that we could have considered self-funding the event without requiring sponsorship. In the future, it's important to weigh sponsor obligations realistically against our capacity as a student group. Pursuing the most practical sponsorship opportunities or opting to self-fund may be better options than overextending ourselves. Overall, securing sponsorship could have been planned and managed more smoothly.

It is crucial to have at least one person who fully acknowledges the requirements of sponsor task and is responsible for it. It will be better if we have a spare or planned time to do sponsor tasks and make sure all group assigned excos acknowledge what tasks they have to fulfill. We misunderstood the tasks and end up clumsy.

Game Preparation

It is strongly recommended to prepare and demonstrate the games well before the orientation camp. This year, the planning session began in July, which only allowed for the games to be demonstrated one week before camp. As a result, much time during the orientation camp had to be spent making frequent adjustments to the games, which is not an ideal practice. Many games were not well-designed or thought out thoroughly, and several logistical elements were not properly prepared. Communication between the executive committee members also suffered due to the rushed planning process.

To address these issues, the best approach is to start planning, purchasing game materials, and developing a schedule as soon as possible after the end of the spring semester. This will provide sufficient time to design well-rounded games, test and refine them through multiple demonstrations, and iron out any logistical or coordination challenges in advance.

It is crucial that tasks and responsibilities are distributed strategically among the executive committee

members to ensure everything runs smoothly. Adequate preparation well before these pivotal events is needed to avoid being overwhelmed and having to adjust on the spot during camp. Starting the planning process earlier will help alleviate those issues.

For the game preparation, the time arrangement should be planned detailly. Firstly, the game material should arrive before demonstrating the game, therefore, when we discuss for a time to meet, the time to order game materials should also be considered before. Secondly, due to the limited man power, we cannot demonstrate games properly, especially ice breaking games. Therefore, it is suggested that we can utilize the opportunity of gathering all leaders in leader gathering to practice ice breaking games, which also requires an earlier planning on game details and props ordering. Thirdly, when we demonstrate the games, we often waste time discussing the details of the game instead of really practicing it. Therefore, a detail rundown, with distribution of manpower, overall rundown, and execution details, should be prepared before the day.

The game materials were far from enough due to a few reasons. First, the game planning was not good enough. Thus, we did not expect we would need to buy one bucket for each person and the water bucket was not enough. Second, the quality of the bucket was too low, hence the bucket was broken during our demonstration already, not to mention during the game execution. Although we tried to solve this problem by separating the people in two groups, the cooperation is not good enough to cover this problem. Therefore, better game planning and considering the products properly is very important.

Also, a Taobao merchant delivered the wrong products to us, which forced us to make the game materials ourselves. If the game equipment was ordered earlier, this problem would not be this significant since we still have time for ordering the new piece.

Fee collection

According to our previous practice, Executive committee members were charged the same as the participants while leaders and spy have certain discount. But considering our workload, excos enjoying discount or even free of charge should be considered.

Orientation Camp T-shirts

This year our Orientation Camp T-shirts were ordered jointly with other societies, but at last we cannot enjoy the discount due to the small population size of our Society, while at that time we have to delay our schedule to accommodate other societies. Therefore, if other societies ask for cooperation again this year, the decision should be reconsidered.

Promotion

The main target participant of orientation camp was mainly IRE students. We only promoted in Instagram, IRESS WhatsApp group and SU provided platform. However, it turns out necessary to recruit non-IRE students to become leaders or participants, because of the following reasons.

For leaders, IRE seniors may not be the perfect choice since they may not take part in many orientation camps in order to fully familiar with room games and more focus on hanging around with their own friends instead of taking care of freshmen. Especially we received feedback from freshmen saying that the non-IRE leaders were caring. The choice of non-IRE students includes friends from secondary schools, groupmates (probably from lang course) and leaders in previous non-IRESS orientation camp. On the other hand, former members of the executive committee may also be a good choice since they organized orientation camp before. They have a better picture of how the whole event should go, can somehow release the burden of excos. They helped a lot in our orientation camp

as well.

For participants, inviting non-IRE freshmen can increase the chance of having more sub-committee members and future executive committee members. As IRE students usually focus more on academic performance, they are less likely to become executive committee members. Overall, we believe it is beneficial to invite non-IRE freshmen to join our orientation camp. To invite non-IRE freshmen, there are several ways. First, we can message our juniors in secondary school to promote our orientation camp. On the other hand, we can send some executive committee members to other orientation camp to promote our orientation camp or encouraging IRE freshmen to invite their friends to join together.

As for spy, excos' secondary school friends may be a good choice since they are not familiar with UST campus.

Briefing to Leaders and Leaders Gathering

We basically summarized all the information that leaders need to know. However, we didn't explain ice-breaking game and room game in detail which were supposed to be hosted by leaders. We received feedback from leader that they were not prepared to host both games. Fortunately, we had quite a few non-IRE leaders who were able to host the game.

For leaders gathering, there were a few problems. Firstly, it is rushing us to reserve party room for the gathering as we ask for their date preference too late. Secondly, we didn't prepare rundown for the gathering which ended up wasting a good opportunity to demonstrate games. Moreover, we should announce group distribution in the first place so that they can get familiar with their assigned groupmates as well as observe if there are someone who needs to separate apart from certain human being. Lastly, we should avoid setting the gathering date as the same as induction talk since all excos' are tired afterwards.

Ice-breaking games

Some of the participants were late and some executive committee members who were responsible for setup to pick up late participants, which is apparently not an ideal case. Since there are always some latecomers, there should be someone responsible for picking them up. ExcOs most likely will be occupied to prepare the games, therefore it is possible to ask the leaders to bring them in or assign an exco responsible for this job solely.

Also, avoid playing one game for too long. Although your purpose may be fighting for time for game preparation, the participants can easily get bored. This year we played hit idiot for a long time, which led to the boredom of some participants who were constantly not called by anyone. It is suggested to consider practice the transition of games prior the event, or add in some variations, like harder rules, to avoid this problem.

In addition, we did not demonstrate planet explosion due to time restriction and limited manpower beforehand, therefore a few issues were raised. First, we used polygons instead of circles, and we did not label numbers in it, which caused overpopulation in one area and leads to possible safety issues. It is at utmost importance to keep every participant safe. Therefore, a better timetable for the preparation of the o camp is needed to avoid overlooking details in game execution.

Dinner of First Day

We were slightly overrun for check-in, ending up exco get to Hang Hau Tao Heung Tea House to get the table by taxi. This was apparently caused by terrible time management and no detailed schedule

for who and what to do next. I strongly believe that a detailed to-do-list or schedule is needed due to different issues that occurred.

Water Game

The water game was held in morning. Hence, we had to wake participants up at around 8 am. We received feedback from participants that our attitude was bad. Not only should we be gentle in waking them up, but the next session should also consider having the water game in the afternoon instead of morning.

Lunch of Second Day

The meal ordering process posed some unforeseen challenges. We ordered the lunch for the second day in Can.teen II and were promised by the HKUSTSU that they would guarantee seats for our group. However, upon arrival, the venue staff did not actually have any such guarantee in place. Additionally, we did not anticipate that our manpower would not be enough to guarantee the seats. As a result, some groups arrived at the venue before us and found no seats available.

In the future, it is suggested to communicate directly with the venue staff to properly secure seating arrangements, rather than relying on promises from other parties. Another option would be to forgo assigned seating and instead allow participants free time to eat in their groups, which would prevent issues around seating availability. Direct coordination and alternative meal plans should be considered to avoid similar incidents during future events. Clearer planning is needed around meal logistics to ensure all participants are adequately accommodated.

Campus hunt

The details of campus hunt checkpoints and missions are planned too late, and it was finalized right before the start of Orientation Camp. Therefore, many details were missed, and the mission may not be set too challenging. It is strongly recommended to plan, demonstrate, and finalize far before the o camp since many events will be coming up in August, namely leader gathering and orientation day, which also require a lot of energy to deal with. The most important thing is to go through the checkpoint with every excos together to make sure of a reasonable game time and fair judgement of the mission, for example, this year we did not have a consensus of when to announce the special mission, thus there was a few minutes delay in each group and was unfair to some of them.

Speaking of which, the deadlines for every task should be assigned clearly and leave some buffer time before the event. This year, we had our checkpoints ready one day before the camp, while the soundtracks for the mission and the checkpoint list were completed only on the night of the first day of Orientation Camp, which is ridiculously deadline fighting. It may cause a lot of mistakes and misconceptions when transmitting messages, which is not recommended.

Others

Someone bought birthday cake to celebrate groupmate's birthday. At that point we don't have any spare manpower to take it back hall for freezing. The person also wants to keep it as surprise, so it certainly increases the difficulty when handling it. This kind of emergency matter can easily push us into conflict as everyone is exhausted and does not want to take extra workload. All I can think of is tell everyone beforehand that different problems or expected situations may pop up during orientation camp period, stay calm and discuss efficient solutions together.

In general, exco of each group should always keep track of their late joiners especially who join in the second/third day. Once happened all excos forgot which day a certain late joiner will arrive. We double checked with him and luckily things settled down. However, unnecessary panic among excos

was still caused, which was bad under a stressed environment (by which I mean holding orientation camp). Since I brought up mental health related issue, I realized it is really important to have a stable mental status so please stay alert to other excos' mental health, especially for those who were always responsible for everything (e.g. PIC) and have a strong sense of responsibility. Furthermore, I understand that excos want to have fun during orientation camp but then it will increase the workload of the host, especially when excos are responsible for game material refilling. ExcOs should always keep in mind that tasks come first since it's your duty and you sign up for this.

Orientation Week

Person-in-charge: Wong Kin Ka, Adam, Mak Ho Bing, Bing

Date: 4-7 September 2023

Time: 10:00-18:00

Venue: Atrium

Full membership fee: Year 1: \$120

Year 2: \$90

Year 3: \$60

Year 4: \$30

Annual associated membership fee: \$40

Preparation

Date	Description
Late February- Early September 2023	Designed Society Products
Late July 2023	Submitted the application form for Orientation Week
22 August 2023	Sent out a Google Form to ask members' preference on society products
23 August 2023	Attended Orientation Week briefing and lottery session
2 September 2023	<ul style="list-style-type: none">- Submitted the promotion materials to be published on HKUSTSU Orientation Instagram page- Promoted Orientation Week in WhatsApp group and Instagram page
3 September 2023	<ul style="list-style-type: none">- Set up the counter- Promoted society products in WhatsApp group and Instagram page
4-7 September 2023	Orientation Week
9 September 2023	Dismantled the counter
7-9 November 2023	Distributing society products
19-27 November 2023	2 nd Round White Card ordering via Google form
Late December 2023	Ordered the cardholders and created the white cards
Early February 2024	Distribution of 2 nd Round White Cards

Rundown

Executive committee members were assigned to take turns staying in counter from 09:30 to 18:00.

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

Summary

Orientation Week Counter

We were allocated a 5-day counter in the Atrium on 4-8 September 2023, from 10 am to 6 pm. However, because of the extreme weather condition on 8 September 2023, the counter was shut down on that day. A summary of new memberships and the ordering of society products is given below:

New memberships

Year of Study	Count
1	28
2	13
3	3
4	0
Associate members	13
Total	57

Ordering of Society Products

Society Product	Count
Society Package (All products)	27
Society T-shirts	9
Society Paper	5
Stickers	8
Poker Cards	15
White Card + Cardholder	22

2nd Round White Card ordering

Due to popular demand, it was decided that a second round of ordering for white cards should be held. A Google form was sent out on 19 November 2023 in the WhatsApp group for members to order white cards if they are interested. The number of orders received in the second round is given below:

Item	Number of orders
White Card + Cardholder	23

Distribution of society products

For the distribution of the main round ordering of society products, counters were set up at LG5 from 12:00 to 17:00 on 7-9 November 2023. Members who ordered society products were notified in the WhatsApp group to collect their purchased products at the counter. For those who could not come to the counter during that period, they were contacted individually to collect them at a later time.

For the distribution of the 2nd round white cards, buyers were contacted individually to meet in early February (31 Jan 2024 – 5 Feb 2024) and the white cards were distributed to them.

Evaluation and Suggestions

No Sponsors

Due to the small size of the event and prior experience in the Orientation Camp regarding sponsor tasks, we have opted against finding sponsorship for this event. In the future, it is essential to evaluate the need to seek sponsors for Orientation Week and make sure that we are capable of finishing the assigned sponsor tasks.

Late Distribution of the 2nd Round White Cards

There were several months between the ordering of society products and the distribution of them in the second-round ordering, and some members noticed the large time gap. The main problem was that although the products had already arrived for weeks, it was difficult to distribute the products during the winter semester. Better planning of the second-round ordering with a clear timeline would have been beneficial to quicken the distribution of products.

Ordering of products with other societies.

At first, we have discussed with the Humanities and Social Science Students' Union, HKUSTSU and People's Campus Radio, HKUSTSU to order our products together to enjoy greater discounts. However, we did not notice that there were additional fees involved for group ordering if a particular societies' order amount is too low. Hence, we left the ordering group last minute. We should have had better communication with the supplier and other societies in the future, so that situations like this can be avoided as they may harm our relationship with other societies.

Remarks on Full Membership

According to the Constitution, full members shall be a full time undergraduate currently registered under the School of Science while being a Full Member of the Students' Union. Hence, when recruiting members, we should ensure that people registering for full members meet the requirements. Full time undergraduates currently registered under the School of Science can include students in Joint-school Programs jointly offered by School of Science and other schools, or students in AIS. Meanwhile, we should also remind the full members of our Society to join or renew SU membership every year.

Start of Semester Dinner

Person-in-charge: Tong Sin Hang, Candy

Date: 6 September 2023

Time: 19:00-22:00

Venue: Hop Sze Restaurant

Number of participants: 62

Fee: Members: \$60, Non-members: \$100

Preparation

Date	Description
22 August 2023	Sent out a Google Form to ask for members' preferred date and restaurant
23 August 2023	- Confirmed the date and venue - Promoted the event in WhatsApp group and Instagram page

Rundown

Time	Activity	Description
18:00	1st round gathering at UST Atrium	Excocs gather participants at UST Atrium
18:15	1st group set off for Hop Sze	1st group leave UST for Hop Sze, several Excocs stayed behind
19:00	2nd round gathering at UST Atrium	Remaining Excocs gather late participants at UST Atrium
19:15	2nd group set off for Hop Sze	2nd group leave UST for Hop Sze
22:00	End of event	Dismissal of participants

Summary

Preparation

In late August 2023, we sought preference of members on restaurant and date using Google Form. The information was confirmed swiftly, so we booked the restaurant (Hop Sze) and started promoting.

In early September 2023, an Exco pointed out the need of gathering participants at UST Atrium and leading them to Hop Sze in two separate groups. The proposal was accepted.

During the Event

At 18:00, we gathered at UST Atrium to wait for members. Most participants were gathered by 18:15, and the 1st group set off for Hop Sze. Cheung Man Yin and Wong Kin Ka stayed at UST to wait for the 2nd group. Since that time was during peak hours, buses were very full, and the 1st group was forced to break into small subgroups. Tong Sin Hang and Lo Lik Kan Nicholas first arrived at Hop

Size and took the table. Eventually the remaining subgroups of the 1st group arrived. In the meanwhile, the 2nd group set off for Hop Sze.

After some time, all participants arrived at Hop Sze and ExcOs started charging participation fee. Dinner then commenced.

After dinner was finished, the participants were dismissed.

Evaluation and Suggestions

Chaos during Transportation of 1st Group

Some ExcOs reported that the division of the 1st group into subgroups is unclear and some of them lost track of their fellow subgroup members. Time was wasted on locating the “lost” subgroup members. Meanwhile, as executive committee members did not have the consensus for which bus to get on, we queued at the minibus queue and did not get on the 792M bus after it arrived. As a result, we were forced to separate into different groups to take the minibus.

To cope with the above problem, it is proposed that we should split up the 1st group into subgroups at UST Atrium instead of the UST bus stop to increase clarity. At that time, we overlooked peak hours and decided to move as a large group, only splitting up as the situation forced us to do so. The group division was improvised, and instructions may be unclear. This may be the cause of the chaos. Since 18:00-19:00 is expected to be the peak hours, we should have split up the group at UST Atrium, where the division could be done more clearly and detailed. This could have reduced the messiness of the situation.

However, it should be reminded that most of the participants are adult UST students and know how to go Hop Sze. Less caution could be taken.

Confusion regarding 2nd Group

The time gap between the 1st and 2nd groups caused confusion for members that arrived after the 1st group's departure but before the 2nd group ExcOs. 2nd group ExcOs also pointed out that they hesitated to leave as the size of 2nd group is significantly smaller. It was difficult for the ExcOs to determine when the 2nd group has grown to an “adequate” size.

To cope with the above problems, the following measures are proposed.

For simplicity, we should just remove the 2 groups method, and delay the entire event slightly. The 2 group method was chosen as we would like to cope with participants that have lessons ending at 18:50. A similar would be to just delay the waiting time to 18:50, the leaving time to 19:00, and the booking time to around 19:30. There may be concerns about being late to the restaurant, but this could be solved by sending a representative to the restaurant early for confirmation. Overall, the latter could minimize the confusion of the 2nd group while still caring for the needs of participants with evening lessons.

Should the 2 groups method be kept, we could still minimize confusion by clarifying the waiting time of the 2nd group to participants and instruct 2nd group ExcOs to leave immediately at the required time (19:15 in this case).

Once again, it should be reminded that most of the participants are adult UST students, and less caution could be taken. Also, it is inevitable that some participants must be late.

Chaos during Participation Fee Collection

We started participation fee collection just as the 1st group participants were settling down at Hop Sze. The situation was messy as the participants were mostly focused on chatting and new participants kept coming in. The environment was also tight and not easy to navigate. It was difficult for ExcOs to keep track of the transactions. A member even left without paying and two ExcOs had to be sent to track him down.

To minimize the chaos, the following measures are proposed.

Firstly, it is proposed that we could start participation fee collection at UST Atrium. The UST Atrium is much more open than any restaurant, hence much easier for us to navigate. Moreover, people have just been gathered and are expected to talk less. The situation would be easier to control and fee collection could be done more easily. Then, we only need to collect participation fee from a smaller number of participants at the restaurant (Those who come late). Since we keep record of the transactions, it would be reasonably easy for us to identify the remaining participants and charge them.

Secondly, we could encourage the use of e-payment by putting e-payment methods in the participation Google Form. We have always allowed the use of e-payment. However, we always ask participants to pay on site, which could occasionally be chaotic. By putting our e-payment methods in the participation Google Form and requiring participants to pay before the event, it would be much easier for us to keep track of transactions. During the actual event, our workload of urging participants will be relieved slightly as we only need to ask the walk-in participants to pay.

Senior Sharing

Person-in-charge: Cheung Man Yin, Jett

Date: 3rd and 10th October 2023

Time: 19:00-20:30

Venue: LG5 Common Room (LG5201)

Number of participants: 38 (21+17)

Preparation

Date	Description
Early September 2023	Created a document for managing the event
13-19 September 2023	Selected and contacted
25 Sep 2023	Finalized the date of event
26 Sep 2023	Promoted the event via an Instagram post
26 Sep 2023	Reserved the venue from DSTO
25 Sep 2023	Ordered souvenirs (pens)
28 Sep, 30 Sep, 5 Oct, 9 Oct 2023	Conducted rehearsals of the event
3 days before, 1 day before and the day of each session	Reminded members of the Senior Sharing via Instagram Stories, also included a pictorial guide to go to the venue

Rundown

Time	Description
1830	Excocs arrived Common Room to set up the venue
1850	1 Exco gathered participants at LG5 McDonalds
1905	The event started by introduction from MCs
1910-2000	3rd Oct: interview-like: MCs asked questions and seniors answered them. 10th Oct: presentation-like: seniors shared their thoughts with presentation slides
2000-2020	Q&A session: participants asked seniors
2020-2030	MCs gave souvenirs to seniors, and we took group photos

Summary

Introduction

The Senior Sharing was held successfully at 3rd and 10th October 2023, both 1900-2030 at the LG5 Common Room. The event aimed to strengthen intergeneration connections in the IRESS community while to let members understand more about university life from the senior's experience. Due to the different preferences of 4 guest seniors, the two sessions have different arrangements, interview, and presentation. Both were followed by a Q&A session, followed by giving souvenir and taking photos. Neither payment nor registration is required since we want to facilitate flexible participation in the event.

Preparation

The preparation work started as early as Late August when the idea of Senior Sharing is first discussed during a meeting.

In early September 2023, an internal document was created for reference. The document includes the list of possible senior talkers, designated time and venue, the form of the event, rundown and designated questions to be asked during the event.

During 13th-19th September 2023, we chose 4 senior students: Mr. TAI Sung Chit (MATH/PG Year 1), Mr. CHAN Cheuk Kai Kevin (CHEM/PG Year 1), Mr. YUE Cheuk Kan Kelvin (PHYS/UG Year 4) and Mr. LI William Thomas (BIOT/UG Year 4) because of their close relationship with us. Then we asked about their availability in the evening, between 3rd and 13th October 2023.

On 25th September 2023, the Senior Sharing is finalized to be in 2 sessions, 3rd and 10th October 2023. TAI Sung Chit and CHAN Cheuk Kai Kevin would be the guest speakers for the session at 3rd Oct, both preferring an interview-like style. Meanwhile, YUE Cheuk Kan Kelvin and LI William Thomas would be the guest speakers on 10th Oct, both preferring to use slides for presentation. Moreover, the time was decided to be 19:00-20:30.

Promotion started from 26th September 2023 on social media. Images containing information (content, time, guest seniors) alongside a caption was published on IRESS' Instagram Page and sent to the IRESS WhatsApp Group.

At late September, we ordered customized pens as souvenirs to seniors. The ball pens had the word "IRESS 2023-24" on it.

At 28th, 30th Sep, 5th, 9th Oct 2023, rehearsals were conducted at different venues (both offline and online) for several aims.

- to smoothen the rundown in the event
- to spot potential problems during the event, and prepare remedial measures
- to be familiar with the venue, such as knowing what equipment are available and designing a room plan.

During rehearsals, we conducted trial runs of the event and visited the venue. Also, 4 portable microphones and refreshments were purchased.

3 days before, 1 day before and at the day of each session, an Instagram story was published on our Instagram Page to remind members about the event. 1 day before, a pictorial guide on going to the LG5 Common Room from McDonalds was also included.

Rundown

The rundown of both sessions was more or less the same, with differences in the style of sharing.

For the first session, we (ExCo members) arrived at the venue at 18:30.

While two members went to took stuff from the lockers, the remaining set up the venue according to the room plan. At 18:50, an ExCo member was in McDonald's to gather participants and brought them to the LG5 Common Room at 18:55. The seniors arrived at around 19:05. Meanwhile, we were testing the audio equipment.

The event started at 19:10, with CHEUNG Man Yin and LO Lik Kan Nicholas being MCs. The sharing was in interview style. After introducing the seniors, we asked seniors one-by-one. Questions ranged from academics, research to graduation schools. Between each section, an Q&A session was held that allowed participants to ask questions to the seniors.

At 20:15, we decided to end the sharing session because of time constraint. The souvenirs were distributed to the seniors. Also, group photos were taken.

Afterward, while participants chatted with seniors, excos cleaned up the venue by 20:30.

The second session is like the first one with a few differences.

Since both seniors would like to use slides for presentation, we had a last-minute check on the visual equipment for the presentation slides. However, we found that the projector in the room malfunctioned. Hence, we borrowed a portable projector from DSTO. Extra time was required to set up the projector.

LEE Yan Yee and LO Lik Kan Nicholas were the MCs. YUE Cheuk Kan Kelvin presented first. He shared about general stuff, research, exchange to CERN and graduation school. After a short Q&A session, LI William Thomas also shared about general stuff, biophysics research, exchange to Oxford and graduation school.

The time was similar to the last session.

It is noteworthy to mention that light refreshments, snacks, and paper-packed drinks, were provided for both sessions.

Evaluation and Suggestions

The event could be seen as successful. While 21 people participated in the 1st session, 17 people participated in the 2nd session. Moreover, the event had a good atmosphere in both sessions, with participants asking several questions regarding different aspects of university life. However, some improvements can be made.

Dialect/Language used

In the promotion material, we did not mention the dialect/language to be used. Therefore, only right before the start of the 2nd session, we realized some participants may not understand Cantonese. Seniors had to switch to English for the sharing, which is quite inconvenient. It is suggested that a consensus on the dialect/language in which the event is conducted shall be reached between executive committee members, guests, and participants. One way is to ask the dialect/language preference using an online form.

Promotion method

Instagram and WhatsApp Group are effective promotion methods, with 392 accounts and 289 members respectively read the promotion. Yet, we can increase the coverage by utilizing other promotion methods. Feasible promotion methods include mass email, posters and DSTO's mass email.

Choice of Venue

While LG5 Common Room has a more relieving ambiance than the classrooms, we believe that other factors make LG5 Common Room inferior. First, DSTO staff are more arrogant than ARO staff. Second, the LG5 Common Room has less audio-visual (AV) support than classrooms. While classrooms are equipped with touchscreen desktops, projectors, and AV controller, the LG5 Common Room is only equipped with a projector, without clear instructions. Third, using DSTO venues has a much tighter time constraint, while ARO venues have almost no restriction on

overrunning. Therefore, the next cabinet may consider using classrooms instead for similar events. It is recommended to approach SCI-Home staffs to seek help in reserving classroom venues.

Timekeeper

In the first session, our chat with seniors overrun that need to be stopped abruptly, which seems awkward. It is suggested that if time limit is important, one executive committee member may be responsible for timekeeping, i.e. checking if the event is overrun and underrun, and cuing the MCs to change the pace.

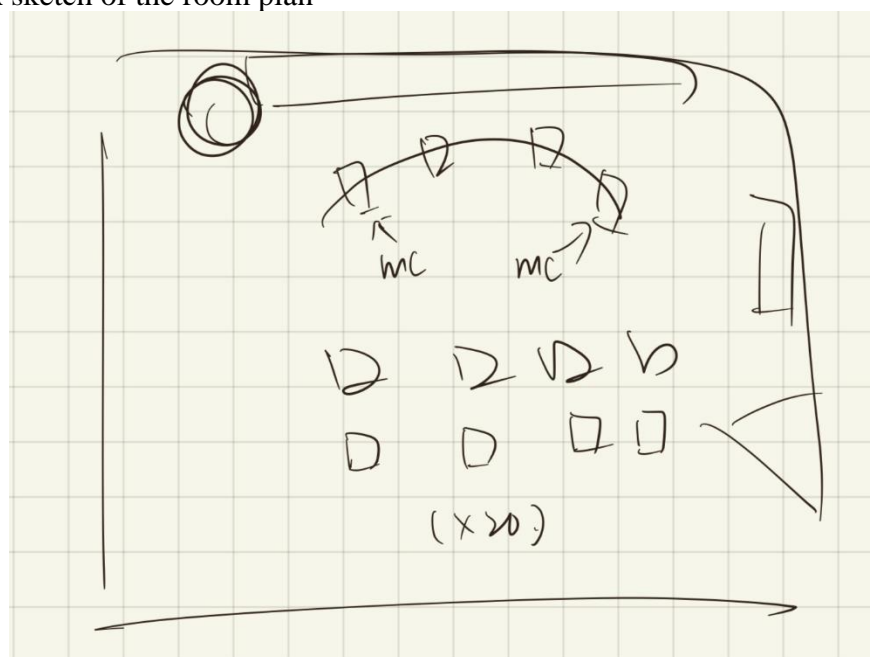
Appendix

Extra information regarding the seniors

Name	Undergraduate Program	Supervisor	Interested Field
TAI Sung Chit (Huey)	COSC + MATH(PMA)	Prof. LI Wei Ping	Algebraic Geometry
CHAN Cheuk Kai Kevin (Gai Gor)	CHEM(IRE)	Prof. CHEN Qing	Electrochemical Batteries
YUE Cheuk Kan Kelvin (Kelvin)	PHYS(IRE) + MINOR- ASCO	Prof. LIU Tao	Cosmology
LI William Thomas (William)	BIOT(IRE) +MINOR- PHYS + MINOR-MATH	Prof. DANG Shangyu	Biophysics

Floor Plan of LG5 and Location of LG5 Common Room ([LG5201](#))

A sketch of the room plan



Chit-chat with Professors (Cancelled)

Person-in-charge: Cheung Man Yin, Jett

Summary

After discussion, we decided to combine the 3 academic events scheduled at Fall 2023 – Winter 2024, namely Senior Sharing, Chit-chat with Professors and Research sharing into 2 events only because of several reasons.

- Workload concern: the events require at least moderate amount of workload, since there are several aspects to cater with
- Similarity of the events

Evaluation and Suggestion

It is not necessary to hold so many events. Also, the events highly overlap, meaning not many people will come.

Sub-committee Function (Christmas Party)

Person-in-charge: Tong Sin Hang, Candy

Date: 29 December 2023

Time: 17:30-22:00

Venue: Common Room 4

Number of Participants: 33

Fee: Members: \$90, Non-members: \$100

Preparation

Date	Description
Mid Oct to Mid Nov 2023	Recruitment of Sub-committee members
12 Nov 2023	Formation of Sub-committee WhatsApp group
16 Nov 2023	1st Sub-committee meeting: Introduction, allocation of core positions and brief discussion of details
30 Nov 2023	2nd Sub-committee meeting: Further discussion of details
9-14 Dec 2023	Decision and booking of venue
20-29 Dec 2023	Social media promotion, individual preparation work by Sub-committee members
20, 22, 27, 28, 29 Dec 2023	Multiple F2F Sub-committee meetings
27-29 Dec 2023	Decision and ordering of food from PHD

Rundown

Time	Description
17:00-18:30	Setting up of venue and reception
18:30-19:30	Game: Forming number with poker cards
19:30-20:30	Dinner and Free time
20:30-21:15	Games: Bingo and Millionaire
21:15-21:45	Present exchange
21:45-22:00	Photo taking and Dismissal

Games

Games	Description
Forming numbers with poker cards	Each participant was given a poker card. The MC announced a number and participants were required to find other participants to form that number with addition, subtraction, multiplication, and division. The people who still could not form the number lost and had to wear a Christmas hat.
Bingo	Participants were given a bingo sheet. The MC would draw a number randomly. The last three people who could not successfully form a straight line on the sheet would be given a cheat sheet for them to answer the questions for the next game.
Millionaire	It was conducted using Kahoot. There were 30 questions in total.

Present Exchange

The present exchange was conducted in the form of a lucky draw.

All the presents were collected at the start of the party, and each present was given a serial code. A box of numbered ping pong balls was used for random number generation. The host picked the first number, then the 1st present owner came out and picked the receiver of their present. The receiver then picked the next receiver and gave them their present, and so on. The last receiver gave his present to the 1st present owner picked out by the host.

Summary

Preparation

During Mid Oct to Mid Nov 2023, we started the recruitment of Sub-committee members. The main promotional method was using social media and WhatsApp.

On 12 Nov 2023, we recruited sufficient number of Sub-committee members, and the Sub-committee WhatsApp group was formed. The date and time of the 1st Sub-committee meeting was chosen.

During 12-16 Nov 2023, the slides for the 1st Sub-committee meeting were produced.

On 16 Nov, the 1st Sub-committee meeting was held. Tong Sin Hang introduced the Sub-committee members of the details of the event and the duties of the Sub-committee. We required the Sub-committee to submit minutes after each meeting and agenda before each meeting. After the introduction, the Sub-committee members allocated the core positions and discussed some brief details. The next meeting date has also been decided. For every meeting onwards, Sub-committee members played the leading roles, and we were only present for supervision and occasionally gave out advice.

On 30 Nov 2023, the 2nd Sub-committee meeting was held. The remaining positions were allocated and some details on the venue, rundown and games of the event were discussed. The next meeting date has been decided.

During 9-14 Dec 2023, details on the venue were finalized and the venue (Common Room 4) was booked. Promotional materials were also designed.

On 20 Dec 2023, the main promotional IG post was posted. The 3rd Sub-committee meeting was held, and some game details were discussed.

During 21-28 Dec 2023, the Sub-committee members worked on their game design and testing, and also refined the rundown of the event. Details on the catering of the party were also discussed. In particular, three additional F2F meetings were held. In the meanwhile, we continued to promote the event.

On 29 Dec 2023, the Sub-committee members ordered food from PHD and did some final preparation work.

During the Event

At 17:00, the Sub-committee members and we arrived at the venue. The Sub-committee members set up the venue. At around 18:00, the reception table was set up and participants were allowed to enter the venue. Each participant was charged a participation fee upon entrance. At around 18:30, most participants arrived, and the party commenced. At the same time, 3 Sub-committee members and Tong Sin Hang went to pick up the food in Tseung Kwan O. The host lead the game Forming Numbers with Poker Cards. At around 19:30, the food arrived, and dinner started. After dinner, participants were given some free time, such that they could engage in discussions or play games at will. At around 20:30, The host lead the games Bingo and Millionaire. At around 21:15, the two games were finished, and the host started Present Exchange. At 21:45, all presents were exchanged. Group photos were taken, and everyone helped with cleaning up the venue. After cleanup, the event ended, and participants were dismissed.

After Dismissal

The date and time for the New Executive Committee Information and Sub-committee Debriefing Session was decided.

Evaluation and Suggestions

Lack of Punctuality of Sub-committee Members

During the entire preparation period, Sub-committee members were often found to be late for meetings, sometimes even up to 3-4 hours late. This hindered work progress and wasted the time of supervising ExcOs. Sub-committee members should be regularly reminded to treat each meeting seriously and be punctual. Verbal warning should be given to Sub-committee members that have severe punctuality problems.

Distraction during Meetings

Besides the aforementioned punctuality problem, some Sub-committee members are highly distracted during meetings. Some Sub-committee members spent hours of precious meeting time on casual chatting or gaming. Again, Sub-committee members should be reminded to treat the Sub-committee event seriously and be focused during meetings.

Disappearance of Several Sub-committee Members without Notice

Some Sub-committee Members “quit” the event during the preparation process, and some were absent during the Sub-committee event without noticing the ExcOs in advance. Sub-committee members should be reminded to treat the Sub-committee event and the ExcOs seriously. All late

joining/quitting of the Sub-committee event and absence in meetings should be reported to the Excos.

Missing Minutes and Agenda for Later Meetings

As the original General Secretary of the Sub-committee quit after 2 meetings and no one filled in his position, no one was in charge of writing minutes/agenda for the latter half of the preparation period. Hence, no minutes/agenda were submitted after the first 2. Sub-committee members should be reminded that all positions and jobs are important, and they should find someone to fill in their position if they quit/are busy and could not handle the workload.

Lack of Buffer Time for Food Ordering

The sub-committee members ordered the food in the morning of 29 Dec 2023, the day of the event. This is very risky and there is a chance for PhD to decline our order. Sub-committee members should be reminded to do all tasks involving third parties very early on to minimize the effect of delays.

Over Budget

The budget set by us was \$2000. However, the food alone cost was over the budget, excluding additional costs like game materials and prizes. This is mainly due to the ambiguity of whether the budget was strict or not. We did not spend much time discussing the strictness of the budget and there was no conclusion before preparation. Hence, each Exco interpreted the strictness on their own. Moreover, due to poor communication between Exco members, some of us told the Sub-committee members that the budget was loose without informing others. Thus, it resulted in this incident.

To prevent similar accidents, we should confirm every detail before events to minimize ambiguity. Moreover, we should improve Exco-Exco communications to prevent accidental decision-making, especially when the decisions involve third parties or money.

Long Decision-making Process in Deciding the Venue

Initially, we allowed sub-committee members to discuss whether they wanted to book on-campus or off-campus venue. As most of them thought that the atmosphere will be better in off-campus venue, we started to look for suitable venues. However, we found out that the off-campus venues were too expensive or did not have sufficient time to book. Ultimately, we switched back to on-campus venue, but it already delayed the venue booking process and led to extra workload during final exam period.

To prevent similar incidents, the following measures can be implemented. First, we can limit the venue choice to on-campus venue and only allow sub-committee members to choose the date. If we allow them to choose off-campus venue, they should be urged to settle down the choice of venue as soon as possible so that the venue can be booked before the final exam period.

New Executive Committee Information and Sub-committee Debriefing Session

Person-in-charge: Tong Sin Hang, Candy

Date: 4 January 2024

Time: 20:00

Venue: Online (via Zoom)

Number of Participants: Approximately 8

Preparation

Date	Description
Late Dec 2023 to Early Jan 2024	Preparation of slides
1 Jan 2024	Social media promotion

Rundown

Time	Activity	Description
20:00 – 21:00	Information session on joining the Executive Committee	A brief introduction to the responsibilities, benefits and challenges related to joining the Executive Committee was given to the participants. The duties of each position were also individually introduced.
21:00 – 22:00	Debriefing of Sub-committee function	Each Sub-committee member was asked about their duties. Some reminders and suggestions were given to the Sub-committee members.

Summary

Preparation

During late Dec 2023 to Early Jan 2024, the slides were prepared.

During the Event

In the first part, Tong Sin Hang first gave a brief introduction to the responsibilities, benefits and challenges related joining the Executive Committee to the participants. Then, individual ExcOs explained the duties of their own position (Or collaboratively if the workload of the position was shared).

In the second part, Tong Sin Hang first asked each Sub-committee member about their duties in the Sub-committee event. Afterwards, we discussed several problems of the event with the Sub-committee members and gave some reminders and suggestions.

After Dismissal

Initiated the recruitment of Nominated Cabinet members.

Evaluation and Suggestions

Overly Negative/Discouraging Atmosphere

Some Sub-committee members reflected that the debriefing session was overly negative and made them depressed. This may have deterred some of the Sub-committee members from joining the Nominated Cabinet and worsened the relationship between us and the year 1 members of IRESS.

It is proposed that we ought to use a more positive and encouraging tone when speaking with Sub-committee members to give them their much-needed encouragement. We should mainly focus on one's achievements and credits instead of emphasizing how they should improve themselves. This could hearten the Sub-committee members and motivate them to do better when they actually become ExcOs in the future.

Timing for Information Session

In past few years, the Information Sessions were held after the Christmas Party. Although it allows sub-committee members to make the decision on if they should become new executive committee members, it will give them less time to prepare for the Promotion Period. Hence, it is good to consider if the Information Session can be held earlier, like before the Sub-committee Function.

Research Sharing

Person-in-charge: Lo Lik Kan Nicholas, Nic

Date: 24-25 January 2024

Venue: Zoom

Number of Participants: Around 10 for each session

Preparation

Date	Description
22 December 2023-17 January 2024	Invitation to faculty members via email
12 January 2024	Confirmation of date and time
21 January 2024	Promotion on Instagram and WhatsApp
23 January 2024	Rehearsal
24-25 January 2024	Research Sharing

Rundown

Date	Time	Description
24 January 2024	14:00-15:30	Mathematics Sharing by Prof. Ip Ivan Chi Ho
	16:00-17:30	Chemistry Sharing by Dr. Sheong Frederick Fu Kit
25 January 2024	16:00-17:30	Physics Sharing by Prof. Po Adrian Hoi Chun

Summary

Invitation to Faculty Members

The invitations were sent to faculty members after the final exam period. Although we secured Mathematics, Chemistry and Physics speakers within two weeks after we sent out the invitations, we did not receive any reply from Prof. Poon Randy Yat Choi, the Life Science professor we invited, even we sent several emails to remind him later.

As a result, we started to look for alternatives. At that time, we have already confirmed the time and date for other speakers. This made us decide to fix the time of Life Science sharing to 14:00-15:30 on 25 January 2024 when inviting faculty members. We first sent the invitation to Prof. Park Hyo Keun and Prof. Wu Longjun respectively, but they had other things to do on that date.

Then, we sent the invitation to Prof. Hirano Yukinori. He replied to us very quickly, but he told us that he preferred to have the sharing face-to-face after the start of semester. We replied to him that we could accommodate his request, then he replied to us a few available dates in late February. We discussed that the dates were too late and planned to ask if he was able to have the sharing in early February. However, we did not reply to Prof. Hirano until 19 February as we forgot about that. We sent an email to him on that day to invite him to give the sharing on 23 February, and he replied to us that he could not do the sharing. Hence, no Life Science professors became a speaker of Research

Sharing at the end.

Mathematics Sharing

We decided to invite Prof. Ip at very first moment and he was willing to do so. However, he mentioned that he did not know what to share at first. Hence, we prepared some questions beforehand and sent to Prof. Ip so that he could prepare for it, and the question that we prepared gave him some inspiration. These questions were reused in later sharing.

During the sharing, he talked about his UG, PG and postdoc experience.

Chemistry Sharing

Dr. Sheong set the theme as *On the Philosophy behind Chemistry and Chemical Research*. He mainly talked about how different subjects combined to contribute to research in Computational Chemistry research and how the academia works.

Physics Sharing

As Prof. Po was also the speaker of the Research Sharing last year, he reused the PowerPoint for his sharing. He talked about his research experience, and some characteristics that are important to scientists.

During event

On the day before the event, we sent an email to kindly remind professors to come.

On the day of the event, we used Instagram story to remind people to come. We also privately invited some of our friends to join the event. About 10 minutes after the scheduled time, we started the event by introducing the background of speakers. Then the speakers went on to give the sharing. After their sharing, we moved to the Q&A session until audience had no questions to ask.

Evaluation and Suggestions

Invitation to Faculty Members

The invitation to faculty members were sent right after the final exam period. The faculty members may already have a plan during winter semester during that period. Therefore, the invitations should be sent earlier, preferably before late November. When looking for alternatives, it is not recommended to fix the date and time for them. If we do so, we may hinder the alternatives from attending the event.

Moreover, we did not follow up with Prof. Hirano after he replied to us. No matter what our decision was, we should still reply to the email from faculty members as soon as possible to show our respect to faculty members. Failure to do so will result in negative consequence in the relationship between us and faculty members and hinder future collaboration.

Errors in Promotion Materials

In the promotion materials, we accidentally write the time of sharing by Prof. Po as 14:00-15:30. It is reminded to double check the promotion materials to avoid any mistakes.

Timing of Research Sharing

Research Sharing is an important function to allow students to get valuable advice from faculty members. If it is held face-to-face during regular semester, there may be more participants and participants can have more interaction with speakers. Hence, it is good to consider if Research

Sharing can be held during Fall Semester. But it is also reminded that the workload may be intense if there is no good time management or plans beforehand.

Suggested Rundown for the event

It is suggested to allow the speakers to give the sharing in about 45-60 minutes, then a Q&A section for about 30 minutes for the audience to ask questions. Also starting the event 10 minutes later than scheduled can offer some buffering space for late comers.

Question List for professors

It is recommended that one should prepare some general questions before the event. Not only it can prevent dead air during Q&A session, but it can also give the guidelines for speakers to give his sharing in case that he/she does not have idea on what should he/she share.

Recording

It is reminded that this event has to be recorded if it is conducted via Zoom, so you have to inform professor about his preference on recording. Also, the recording should be continued until the whole sharing and Q&A section ends. A testing before the event can allow excos to familiarize themselves with the functions(ex. Changing the mc) and if they record successfully beforehand. It is reminded to use society account to do the testing since there is time limit for student personal account to open a zoom meeting.

Annual Dinner

Person-in-charge: Tong Sin Hang, Candy

Date: 5 Feb 2024

Time: 19:00-22:00

Venue: China Garden, UST

Number of participants: 42

Fee: Members: Free; Non-members: \$60

Preparation

Date	Description
8 Jan 2024	Sent out Google Form to ask for members' preferred date and restaurant
22 Jan 2024	Confirmed date and preferred restaurant, booked restaurant
29 Jan 2024	Social media promotion

Rundown

Time	Activity	Description
18:50	Gathering at UST Atrium	Excocos gather participants at UST Atrium
19:00	Travel to China Garden	Excocos lead participants to China Garden
21:00	End of event	Dismissal of participants

Summary

Preparation

On 8 Jan 2024, we sought preference of members on restaurant and date using Google Form.

In Mid Jan 2024, promotional material was prepared.

On 22 Jan, the information was confirmed, and we booked China Garden.

On 29 Jan, we posted the promotional social media post.

During the Event

At 18:30, we gathered at outside China Garden to wait for the participants. Most participants were gathered by 18:55. Some participants had to attend MATH3131 tutorial and were very late.

After dinner was finished, the participants were dismissed.

Evaluation and Suggestions

Extreme Cost

Since the event is essentially free of charge, we have a net loss of around HKD8000. This is expected, as the purpose of making this event free is to return the HKD9000 profit we made in previous events back to our members. The event served its purpose but is highly discouraged unless the society is making huge profit.

Insufficient Food

Many participants ordered coffee pudding (at least 50 pieces) for dessert, and China Garden did not have enough in stock. Some participants had to opt for alternatives. It is suggested that we should estimate the required amount of food and order beforehand, such that the restaurant can prepare sufficient amount of food.

Insufficient Food for Latecomers

As mentioned, some members had to attend MATH3131 tutorial and arrived at China Garden right after last order time. Hence, the latecomers may not have sufficient food. It is suggested that we should encourage members to leave some food for latecomers.

Asking Members' Preferences

Although we asked for members' preferences on date and venue using Google Form, the time of Annual Dinner still collided with the tutorial of MATH3131. It was because we sent out the Google Form on 8 January 2024, when the class enrollment period was still far away. We did not send any reminders afterwards. Hence, only 8 people filled in the form.

To avoid such issues, it is suggested that the time sending out the Google Form can be slightly delayed to the time close to class enrollment period. Also, it will be better if we remind members to fill in the form from time to time so that there will be more responses.

Annual Election

Person-in-charge: Lee Yan Yee, YY

Date: 15 February 2024

Time: 00:00-23:59

Venue: Qualtrics

Number of voters: 76 out of a total of 160 Full members

Preparation

Date	Description
23 January 2024	Formation of Election Board Announcement of Nomination Period
31 January - 6 February 2024	Nomination Period
7 February 2024	Announcement of candidate, trial run and election day
9 February 2024	Trial Run
15 February 2024	Annual Election
16 February 2024	Announcement of Provisional Result

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. A trial was held 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:	160
Number of responses received:	76
Number of invalid responses:	0
Total number of votes received:	76
Overall voter turnout rate:	47.5%

Number of FOR votes:	63
Number of AGAINST votes:	0
Number of ABSTAIN votes:	5
Number of VOID votes:	8

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.

Moreover, when the trial run began, we found that the Qualtrics system had not started the survey although we set the starting time. After checking, we figured out the problem. It was because the time zone in the account setting was not set to UTC+8 correctly. We fixed the problem very quickly and the trial run continued. Hence, it is important to have a trial run to find out the potential problems that may happen during polling.