

**International Research
Enrichment Students' Society,
HKUSTSU**

Minutes of Annual General Meeting 2023

**Content Page for Minutes of International
Research Enrichment Students' Society,
HKUSTSU Annual General Meeting 2023-2024**

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Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2023-2024, Session I

Date: 12 March 2023 (Sunday)

Commencement Time: 19:00

Venue: Via Zoom

Chairperson: Yang Chun Hin

Minute Takers: Fan Ka Cheuk, Cheng Hou Tin

The business of the Annual General Meeting 2023 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2023 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2022 of IRESS, HKUSTSU;
4. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2022-2023;
5. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2022-2023;
6. To vote and announce the Honorary Members;
7. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2023-2024;
8. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2023-2024;
9. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2023-2024; and
10. To adjourn the meeting.

Agenda item 1: To commence the meeting

The time was 19:05.

There were 15 full members present.

Quorum was met.

Chairperson Yang Chun Hin commenced the Annual General Meeting.

Agenda item 2: To receive and adopt the agenda of the Annual General Meeting 2023 of IRESS, HKUSTSU

The time was 19:07.

Weng Chun Yu raised a procedural motion to vote for agenda item 2.

Farhan Ishraq seconded.

The time was 19:07

13 For 2 Against

The motion was passed.

Agenda item 3: To receive and adopt the minutes of the Annual General Meeting 2022 of IRESS, HKUSTSU

The time was 19:08.

Weng Chun Yu raised a procedural motion to vote for agenda item 3.

Farhan Ishraq seconded.

The time was 19:09.

15 For 2 Against

The motion was passed.

Agenda item 4: To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2022-2023
Agenda item 5: To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2022-2023

The time was 19:10.

Weng Chun Yu raised a procedural motion to combine agenda items 4 and 5

Farhan Ishraq seconded

The time was 19:11.

14 For 1 Against

The motion was passed.

Weng Chun Yu raised a motion to start the discussion of agenda items 4 and 5

Farhan Ishraq seconded

The time was 19:12.

15 For 0 Against

The motion was passed.

Registration Day

Lau Yuen Ying: Please talk about the details of this event.

Heung Tsz Fung: It was similar to last year. On few days after the release of the JUPAS result, Professor Leung Pak Wo had an IRE induction talk to freshmen, then we promoted our society to freshmen. After that, we had a campus tour to allow freshmen to be more familiar with HKUST and chatted with them on the topic of HKUST and IRE.

Lau Yuen Ying: It seems that something unexpected happened to you and you needed to assign your duty to your colleagues, how did you pass the duties?

Heung Tsz Fung: I was infected by COVID-19, so I could not join that event. But I was responsible for contacting the staff before the event. So, I told others what to do. For example, SCI/HOME staff asked us to give the USB to them first so I asked my colleagues to go there earlier. I also reminded them of the rundown through WhatsApp. For example, I reminded them to get a seat in the restaurant first and the route of the campus tour.

Lau Yuen Ying: Were there any difficulties in assigning the duties?

Heung Tsz Fung: No.

Lau Yuen Ying: That's great. Was the event only for the IRE freshmen, like our session?

Heung Tsz Fung: Yes. As the arrangement of the induction talk for Science Group A and Group B was different, we did not ask for that. There were counters in previous years, but no counters were allowed this year. We could not have the promotion activities.

Lau Yuen Ying: So, did you do anything to promote it to non-IRE freshmen?

Heung Tsz Fung: Before the event, we discussed with SCI/HOME for the promotion activities and they said before the release of the JUPAS result, they could have some introduction to help with the promotion and asked us to give the PowerPoint slides to them.

Lau Yuen Ying: How many new members are not IRE students?

Heung Tsz Fung: We have more than 20 members from year 1 while we only have 13 IRE admits this year. More than half of them are non-IRE students

Lau Yuen Ying: It is good. You could have a good arrangement even though it was raining. You did very well.

Yang Chun Hin: For Registration Day, does anyone have more things to ask? If not, we can move on to the Chit-chat with Professors.

Chit-chat with Professors

Lau Yuen Ying: First please talk about the details of this event.

Heung Tsz Fung: Originally, it was an event proposed by Biology and Biotechnology Students' Society, HKUSTSU (BIO), which will be held jointly by them, Biochemistry and Biotechnology Students' Society, HKUSTSU (BCSS) and us, but finally it was solely held by us. We planned that it did not have to be formal and wanted it to be a very casual talk show, so unlike Research Sharing, we told the professors that they did not need to prepare beforehand. We prepared more questions before each sharing. It was a more casual discussion or sharing for professors to share their thoughts. The mode was face-to-face.

Lau Yuen Ying: how did you choose a professor? For example, did you choose a more familiar or talkative professor?

Heung Tsz Fung: One of the criteria is whether he is talkative. As we wanted it to be informal and we

originally planned to hold it with other societies, we used Cantonese for the event. Hence, the professors needed to know how to speak Cantonese. We also chose some professors that we are more familiar with so that we could ensure more people join and it could be smooth.

Lau Yuen Ying: The choice is quite good. Were the questions sent to professors before or did you just ask during the event?

Heung Tsz Fung: We just asked during the event. We wanted it to be like a casual talk show. We prepared some questions but not all of them were asked. Sometimes we asked according to the occasion.

Lau Yuen Ying: Were there any accidents? Any problems with time control or awkward situation?

Heung Tsz Fung: There were not many problems with time control. But there were some problems with the Chemistry Session, it was awkward as only two people joined except executive committee members. We could not predict it.

Li William Thomas: I think it was more awkward that there were no professors in Life Science. Why did it happen?

Heung Tsz Fung: We originally planned to hold it with BIO and BCSS. We discussed that the other two societies want to be responsible for one day each, and they would invite professors in Life Science. Consequently, we proposed that we would be responsible for other majors. But in the month before the event, the other two societies did not reply to us. We asked Farhan Ishraq to help us ask other societies but there was not any response. We expected that the other two societies would be responsible for the Life Science sections. Therefore, we did not find any professors from Life Science.

Li William Thomas: Then I have a question. According to your Annual Report, you sent invitations to professors on 14 October. Then you held this event in November. You have three weeks after sending the invitations. Is it really difficult to send the email?

Heung Tsz Fung: If you want to invite professors, it cannot be too late, or it will give a poor impression to professors. Also, to book the venue from DSTO, we need to send a proposal. We need to book the venue earlier. We could not book it one week before. We only booked the venue for Monday, Wednesday and Friday. We thought that we did not have enough time for it. And we have not yet realized the other two societies stopped the preparation.

Li William Thomas: When did you realize that?

Heung Tsz Fung: On one to two weeks before the event.

Li William Thomas: Please give an exact date.

Farhan Ishraq: Late October.

Heung Tsz Fung: Yes.

Li William Thomas: I can understand. It is not your fault.

Lau Yuen Ying: You previously mentioned that the Chemistry section was very awkward, how did you last for 1 hour?

Heung Tsz Fung: We did not do anything special. Although there were fewer people, the audience had a lot of things to ask, and the professors used more than 10 minutes to answer each question. So, it could last for a long time.

Lau Yuen Ying: After the event, did you give thank you cards to the professors?

Heung Tsz Fung: We only gave society products to them, because we thought thank you cards only had a symbolic meaning and it was similar to giving them other things.

Lau Yuen Ying: Ok. I have nothing to ask anymore.

Yang Chun Hin: If there are no questions, we move on to the next part.

Research Sharing

Lau Yuen Ying: Describe the details of the event.

Heung Tsz Fung: This event was held in Zoom. We found alumni and professors to share their experiences and allow the audience to ask them questions. They mainly talked about experiences related to research.

Lau Yuen Ying: What did you consider when inviting professors?

Heung Tsz Fung: This time we chose some younger speakers since their experience should be much similar to current students and they have more memories of their experience of PhD. It should be

something undergraduate students want to know more about.

Lau Yuen Ying: Did you ask the speakers to focus more on undergraduate or postgraduate experience?

Heung Tsz Fung: We didn't specify. Generally, research related. But the two professors shared their undergraduate experience.

Lau Yuen Ying: That's great. How do you distribute the time for the presentation and Q&A session?

Heung Tsz Fung: It depends on different speakers. Most of them lasted for 1 hour. Some speakers only speak for less than 40 minutes so the Q&A section would be longer. We planned to have 45 minutes of presentation and 15 minutes of Q&A section. But generally, it was not the same. The two professors spoke for a longer time, so the Q&A section was shorter.

Lau Yuen Ying: I see that a lot of sections ended a bit earlier. Maybe the next session should consider shortening the time. I think 40 to 50 minutes will be enough.

Heung Tsz Fung: I agree. Most of them last for 40 to 50 minutes, except the Mathematics section.

Lau Yuen Ying: So how was the Q&A? Did you prepare some questions to ask professors?

Heung Tsz Fung: Yes, we prepared some questions. For Chemistry and Life Science, the audience had more questions to ask. Even though we did not ask questions, it ran smoothly. For Physics and Mathematics, the audience were shy, and they seldom ask questions, so we asked some questions. However, it would be awkward if we kept asking questions.

Lau Yuen Ying: I think you can ask more colleagues to be the audience, so you do not have to ask solely on your own. How did those professors with more interactions share?

Heung Tsz Fung: Nothing special, but those professors may ask more questions to interact more with the audience, like "How do you plan your research or postgraduate study in the future?"

Lau Yuen Ying: That is great. Next session can consider these professors to avoid awkward situation. I have nothing to ask.

Yang Chun Hin: Any more questions to ask for Research Sharing? If not, we move on to the evaluation of the Academic Secretary.

Evaluation of Academic Secretary

Lau Yuen Ying: What did you do as an Academic Secretary?

Heung Tsz Fung: I mainly collected and distributed sources through Google Form. When someone requested a source, I sent them the source. I asked members to provide their sources. I contacted professors and alumni for the sharing and contacted DSTO and SCI/HOME for Registration Day.

Lau Yuen Ying: You said you collected sources from members. How many sources did you collect?

Heung Tsz Fung: Not many. I admit that I did not do very well as I didn't find them actively. I only asked people in the group. For the higher-level courses, there were fewer updates. I mainly asked my fellow committee members or my friends. I also sent messages to the WhatsApp group to collect sources, but the response rate was low. It would be better if I messaged other members privately to collect sources.

Lau Yuen Ying: The next session should better ask members actively to collect sources. Did you have any habits in updating sources, like marking the year?

Heung Tsz Fung: According to the year. I also listed the courses with fewer sources. For example, a lot of people asked for LIFS3580, but we could not provide it.

Lau Yuen Ying: I can understand. There may not be people providing the requested source. After a request was made, when did you send them sources?

Heung Tsz Fung: I replied to the requests within one day.

Lau Yuen Ying: Then it is fast. Then talk about professors. How frequently did you to remind professors?

Heung Tsz Fung: Usually, I reminded the professor 3 days before the event. For some events like Research Sharing, I found the professors very late so I might not remind them one week before. I think I should do it better.

Lau Yuen Ying: I think you should also remind them 1 day before and on that day.

Heung Tsz Fung: I also reminded them 1 day before and on that day.

Lau Yuen Ying: That is great. On the Facebook page, how many people asked you questions related to admission?

Heung Tsz Fung: Very few. Only 2-3 people.

Lau Yuen Ying: Could you handle the questions?

Heung Tsz Fung: Usually, people ask about what is IRE and admission through HKDSE. One IB student asked about the data on admission scores. I helped her to ask SCI/HOME staff and the staff said it should be considered individually. In the end, I allowed them to contact each other directly.

Lau Yuen Ying: It is good to know that you found the relevant department. What did you learn from being an executive committee member?

Heung Tsz Fung: I mainly learnt how to organize events, and how to communicate with others like DSTO and professors. In the cabinet, I made new friends.

Lau Yuen Ying: Please evaluate your fellow committee members.

Heung Tsz Fung: Yang Chun Hin is the President. He was responsible for a lot of events, and he spent the most effort. During Orientation Camp, although he was busy, he still did a lot of work. Weng Chun Yu is responsible for booking venues. He did very well. He tried his best to join the events to increase the participation rate. Fan Ka Cheuk was responsible for tidying minutes. In Orientation Week, he managed those annoying stuff like the membership list. I appreciate his effort. Wong Lok Yin is the Financial Secretary. It was hard to manage fees. He reminded us to claim for money and give the receipt to him. I am thankful for his help. Farhan Ishraq is the External Vice President. He communicated with other societies and told us what they have discussed so that we could discuss what to do. For Chong Man Yan, as the original Promotion Secretary left the nominated cabinet, I became the new Promotion Secretary, but she was responsible for designing. She also ordered society products. She did it very fast.

Lau Yuen Ying: How about you?

Heung Tsz Fung: I think I could do better like I should contact professors earlier. I helped others actively and did my duties.

Lau Yuen Ying: I think I have nothing to ask anymore.

Yang Chun Hin: For the evaluation of the Academic Secretary, does anybody want to ask more questions?

Evaluation of Promotion Secretary

Lam Yan Yi: I remember that you have two posts at the same time. When you had to do both tasks of Academic Secretary and Promotion Secretary, did you face any difficulties?

Heung Tsz Fung: No. I did not do all the work of a Promotion Secretary. I only handled the Instagram page for the work of posting and captioning. For design, Chong Man Yan handled things like the designs of Orientation Camp T-shirts and society T-shirts.

Lam Yan Yi: What did you do this year?

Heung Tsz Fung: I promoted our events. The design work was mainly handled by Chong Man Yan.

Chong Man Yan: I would like to talk about my design work. At the Graduation Party and End of Semester Party, I gave souvenirs and cards to graduates. Also, I was responsible for Orientation Camp T-shirts and designing society products, like society T-shirts, society paper, and some small products including wallets and keychains.

Lam Yan Yi: when you designed products, you were supposed to discuss them with your fellow committee members. Did you have any large conflicts with the design?

Chong Man Yan: No. There may be conflicts in colours, but we decided by voting. As for Orientation Camp, we had different colours for leaders and freshmen. Some people might not want to wear pink colour. We usually reached a consensus. For the designs, I sent the drafts out and we voted in our cabinet first. Then the designs with more votes would be sent to members for them to vote.

Lam Yan Yi: For the promotion, when did you start before the event?

Heung Tsz Fung: we did not specify. After confirmation of the details, we would start the promotion. Generally, we promoted the event at least one week before. For some large-scale events like Orientation Camp, we promoted it after Registration Day, which was on 12 August.

Lam Yan Yi: When did you start to prepare the society products?

Chong Man Yan: We started preparing society products around April and May. We had our initial design and discussed the idea. We also contacted A-One Printing Company. But they released the plan for Orientation Camp T-shirts in June. We ordered the T-shirts after that.

Lam Yan Yi: Then I have nothing to ask.

Yang Chun Hin: Does anyone want to ask more about Promotion Secretary?

Li William Thomas: Who designed the Instagram posts?

Heung Tsz Fung: Me.

Li William Thomas: What tools did you use to design the posts? Tell this to the next session.

Heung Tsz Fung: I used Canva, which was found by Chong Man Yan.

Li William Thomas: What did you do after you entered the website?

Heung Tsz Fung: The website has some ...

Li William Thomas: I know, but did you just use the website to find some templates and just copy them?

Heung Tsz Fung: There are some templates. There are also some elements and styles of words for you to choose from. I did not just copy. I changed something.

Li William Thomas: Okay. After you finished the post, you had the first draft. Then what did you do?

Heung Tsz Fung: I did not emphasize design. I just expressed the information clearly and had a simple background.

Li William Thomas: You have been responsible for Instagram promotion for one year. Do you have any design tips for the next session?

Heung Tsz Fung: No. You just have to express your ideas clearly and do not make the words too small. Your objective is to promote the events.

Li William Thomas: I want to give some tips for the next session. If you cannot make a good design, you can look at the design of Instagram posts of other societies or pages related to science. It is better to use bigger words and don't add too many words to the picture. Because my thought on this session is there are too many words in the picture. Your words should be put in the description. That's all.

Yang Chun Hin: Thanks for your opinions. Any more questions? If not, we move on to the next part.

Christmas Party

Lam Yan Yi: Please describe the arrangement of the Christmas Party.

Wong Lok Yin: This year we combined the Christmas Party with the Sub-committee Function like last year. Games and food were prepared by sub-committee members. Around early November, we started to find sub-committee members. Then we first introduced this event and told them how to hold it. After the final exam, they held some meetings to design games. During their meetings, we were there to give them some advice to guide them on what to do. When they finished the design of the games, we tested the games with them and gave them some opinions. Finally, it was the party. We booked the venue for them. This year sub-committee members decided to have a gift exchange. There were not many problems during the party. We played the games, ate the food, had a gift exchange and finally, we took a photo.

Lam Yan Yi: I want to ask for some details as I did not participate in the event. When did you collect the money? At the beginning or the end?

Wong Lok Yin: We collected money when they came in.

Lam Yan Yi: Were sub-committee members responsible for the gift exchange?

Wong Lok Yin: Yes.

Lam Yan Yi: How did they arrange the gift exchange? Every participant prepared a gift or what?

Wong Lok Yin: Everyone prepared a gift costing around \$50 to 100. Every gift was assigned one number. During the gift exchange, sub-committee members allowed participants to draw a number. Then participants could get the respective gift. If they drew the number of their gift, they returned that number and drew another number. They knew the number of their gift.

Lam Yan Yi: Did anyone not prepare a gift?

Wong Lok Yin: No. All of them prepared a gift.

Lam Yan Yi: The food was ordered by sub-committee members? What did you order for food?

Wong Lok Yin: We ordered pizza. During the party, we assigned some sub-committee members and executive committee members to get the food from the restaurant.

Lam Yan Yi: Were there any problems with the arrangement of the party? Did you face any difficulties?

Wong Lok Yin: When some people went to get the food, there were not enough people. When we played the games, some sub-committee members and executive committee members went to get the food, but there were not enough people to hold the games. At that time, we were playing a game which had to pass the table tennis in a row so there were not enough people to return the table tennis ball. There were no problems in other areas.

Lam Yan Yi: When there were not enough people to return the table tennis ball, how did you solve this problem?

Wong Lok Yin: In my memory, the host ran back and forth to return the ball.

Lam Yan Yi: Then maybe the next session should consider the arrangement on the division of labour. I think I don't have any questions to ask anymore. Does anyone want to ask more questions?

Yang Chun Hin: Any more questions? If not, we move on to the evaluation of the Financial Secretary.

Evaluation of Financial Secretary

Lam Yan Yi: What did you do this year?

Wong Lok Yin: This year I was responsible for Christmas Party and Senior Sharing. These two functions were OK and did not have big problems. They ran smoothly and we did not receive complaints. I was responsible for collecting money for each function. I collected all the money and did not miss anything. I also gave back money to the executive committee members who claim reimbursement and I did not miss any. I usually did it quickly and sometimes I found them when they have forgotten. I also managed the budget. We suffered a loss when it came to our last few events, so I cut the budget for some events. Hence, we did not lose money in the end.

Lam Yan Yi: What did you learn from becoming an executive committee member, especially being a Financial Secretary? Did you face any difficulties?

Wong Lok Yin: I learnt how to record stuff. One of the difficulties is when I was not the guy to collect money like in Orientation Week, the record of transactions was not recorded clearly. We were unsure about who have paid and who have not paid money. We accepted both online payment and cash payment. If people paid by cash, sometimes we did not record who received it and who paid it. Hence, I had to communicate well with my colleagues to manage the record well. I needed to keep track of the budget

and prevent loss. I think I have learnt a lot.

Lam Yan Yi: Please comment on your fellow committee members.

Wong Lok Yin: Yang Chun Hin was hardworking, and he made a lot of effort. He was responsible. He kept asking us to have a meeting and assigned jobs for us to do. He also reminded us to have meetings and do something for each function. He did very well. Weng Chun Yu was responsible for booking venues. He participated in many events. He did what he was supposed to do. Heung Tsz Fung was very active. He participated in most of the events. He helped a lot, especially in Senior Sharing, he did a lot of stuff for me like preparing PowerPoint slides and inviting freshmen to participate. Fan Ka Cheuk took minutes in every meeting. He did very well. Farhan Ishraq was the External Vice President. He did very well in helping us communicate with other societies. Chong Man Yan was responsible for designing society products and she did very well. She also made the Promotion Period succeed. Overall, I think each executive committee member did what he should do, and they were responsible.

Lam Yan Yi: Then how about you? How did you perform in this year?

Wong Lok Yin: I think my record on revenue and expenses has some problems. Sometimes I omitted some fees collected. We had to spend a lot of time to figure out who paid the money and who did not pay the money. I think I should be able to record the transactions better during events to reduce error, enhance efficiency and record accurately. In general, I control the budget well. The revenue and expenses are not bad. I think my performance is acceptable.

Lam Yan Yi: Before we move on to the Annual Financial Report, does anyone still have questions about the Financial Secretary?

Yang Chun Hin: Does anyone want to ask questions related to Financial Secretary? If not, we can move on to the Annual Financial Report.

Annual Financial Report

Lam Yan Yi: I have read the report. I think the format of the report should be fixed. You may try to complete it by tonight. The next session should pay attention. You should put the Annual Financial Report with the Financial Budget side by side so that you can make a better comparison between the Financial Budget and Annual Financial Report. I see that you have earned money and I think you were too rigid to tighten the budget. It is not a big problem even if you lose money in the end as you spend the money on members. The reason why you collect membership fees is to support your expenses on members. You can earn money but don't have to earn too much. You just have to cover the expenses that year. So, the

next session should pay attention to it. Overall, the expenses are reasonable. I don't have any problem, but you have to fix the format.

Wong Lok Yin: Okay. I will fix it now. I should be able to finish it tonight. Maybe we go through the Annual Financial Report later today?

Lam Yan Yi: We can go through it after you have done it.

Alumni Congregation Photo Booth

Chuk Wing Yi: Please talk about what you did for the Alumni Congregation Photo Booth.

Chong Man Yan: We cancelled the Alumni Congregation Photo Booth this year. We originally planned to hold it last December, when the Congregation Ceremony took place. We mainly wanted to allow graduates this year and other alumni to take photos together during the Congregation Ceremony to celebrate and mark the occasion. One month before the Congregation Ceremony, we asked some graduates who came to our Graduation and End of Semester Party for their availability. Most of them replied that they were studying overseas and could not come back to Hong Kong to participate in the Congregation Ceremony. After considering the number of participants, we thought that it was not suitable to hold this event for a small number of people. So, we decided to cancel this event.

Chuk Wing Yi: Does it mean that you asked most of the graduates?

Chong Man Yan: Yes, we asked the graduates who participated in our Graduation and End of Semester Party.

Chuk Wing Yi: Do you know that the next session will also hold the Alumni Congregation Photo Booth? If you are clear about the procedures, I will not repeat them and let you tell the next session.

Chong Man Yan: OK. I asked for the preparation work last year. I will remind them to take note of the number of participants as most of the graduates stay overseas in December.

Chuk Wing Yi: I want to remind you something. My previous session reminded me that graduates may not be free. So, you should give some small gifts to them during the Graduation and End of Semester Party. I don't know if you did it or not. But the event has gone so you should remind the next session by yourself. I will not repeat it. I do not know if you don't have enough time or money but remember to remind the next session.

Chong Man Yan: We gave cards and souvenirs at the Graduation and End of Semester Party. I will remind them what to do.

Chuk Wing Yi: Okay. Then I think it is all right. As it was cancelled, I don't have much to ask. Does anyone want to ask something?

Evaluation of Marketing Secretary

Chuk Wing Yi: Marketing Secretary is mainly responsible for seeking sponsors. Chong Man Yan, please talk about what did you do in finding sponsors.

Chong Man Yan: This year we considered finding sponsors for a few events. The first one was Orientation Camp, which is a large-scale event. We found A-One Printing Company to print our Orientation Camp T-shirts. Originally, we wanted to find A-One Printing Company to be our sponsor. But the sponsored gifts were not so attractive as they were just something like toothpaste and shampoo. So, we did not ask for their sponsor in the end. We also considered sponsors from a bank. I participated in their introduction talk, and they had a wide variety of items. They required us to download an app and do some tasks related to bank account registration. I sent their proposal to my colleagues. After discussion, we thought our members would not want to leak their personal information and allow their photos to be used for promotion. We finally did not apply for the sponsorship. Finally, we did not have sponsors in Orientation Camp considering personal privacy and the content of the sponsor from A-One Printing Company was not attractive. For the Graduation and End of Semester Party, as only 6 graduates participated, it was hard to find sponsors. Consequently, we did not find sponsors for these two events.

Chuk Wing Yi: When you ordered society products, did the manufacturer offer anything to you?

Chong Man Yan: When we ordered society products, we found U-Kingdom Management Limited which required us to take 5 group photos and 7 small group photos. The scale was too large for us as even we could gather such amount of people during the Start of Semester Dinner, but we needed everyone to wear a society T-shirt and take photos with society products. Hence, we did not accept the sponsor program in the end. As we found memos and pens from the previous sessions in the society room, we used these for the welfare package during Orientation Week.

Chuk Wing Yi: Apart from sponsors, what have you done?

Chong Man Yan: Apart from sponsors, I mainly designed souvenirs for different events and society products. At the Graduation and End of Semester Party, we gave cards and gifts. In Orientation Week, we have 5 types of society products. I designed those society products and sent them to my colleagues

for their opinion. Then I asked members for opinions using Google Forms. I ordered the products.

Chuk Wing Yi: No difficulties?

Chong Man Yan: It was smooth. We had enough time to order the society products.

Chuk Wing Yi: They were designed very well. The next session does not have an Elected Marketing Secretary. I think it is not a big deal. However, you need to handle how to explain the duties to the next session. You can also ask them to find me. Comment on your fellow committee members.

Chong Man Yan: Yang Chun Hin helped a lot in each event. He coordinated event. Our executive committee members were introverted, he led us to hold each event. Heung Tsz Fung is the Academic Secretary. He was responsible. He distributed sources punctually and also helped with administrative stuff. Weng Chun Yu helped a lot in booking venues and administrative stuff. He helped Yang Chun Hin a lot. Wong Lok Yin collected money very responsibly. When we asked him something, he answered it quickly, like stuff related to money. Fan Ka Cheuk helped with many events like Subcommittee Function. Farhan Ishraq communicated with other societies for joint-society events. He did very well.

Graduation and End of Semester Party

Wong Chun Hei: Please talk about the arrangements for the party.

Weng Chun Yu: Starting in May, we asked graduates for their preference on the date. Then we booked the venue. A few weeks before the party, we started preparing the games and discussing what food to order for the party. There was nothing special and we tested the games. As the anti-epidemic measure was still strict during that period, we decided to hold the party outside the campus. We ended the party at 9 pm as we had to leave the venue by 10 pm. At around 4 pm on that day, we arrived at the venue to set the venue and have a final check on the games. At about 5 pm, participants began to arrive. We collected the participation fee from them. When waiting for people to come, people who came early played board games and chatted with each other. We had dinner first before playing games. We played for around 1 hour. At around 8 pm, we distributed souvenirs to graduates. Then we gave some cards for them to write something to each other. We also return the time capsules that the graduates wrote in Orientation Camp to them. Originally, we planned to make a video with the photos of graduates. However, we did not collect enough photos. Hence, we did not make the video at the end. We allowed them to have some free time and chatted with each other at the end of the party.

Wong Chun Hei: Were you satisfied with the party?

Weng Chun Yu: I think it was OK. At the party, the atmosphere was good, and the participants played happily. The reflection was good.

Wong Chun Hei: Did you face any difficulties when organizing the party?

Weng Chun Yu: I think the main difficulty was the venue. During that period, the social distancing policy was between strict and loose. The situation was hard to manage so we chose to hold it outside the campus. However, I think we will not have this problem this year, so the next session does not need to be worried about it. It should be able to be held on campus. As we had to pay more money for booking the venue, we spent less money on souvenirs and food. But it did not affect the party.

Wong Chun Hei: I remembered the fee for booking the venue was \$500. I don't know whether you can compete for the venue with other societies or not for the party. But I think the owner of that venue collected a cheap fee. If you encounter any problems, your backup plan can be using that venue and I think it is not bad and it is acceptable. The owner is willing to help us. I am grateful for his help. How many people participated in the party?

Weng Chun Yu: I think it should be around 30 people.

Wong Chun Hei: Do you have anything to remind the next session?

Weng Chun Yu: I think they can ask graduating members earlier. We encountered problems that some of them left Hong Kong and have not yet come back.

Wong Chun Hei: I think your cabinet held parties well and I am happy with that. If you have any ideas, you can share them with the next session. Does anyone want to ask more questions?

Start of Semester Dinner

Wong Chun Hei: Did you choose China Garden?

Weng Chun Yu: Yes.

Wong Chun Hei: Why did you choose China Garden?

Weng Chun Yu: At the beginning, we decided that the venue was either China Garden or Hop Sze Restaurant. We made a Google Form to ask members about their preferences. In the Google Form, some members recommended other restaurants, but it was too late as we sent out the Google Form already. In

the Google Form, more people preferred China Garden. Hence, we chose China Garden.

Wong Chun Hei: Oh, I see. I think Hop Sze Restaurant is better. But if the majority chose China Garden, I think it is fine. I think after the dinner, you could bring freshmen to walk around the campus or tell them some ghost stories so that you could allow freshmen to be familiar with the environment of HKUST. I mean if you want to do something after dinner, you can do something like that. But it depends on you. I don't care about that.

Weng Chun Yu: As I was infected by COVID-19, I did not come. Therefore, you may have to ask others.

Wong Chun Hei: If everyone thinks it is fine, we can continue to have the dinner in China Garden.

Yang Chun Hin: I want to make some elaboration. After we chose China Garden, some people reflected their opinions to us. Because of their political stance, they thought that China Garden was not a good choice. But we made the decision according to simple majority. In the future, when you make decisions, you can ask members more than once. We received those opinions after we sent out the Google form. If you want to hold it in China Garden, you should do more preparation as some people may object to it. Any questions about this event?

Li William Thomas: How did you arrange the seating plan? Did you assign it by year or randomly?

Yang Chun Hin: We originally planned to sit by year. However, the situation was a bit chaotic, and we did not have enough executive committee members to control that they had to sit by year. They automatically sit by year. Some Year 3 and Year 4 students who knew each other well sat together. Meanwhile, some Year 1 and Year 2 students sat together.

Li William Thomas: What do you think are the benefits of sitting by year?

Yang Chun Hin: When people sit by year, they are more familiar with each other as some people were executive committee members before and they may sit with their fellow committee members and previous sessions. When those Year 3 and Year 4 students sat together, I saw that the atmosphere was good. They chatted and ate happily.

Li William Thomas: If people sat by major, do you think the effect will be better or not?

Yang Chun Hin: It depends. If people sit by major, the situation may be a bit awkward. As some freshmen are shy, they may feel embarrassed. But they may have some common topics to talk about in academic areas. In these few years, there may be freshmen planning to declare Ocean Science and Technology

(OST) as their major. As there are very few IRE students having OST as their major, it may be hard to handle their seats.

Li William Thomas: It is not hard to handle. They can sit with people with Life Science as their major. Just like I am the only one in IRE students who declare Biotechnology as my major.

Wong Chun Hei: I understand what you are thinking, but not everyone wants to handle it like this. I think both sitting by year and by major is OK.

Yang Chun Hin: Any questions? If not, then we go to the next part.

Evaluation of Internal Vice President

Wong Chun Hei: Please talk about what you did this year.

Weng Chun Yu: I was responsible for 3 events, including the two aforementioned and the Annual Dinner. In other events, I was responsible for booking the venue and Yang Chun Hin assigned me some work for me to do. For every event, I helped with some stuff. But I mainly focus on my PIC events.

Wong Chun Hei: Were there any conflicts between executive committee members?

Weng Chun Yu: According to my observation, the atmosphere among executive committee members is peaceful. During meetings, we seldom quarrel with each other or have split opinions. Even so, we didn't stick to our views. We have a good relationship. We sometimes have gatherings. We had good communication.

Wong Chun Hei: Are you satisfied with your performance?

Weng Chun Yu: I am satisfied with my preparation work. But on the day of the event, I could not hold the party well, so I have to seek help from Yang Chun Hin or other colleagues frequently. I think I can do better in this part.

Wong Chun Hei: It is normal to seek help from others. In the cabinet, one should help each other. Did you ask for help actively or did your fellow committee members just come to help you?

Weng Chun Yu: I tried to do the stuff by myself if I could handle it. For the MC of Graduation and End of Semester Party, I thought I was unable to do it, I asked Yang Chun Hin for help. I seldom ask for help actively.

Wong Chun Hei: Were there any challenges that are memorable to you?

Weng Chun Yu: For Registration Day, there were some problems regarding the venue. DSTO did not allow us to book a classroom. Heung Tsz Fung contacted SCI/HOME to get a classroom. So, I have to remind the next session that sometimes the arrangement for orientation given by HKUSTSU may be different from our arrangement. There may be a chance that the DSTO are unable to help us with stuff like booking a classroom. I think it is a memorable experience.

Wong Chun Hei: Do you want to share anything with the Elected Internal Vice President of the next session?

Weng Chun Yu: No. I have nothing to say.

Wong Chun Hei: Are you happy in this year as an executive committee member?

Weng Chun Yu: I am happy to know my fellow committee members.

Wong Chun Hei: Rate your fellow committee members.

Weng Chun Yu: Yang Chun Hin is the President. He did a lot of things. He did very well in assigning duties. He also reminded us of the deadline. Hence, I think he did a lot. Heung Tsz Fung actively helped others in each event. He helped everyone a lot. Chong Man Yan was careful, especially in the parts she was in charge of, including designing. She put a lot of emphasis on the details Fan Ka Cheuk was responsible. He was punctual for the executive committee meetings, and he did a lot of preparation. Farhan Ishraq tried his best to help us contact other societies. But I think it depends on other societies for collaboration. He worked hard to communicate with other societies. Wong Lok Yin was responsible. He kept reminding us to control the finance for each event. Sometimes we accidentally spent more money, but he reminded us. Therefore, we did not make a loss at the end.

Orientation Camp

Yeung Wai Ho: Were there any problems or unexpected accidents during preparation and the Orientation Camp?

Yang Chun Hin: This year, we booked the campsite late. Originally, we planned to have an earlier date. However, we could not do so. Unfortunately, the first day crashed with the course enrollment period for Year 1 and Year 2 students. As Year 1 students enrolled on courses in the afternoon, it hit our activity

time. We had to give some time for them to perform course enrollment during ice-breaking games. And we thought there might be bad internet and we rented pocket Wi-Fi for them to perform course enrollment. But we found out that the pocket Wi-Fi was useless, and our mobile data is more reliable. As I was not there on the first day, I am not sure about if anything special happened. However, no big incidents happened according to my fellow committee members. For room games, participants were separated into two sides. In one room, people played simple games. In another room, they consumed alcohol drinks. For the room playing simple room games, nothing special happened and they played smoothly and enjoyably. However, one participant playing alcohol games left by himself and we did not know what happened. On the second day, there was city orientation. Some group leaders reflected to us that because of the hot weather, it was tiring and there was some opposition.

Yeung Wai Ho: When Lo Lik Kan Nicholas was drunk, I was there. How did you handle the stuff? I remembered that he vomited.

Yang Chun Hin: We assigned a person to approach him through WhatsApp. He replied to us. I did not follow the stuff, but he said he returned home safely.

Yeung Wai Ho: Did you think of staying beside him until he returned home or went to a position? Where did you leave him alone?

Yang Chun Hin: I am not sure, and you may have to ask others. I slept at around 2-3 am. He did not leave during that period. My fellow committee members, do you know what happened?

Heung Tsz Fung: I can elaborate. I remembered that the time was about 6-8 am. When we woke up, the stuff was almost handled. I remembered he said he felt sick and wanted to go home first. Chau Yu Foon Darin brought him to the bus stop. As the time was early, we were sleeping and could not respond immediately.

Yeung Wai Ho: Does it mean that when the incident happened, no executive committee members were there to handle the issue?

Chong Man Yan: The leaders of Chau Yu Foon Darin's group told us afterwards. We approached the participant through WhatsApp, and he said he felt better after resting. So, we told him to stay at home and rest. However, no executive committee members were there when the issue happened.

Yeung Wai Ho: I remember when he vomited, everyone in his room was awake. Next time it is better to put one executive committee member in each room. Hence, I thought executive committee members managed the situation. But they also have problems as they did not find you but directly let him go. By

the way, why were you not there on the first day?

Yang Chun Hin: I had a performance that had a time crash on the first day of Orientation Camp. I had rehearsal starting in the afternoon. I went to the campsite by taxi immediately after the performance to observe the situation.

Yeung Wai Ho: Did your fellow committee members know? Did you discuss this with each other beforehand?

Yang Chun Hin: Yes, I notified them beforehand. I assigned the duties to my colleagues as I was not there, and I could not respond timely during that period.

Yeung Wai Ho: Any people from the next session here?

Yang Chun Hin: Some of them are here. But the two people in charge of the Orientation Camp are not here.

Yeung Wai Ho: There were some objections to city orientation in these two years as it was too hot. But will you consider cancelling city orientation when you organize Orientation Camp? The purpose of city orientation is to occupy more time. But if people oppose it, how can you improve it? You can think about it.

Yang Chun Hin: As the Orientation Camp will be held on campus, they did not include a city orientation.

Yeung Wai Ho: Were there any financial problems?

Yang Chun Hin: We underestimated the expenses this year and we lost around \$3900. The campsite required us to separate participants of different genders into different rooms. As we did not estimate the number of participants correctly, a room was unoccupied. Hence, we paid more rental fees.

Yeung Wai Ho: Did HKUSTSU give you any subsidies?

Wong Lok Yin: No. We failed. I submitted the application form, but HKUSTSU did not respond.

Yeung Wai Ho: How did you feel about the Orientation Camp? Do you want to say anything to your fellow committee members?

Yang Chun Hin: First, I would like to thank my fellow committee members. I know everyone was busy

during that period, but they still reduced my workload. We had meetings in the last few days, and I was supposed to host the meeting. However, I had a time crash with my rehearsal. They actively helped me do something that I did not ask them to do. I was very happy as they did very well.

Yeung Wai Ho: Your friends from the CUHK came to the Orientation Camp and something happened. If such things happen the next time, how would you handle it?

Yang Chun Hin: After we knew about that, we thought of different ways to handle it. In the end, we changed the grouping of some people. We also told the group leaders what happened.

Joint Science Inauguration Ceremony

Yeung Wai Ho: Can you explain why the two events were cancelled?

Farhan Ishraq: In the spring semester of last year, I started to have meetings with the External Vice Presidents of BIO and BCSS. We discussed the means to hold the Inauguration Ceremony. We decided that it would not be held online as it will lose the feel of an Inauguration Ceremony. We thought the social distancing policies would be loosened very soon. However, there were still strict social distancing policies after we waited for one month. Hence, we cancelled it at the end.

Yeung Wai Ho: So, it is because of government policy. But did you think of other ways to hold the Inauguration Ceremony? Or did you think those ways did not have the feel, so you decided not to hold it?

Farhan Ishraq: The Joint Science Inauguration Ceremony is held to allow the societies to know the new executive committee members and communicate with other societies. If we held it in Zoom, it is difficult to have this effect.

Yeung Wai Ho: Did you write down the reason in the Annual Report and mention that it was cancelled?

Farhan Ishraq: Yes.

Yeung Wai Ho: OK. Then it is not a big problem.

Joint Science Singing Contest

Yeung Wai Ho: Did you discuss with other societies on this event?

Farhan Ishraq: When we organized the Chitchat with Professors, the two societies ignored us. My view is if they could not invite professors through email, how could they hold a Joint Science Singing Contest with us? Hence, I did not ask them if they wanted to organize a Joint Science Singing Contest.

Yeung Wai Ho: So, did you ask them if they wanted to organize a Joint Science Singing Contest at the end?

Farhan Ishraq: No, because they did not reply to my WhatsApp messages.

Evaluation of External Vice President

Yeung Wai Ho: How do you feel?

Farhan Ishraq: I felt disappointed as I could not organize the functions I proposed.

Yeung Wai Ho: I mean how did you feel this year?

Farhan Ishraq: I felt tired. When I approached other societies, they did not respond as they may be busy. Although they did not want to respond or respond late, I still had to message them every few weeks.

Yeung Wai Ho: Do you think the main difficulty was they did not reply to you?

Farhan Ishraq: This is the main difficulty.

Yeung Wai Ho: Did you think of the ways to solve the problem?

Farhan Ishraq: I think as they did not reply to me timely, it was difficult to maintain a good relationship with other External Vice Presidents.

Yeung Wai Ho: What did you do for other functions, when you were not the person in charge?

Farhan Ishraq: In Orientation Camp, I helped test games and give some ideas to my colleagues in meetings. On Registration Day and Orientation Week, I came to help. I helped answer freshmen's questions.

Yeung Wai Ho: In this year, what do you think about your performance?

Farhan Ishraq: I think I could do more things. My fellow committee members thought that I was busy as

I had to communicate with other societies. However, I was not that busy so I could do more internal work.

Yeung Wai Ho: Was there anything you can do better?

Farhan Ishraq: Crisis management. As other External Vice Presidents did not reply to me on time, it affected the Chitchat with Professors. I told my fellow committee members not to continue this function, but they ignored my advice. We did not have to wait for them to organize our activities.

Yeung Wai Ho: Please comment on your colleagues.

Farhan Ishraq: Yang Chun Hin is the President. He would remind us of the deadline and give us some reminders. For Fan Ka Cheuk, although sometimes I was not able to attend a meeting, he wrote the minutes tidily. I could understand what was discussed during the meeting. Weng Chun Yu booked the venues well and early. We did not have to worry about the venue for activities. Heung Tsz Fung was hardworking. He was the person in charge of many events, and he maintained the Instagram page. He was very active. Wong Lok Yin managed the Christmas party well so that the next session can be more familiar with the organization of activities. Chong Man Yan designed society products and Instagram posts. The designs emphasized the characteristics of IRE.

Yeung Wai Ho: Because of the pandemic, External Vice President had very few things to do. If you are free, you can tell others that you can help with some work.

Financial Report

Lam Yan Yi: Comparing the Financial Report and Financial Budget, the loss of the Orientation Camp was more than expected.

Wong Lok Yin: This year, the Orientation Camp was 2 days and 1 night. We expected the expense would be lower. So, we reduce the fee for orientation camp. As we set it too low, the revenue could not cover the expense.

Lam Yan Yi: You underestimated the expenses. For large-scale events, do not underestimate the expense. For other functions, there is no big difference.

Yang Chun Hin: If there is no problem, we will end this session here. Other discussion items will be discussed in the next session of the Annual General Meeting.

The time was 21:46.

Weng Chun Yu raised a procedural motion to lay the discussion of agenda items 4 and 5 on table until the next session of the Annual General Meeting.

Wong Lok Yin seconded.

The time was 21:48.

12 For 1 Against

The motion was passed.

Minutes of International Research Enrichment Students' Society, HKUSTSU Annual General Meeting 2023-2024, Session II

Date: 19 March 2023 (Sunday)

Commencement Time: 21:00

Venue: Via Zoom

Chairperson: Yang Chun Hin

Minute Takers: Cheng Hou Tin, Cheung Man Yin, Lee Yan Yee, Tong Sin Hang

The business of the Annual General Meeting 2023 of IRESS, HKUSTSU shall be:

1. To commence the meeting;
2. To receive and adopt the agenda of the Annual General Meeting 2023 of IRESS, HKUSTSU;
3. To receive and adopt the minutes of the Annual General Meeting 2022 of IRESS, HKUSTSU;
4. To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2022-2023;
5. To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2022-2023;
6. To vote and announce the Honorary Members;
7. To introduce and inaugurate the Executive Committee Members of IRESS, HKUSTSU, Session 2023-2024;
8. To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2023-2024;
9. To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2023-2024; and
10. To adjourn the meeting.

Agenda item 1: To commence the meeting

The time was 21:02.

There were 15 full members present.

Quorum was met.

Chairperson Yang Chun Hin commenced the Annual General Meeting.

Agenda item 4: To receive and adopt the Annual Report of IRESS, HKUSTSU, Session 2022-2023

Agenda item 5: To receive and adopt the Annual Financial Report of IRESS, HKUSTSU, Session 2022-2023

The time was 21:04.

Wong Lok Yin raised a motion to resume the discussion of agenda items 4 to 5.

Farhan Ishraq seconded.

The time was 21:05.

15 For 0 Against.

The motion was passed.

Orientation Week

Yue Cheuk Kan Kelvin: What did you do for Orientation Week?

Fan Ka Cheuk: In Early June, we started to design the society T-shirt. In July and August, we designed and confirmed other society products. In Early September, we prepared the Google Form for ordering society products and membership applications. A few days before Orientation Week, we promoted the event on social media, WhatsApp group and Signal group. During the three days of Orientation Week, we sat counter in turn. In Mid-September, we confirmed the number of society products ordered. Then we ordered the products. We finished the distribution of society products in November.

Yue Cheuk Kan Kelvin: When you organized the Orientation Week, were there any difficulties or unexpected things that happened?

Fan Ka Cheuk: Nothing special happened during Orientation Week. However, when we planned to distribute society products in Mid-October, we could not find the L-sized T-shirts. We had to reorder them again, so we finished the distribution of society products in November.

Yue Cheuk Kan Kelvin: Why did you lose the society T-shirts?

Fan Ka Cheuk: It may be because when we took the society T-shirts, we did not check the quantity correctly.

Yue Cheuk Kan Kelvin: I have nothing special to ask. Do you have any suggestions for the next session?

Fan Ka Cheuk: In this year, we did not find sponsors. I think the next session can find sponsors to distribute welfare packages to members. When you take the society products, you should check whether the quantity is correct.

Yue Cheuk Kan Kelvin: I do not have anything to ask anymore. Does anyone want to raise questions?

Yang Chun Hin: To solve the issue, we ordered more T-shirts, but it is much more expensive. Remember to check carefully when you take the society products.

Senior Sharing

Ho Hang Chi: Can you describe the event?

Wong Lok Yin: Senior Sharing was a small event. In Early September, we booked a classroom and fixed the date of Senior Sharing. In Mid-September, we promoted the event to freshmen. It was held in Early October. Only executive committee members and freshmen attended. The freshmen asked us about academic stuff.

Ho Hang Chi: During the event, was there any part that was not so smooth or did not do very well?

Wong Lok Yin: Yes. Executive committee members did not have all majors. We only had Physics and Life Science students. If freshmen planning to declare other majors asked us questions, it was hard for us to answer. Hence, I suggest the next session should find people from different majors.

Ho Hang Chi: I would like to remind next session something. The previous session held some new events, but it does not mean that you must hold it again. You can judge by yourselves.

Heung Tsz Fung: At first, we planned to invite Yeung Wai Ho. However, most freshmen who participated in the Orientation Camp saw him before. Hence, we did not ask Yeung Wai Ho to come. The event was proposed by me. I think this activity is not necessary. We originally wanted to give more information to freshmen. However, we found that other functions could have a similar effect, such as the Start of Semester Dinner. Moreover, we always see each other in Life Science Living Room. Hence, you can decide if you hold Senior Sharing anymore.

Yang Chun Hin: Any more questions to ask?

Annual Dinner

Ho Hang Chi: Describe the event.

Weng Chun Yu: This is also a small event. In Early January, we decided that the venue was Hop Sze Restaurant. Then we started to use WhatsApp and Signal to promote our event and allowed people to

register through the Google Form. In Late January, we estimated that there were around 35 participants, and we booked a table in Hop Sze Restaurant. The date of the Annual Dinner was 3 February. There was nothing special.

Ho Hang Chi: Was there anything that you can do better? Remind the next session so that they will not make the same mistakes again.

Weng Chun Yu: We found that the number of participants is more than the number of people signed up in the Google Form. There were nearly not enough seats. Hence, the next session can book more seats. Moreover, we didn't invite professors this year and it may be too similar to the Start of Semester Dinner. I am unsure if it is a problem. Therefore, the next session can think about inviting professors or not. If you want to invite professors, email them earlier.

Lee Yan Yee: Excuse me. Can I ask if anyone went to Annual Dinner with professors? May I know the difference in atmosphere between Annual Dinner with or without professors?

Heung Tsz Fung: We did not invite professors in the past two years.

Ho Hang Chi: My session did not invite professors. I do not remember if my previous session invited professors or not. You may have to ask the session before my previous session (session 2019-2020). I think that it is not a must to invite professors. If professors come, people may not want to talk as they feel embarrassed. If you want to ask, you may have to ask the graduates.

Yang Chun Hin: You can look at the society email to find the minutes of the previous Annual General Meeting. Some sessions should have invited professors. You can read the minutes to know what happened. If you want to invite professors, the professors should be friendly and know Cantonese. Otherwise, the situation may be awkward.

Sub-committee Function

Ho Hang Chi: Describe the event.

Fan Ka Cheuk: Same as last year, we combined the Sub-committee Function with Christmas Party. We confirmed the date, time and venue in Mid-November. We also used Instagram post and WhatsApp messages to recruit sub-committee members. In late November, we had a first meeting with sub-committee members. We talked about the details of the Sub-committee Function and what they had to do. They were responsible for hosting the party, deciding what food to order and designing games. We attended their meeting and helped them test the games.

Ho Hang Chi: I think the Christmas Party was held well and smoothly because of the effort of sub-committee members. Do you think of anything that you can do better?

Fan Ka Cheuk: In general, there was not much problem. However, we found some people to take the food from the restaurant. I think it is better to let the restaurant deliver the food. It made some groups have not enough people when playing games.

Ho Hang Chi: I do not have anything to ask anymore.

Evaluation of General Secretary

Ho Hang Chi: Did you regret being an executive committee member?

Fan Ka Cheuk: No.

Ho Hang Chi: Do you think of anything that you can do better?

Fan Ka Cheuk: I am not an active person. I should voice out and help my colleagues more actively.

Yue Cheuk Kan Kelvin: What did you do this year?

Fan Ka Cheuk: In each meeting, I was responsible for handling minutes. I also prepared the email for Annual General Meeting. I also updated the mailing list and member list. I was in charge of Sub-committee Function and Orientation Week.

Ho Hang Chi: Do you want to say anything to the Elected General Secretary of the next session?

Fan Ka Cheuk: General Secretary does not have many things to do. When you find that your colleagues are busy, please help them actively.

Yue Cheuk Kan Kelvin: Comment on your fellow committee members.

Fan Ka Cheuk: Yang Chun Hin is the President. He was responsible and helpful. He put a lot of time into the society. He always reminded us of the deadline so that we would not forget anything. Weng Chun Yu booked the venue early so we did not have to worry about the venue. Heung Tsz Fung was the most active person in the cabinet. When someone needed help, he would help actively. Farhan Ishraq communicated with other External Vice Presidents. Although we did not successfully hold joint-society

activities, he tried his best to find other External Vice Presidents even though they ignored us. Wong Lok Yin managed the finance well so that we did not have over-budget or huge losses. Chong Man Yan spent a lot of time designing society products and she helped us a lot.

Agenda item 6: To vote and announce the Honorary Members

The time was 21:30.

Weng Chun Yu raised a motion to start the discussion of agenda item 6.

Farhan Ishraq seconded.

The time was 21:31.

14 For 0 Against.

The motion was passed.

Yang Chun Hin: The honorary members are Yang Chun Hin, Weng Chun Yu, Farhan Ishraq, Wong Lok Yin, Fan Ka Cheuk, Chong Man Yan and Heung Tsz Fung.

The time was 21:32.

Weng Chun Yu raised a motion to vote for agenda item 6.

Farhan Ishraq seconded.

The time was 21:33.

14 For 0 Against.

The motion was passed.

New Executive Committee Information Session

Szeto Chun: How did you prepare for the New Executive Committee Information Session?

Yang Chun Hin: One week before Christmas Party, I asked my colleagues to prepare PowerPoint slides. I was responsible for most information, including what is IRESS. I also typed the duties of my post. My colleagues were responsible for the duties and important points of their posts. On the day before Christmas Party, we chose the date together. I first asked for the availability of my colleagues on different dates. Then, I asked sub-committee members. On the day before New Executive Committee Information Session, I did a final check on the PowerPoint slides and had some minor adjustments. We started at 8 pm.

Szeto Chun: Good. Did many people come?

Yang Chun Hin: The people who came were mostly sub-committee members. When we chatted with

them, we knew that they wanted to become executive committee members. Hence, we found them first.

Szeto Chun: How many sub-committee members were there?

Yang Chun Hin: I remembered there were 10 sub-committee members.

Szeto Chun: How many people finally became executive committee members?

Yang Chun Hin: All 7 of them are sub-committee members.

Cheng Hou Tin: I want to clarify that we had 9 sub-committee members.

Szeto Chun: When did you confirm they would like to become executive committee members?

Yang Chun Hin: We confirmed in Mid-January. In the second week of January, we started to ask if they wanted to become executive committee members. We fixed the list in Mid-January.

Szeto Chun: That's good. I have nothing more to ask.

Yang Chun Hin: Anything to ask on New Executive Committee Information Session?

Annual Election

Szeto Chun: How did you prepare for the Annual Election?

Yang Chun Hin: We started in late January and early February. First, we formed the election board. After forming the election board, I prepared emails and calculated the clear days. HKUSTSU sent us emails about the information about the Promotion Period. I forward the emails to the nominated cabinet. During that period, we kept sending emails. This year, we continued to use Qualtrics as a polling platform. We registered a Qualtrics account by ourselves. HKUST has its own Qualtrics. We asked the session before the previous session, and they said they used the society account to log in. However, we could not login through the society account. Hence, we set up a new account for Qualtrics. We tested the system twice. The first time, we tested it in our cabinet. We tested if we could vote multiple times. The second time, we allowed all full members to participate in the trial run. At 00:00 of the day after the polling day, we had vote counting in Zoom to allow full members to observe the process.

Szeto Chun: When did the two trial runs take place?

Yang Chun Hin: The Annual Election was held on 23 February. The trial run for full members was on 20 February. 5 days before the Annual Election, we had a trial run between executive committee members.

Szeto Chun: I forgot when my session held the trial run. However, 3 days may not be enough. People may feel confused and not realize that was a trial run. The next session may consider having more days between the trial run and the polling day.

Evaluation of President

Szeto Chun: As a President, what did you do?

Yang Chun Hin: As a President, I followed up on most activities. In each function, I initiated meetings for discussing the details. They also provided different opinions for discussion. I would remind them of the deadline. I also prepared a checklist if we had to bring something for a function. In some functions involving more things to do, I would assign duties. For example, in Annual General Meeting, I asked Fan Ka Cheuk to prepare emails. In other events, I also assigned duties. When others had problems, I will actively ask them if they need help.

Szeto Chun: That's great. When did you handover with the Elected President of the next session?

Yang Chun Hin: Two weeks ago, I scheduled a day with Lee Yan Yee, the Elected President of the next session, to pass the duties through a phone call.

Szeto Chun: What was the content?

Yang Chun Hin: It was like last year. First, I talked about what should be done for Annual General Meeting and Annual Election. For example, 23 days are needed for Annual Election and the quorum of the Annual General Meeting is 15 people or 5% of full members. Then, I talked about other events that will be held as we oversee similar events. Hence, I reminded her what she should take note of.

Szeto Chun: That's nice. As a President, what did you learn in this year?

Yang Chun Hin: I think what I learnt the most is how to be responsible. As a President, I knew that I would be stressed as I had a lot of responsibilities. But after a period, I noticed that most of the functions are related to me. I realized that I could not lose my track. This year, I became more responsible so that I could handle more things. I also have better time management. As I became a Year 2 student, I started to learn more difficult knowledge. Moreover, after Orientation Camp, we had to organize Orientation Week and the Start of Semester Dinner. Therefore, I had to help my colleagues. Hence, I could learn how

to arrange my timetable. In addition, as a President, I also learnt how to organize events. Like in Orientation Camp, I knew how much effort and time I had to put in. These are the things that I learnt as a President.

Szeto Chun: What did you do well? Is there anything that you can improve?

Yang Chun Hin: I think I arranged the time well. As I reserved time with them and set the deadline, we could have a good preparation for each event. We did not have to worry about anything when it came to the event. Hence, I think I did well in planning. However, there is something that I can improve, especially Annual Election. We sent the email late so the polling day was one day later than the proposed date of HKUSTSU. I knew that I had to count 23 days, but I sent the email late. I think the reason is I did not arrange the schedule well. Hence, I could do better in time arrangement.

Szeto Chun: Comment on your colleagues.

Yang Chun Hin: Weng Chun Yu is the Internal Vice President. He booked the venue and organized different functions like the Start of Semester Dinner. I think he did very well because he booked the venue responsibly. He could offer help to us on time. When someone raised questions in the WhatsApp group, he would respond timely. Farhan Ishraq is the External Vice President. Although he did not organize functions successfully, he was eager to express his opinions in the WhatsApp group. When others had problems, he was willing to help. Wong Lok Yin is the Financial Secretary. He did very well in managing the finance. He always reminded us how much money we could spend on each function. Hence, we could understand the budget and he put a lot of effort into minimizing our loss. Fan Ka Cheuk helped us to handle minutes and I think he did very well. His minutes were tidy and we could find the information we needed easily. Chong Man Yan is the Marketing Secretary. She helped us find sponsors. For the promotion of the Orientation Camp, she thought carefully about the design. I must thank her for that. For Heung Tsz Fung, when I am not free, he is active to take responsibility. For example, when I was unable to host meetings, he would host the meeting. As an Academic Secretary, I think he distributed sources very quickly. I think he did very well.

Szeto Chun: I do not have anything to ask.

Yang Chun Hin: Any more questions?

The time was 21:50.

Weng Chun Yu raised a motion to vote for agenda items 4 and 5.

Farhan Ishraq seconded.

The time was 21:51.

13 For 2 Against.

The motion was passed.

Agenda item 8: To receive and adopt the Year Plan of IRESS, HKUSTSU, Session 2023-2024

Agenda item 9: To receive and adopt the Financial Budget of IRESS, HKUSTSU, Session 2023-2024

The time was 22:01.

Weng Chun Yu raised a procedural motion to combine agenda items 8 and 9.

Farhan Ishraq seconded.

The time was 22:02.

9 For 3 Against.

The motion was passed.

The time was 22:02.

Weng Chun Yu raised a motion to start the discussion of agenda items 8 and 9.

Farhan Ishraq seconded.

The time was 22:03.

11 For 2 Against.

The motion was passed.

Evaluation of Elected External Vice President

Farhan Ishraq: Why do you want to become an executive committee member and take the position of External Vice President?

Lo Lik Kan Nicholas: I want to learn how to organize events. I also want to learn social skills. As an External Vice President, I can communicate with other societies so that I can learn such things.

Farhan Ishraq: As an External Vice President, what do you have to do?

Lo Lik Kan Nicholas: I have to communicate with other societies to organize joint-society events.

Farhan Ishraq: Did you find the Elected External Vice President of other societies?

Lo Lik Kan Nicholas: I communicated with the Elected External Vice Presidents of BIO and BCSS. We chatted with each other and exchanged Instagram accounts.

Farhan Ishraq: How about Physics Students' Club?

Lo Lik Kan Nicholas: I have not found the Instagram account of the Physics Students' Club.

Farhan Ishraq: How will you contact them?

Lo Lik Kan Nicholas: After I see their Instagram post, if I want to organize events with them, I will message them that I am the External Vice President of IRESS and I want to contact your External Vice President. In this way, I should be able to contact them.

Farhan Ishraq: What if they do not open an Instagram page?

Lo Lik Kan Nicholas: Then I will ask other people or societies like BCSS if they know the information about Physics Students' Club.

Yang Chun Hin: For your information, Physics Students' Club has opened their Instagram page. I can give you later.

Lo Lik Kan Nicholas: OK. Thank you.

Joint Society Inauguration Ceremony

Farhan Ishraq: Did you communicate with the Elected External Vice Presidents of BIO and BCSS on the

Joint Science Inauguration Ceremony?

Lo Lik Kan Nicholas: Yes. BCSS said they have not decided whether to hold the Inauguration Ceremony or not. BIO did not post anything after polling. Hence, I do not know if they were elected or not and I did not ask them.

Cheng Hou Tin: For your information, the polling of BIO has ended, and Biota becomes the elected cabinet.

Farhan Ishraq: You should find the contact of the Physics Students' Club and have meetings with other Elected External Vice Presidents on the issue of the Inauguration Ceremony as soon as possible. Do you have any ideas on how to hold the Inauguration Ceremony?

Lo Lik Kan Nicholas: I should invite professors to give a speech at the Inauguration Ceremony. Yang Chun Hin, as the President of the previous session, also has to give a speech. We also need to buy flowers and name tags.

Farhan Ishraq: How many professors will you invite as guests?

Lo Lik Kan Nicholas: I may only find Prof. Leung Pak Wo.

Lee Yan Yee: We are discussing whether to organize a Joint Society Inauguration Ceremony or only include ourselves. Which do you think is better? If we organize a Joint Society Inauguration Ceremony, it may be large-scale and complex. If we organize an Inauguration Ceremony by ourselves, it will be small scale and without real meaning.

Yang Chun Hin: You should decide by yourself. I think that Joint Science Inauguration Ceremony will be better as more people will come. You can refer to our previous session. As it was held online, very few people came. If it is face-to-face mode, I believe much fewer people will come. If you want to invite professors like Prof. Leung Pak Wo, the atmosphere may be awkward. You can decide after you have a meeting with other Elected External Vice Presidents. If you want to hold the Inauguration Ceremony by yourselves, you can ask Yeung Wai Ho.

Cheng Hou Tin: Physics Students' Club is not affiliated with HKUSTSU. If we find societies not affiliated with HKUSTSU, will it be inappropriate? If we approach Physics Students' Club, then may we also have to approach Ocean Science Students' Club?

Yang Chun Hin: Do we have Ocean Science Students' Club this year?

Cheng Hou Tin: Yes. Same as Physics Students' Club, it is not affiliated with HKUSTSU.

Yang Chun Hin: I think it is not a problem as joint science means all societies related to science, but not societies related to science and affiliated with HKUSTSU. If you find Physics Students' Club, it will be better to find Ocean Science Students' Club as well. But the details should be discussed between Elected External Vice Presidents. Lo Lik Kan Nicholas, you may have to confirm their opinions as if you organize Joint Science Inauguration Ceremony, you cannot decide by yourself. The Elected External Vice Presidents should decide together.

Evaluation of Elected President

Yang Chun Hin: Why do you want to become an executive committee member?

Lee Yan Yee: First, I want my university life includes some achievements other than academics. If I become an executive committee member, I can organize different events to serve the society. I want to put my effort into the society. In the first half year of my university life, I joined Orientation Camp and other activities. I received help from a lot of people.

Yang Chun Hin: When you become an executive committee member, you will have a lot of things to do. How do you make a balance between them?

Lee Yan Yee: I am good at time management. I do not worry about not having enough time to study. I can also afford pressure so I will not worry about having a lot of things to do. I just need to do better in time management so that I can maintain a balance between studying and preparing events.

Yang Chun Hin: You will become an executive committee member very soon. What do you expect to learn from this identity?

Lee Yan Yee: I hope I can improve my leadership skills. I was the head prefect in secondary school. I thought I was not a good leader at that time. Hence, I want to learn how to become a good leader and not bear the responsibility on my own. I also want to learn to assign work to others fairly. I want to improve my time management and pressure handling. Finally, I want to know some new friends to improve my social skills.

Yang Chun Hin: What is your expectation for your session? What functions do you want to make it better? Do you have any goals?

Lee Yan Yee: We put the focus on academic activities, like Senior Sharing, Research Sharing and Chitchat with Professors. We hope to bring more academic information to our members so that they will think that the activities are meaningful for them.

Yang Chun Hin: Very good.

Annual General Meeting

Yang Chun Hin: We need to form a quorum in Annual General Meeting. The quorum requires at least how many people?

Lee Yan Yee: 15 people excluding the President, who is the Chairperson of the meeting.

Yang Chun Hin: Yes. 5% of full members can also form a quorum. However, we seldom use this as our scale is small. When you are planning the Annual General Meeting, remember to arrange the date with the previous session. I advise you to do it earlier. This year, I asked them one week before the date. It was hard to arrange the time as they have a midterm exam and presentation to prepare. This makes it hard to arrange the timetable. In the Annual General Meeting next year, do not forget to ask us earlier to arrange the time. Otherwise, it will be hard to arrange the schedule.

Lee Yan Yee: Will you advise me to give you a date to ask for your availability or you give us your available date?

Yang Chun Hin: I advise you to give us time to ask for our availability. You prepare a rundown first, then you can send it to them to ask if they are OK. If you limit the time, it will be easier to arrange.

Lee Yan Yee: OK.

Yang Chun Hin: You need to send an email before Annual General Meeting. How many clear days do you need to notify members that a session will be held?

Lee Yan Yee: Three days.

Yang Chun Hin: Yes. How to count the clear days? There should be 3 whole days between the day you send emails and the day you hold the event. For example, if it is held on the fifth day, then you should send the email latest on the first day.

Annual Election

Yang Chun Hin: What is the rundown of the Annual Election?

Lee Yan Yee: First, I need to form an Election Board, including me, one of my fellow committee members and a full member of IRESS. Then I should send an email to notify everyone that an Election Board is formed. I also have to publish the regulations for the Annual Election. After 7 clear days, the nomination period starts and has 7 clear days. I need to send an email to inform people that the nomination period starts, right?

Yang Chun Hin: Yes. You should send an email to inform people when the nomination period starts.

Lee Yan Yee: Do I need to wait for some clear days?

Yang Chun Hin: You do not need to wait. You can send it right after you form the election board. But the nomination period must begin after 7 clear days you form the election board.

Lee Yan Yee: After the nomination period ends, I should send an email about the nomination(s) received. 5 clear days before the polling day, I should send an email that informs members about the polling day. On the polling day, I should send an email to inform members to vote, right?

Yang Chun Hin: Yes. You should send an email.

Lee Yan Yee: At 00:00 after the polling day, I should conduct vote counting on Zoom. I have to announce the number of for, against and abstain votes and the result.

Yang Chun Hin: You can count votes face-to-face. But you will continue to use Qualtrics for polling, right?

Lee Yan Yee: Yes.

Yang Chun Hin: You can continue to use the online version. HKUSTSU approved so it is not a problem. Who has the right to vote?

Lee Yan Yee: Only full members can vote.

Yang Chun Hin: Yes, only full members can vote. You can use su-iress@lists.ust.hk to send emails to all members. However, for Annual Election, you should only send to full members. Hence, before the Annual General Meeting, you should set up a list which only contains full members.

Cheng Hou Tin: I prepared the full member mailing list by year on the website.

Yang Chun Hin: That would be much better. As there will be some new members next year, you will need to update the mailing list again. Remember to update it before the Annual Election. If you update it late, then you will waste a lot of time sending emails. On polling day, you should announce the voter turnout rate from time to time. You can start at around 8-9 am. I announced the rate every 4 hours. I encourage you to do the same next year, but you can adjust the time by yourself. 4 hours is not a fixed time. Remember to form the election board earlier as it is better to follow the polling day proposed by HKUSTSU. This year, I delayed it for one day. It did not cause trouble, but it is better to follow the guidelines. After you announce the result, if nobody appeals, you do not need to send another email. What should be the lowest voter turnout rate?

Lee Yan Yee: It should be 40%.

Yang Chun Hin: If the nominated cabinet does not receive enough votes, what should you do?

Lee Yan Yee: We should hold a re-election.

Yang Chun Hin: Yes, you should conduct a poll again. If it is still not OK, you have to conduct an Extraordinary General Meeting to resolve the problem. An Extraordinary General Meeting is like an Annual General Meeting. The quorum is the same. If the vote is not enough, you will need an Extraordinary General Meeting to resolve the problem.

Lee Yan Yee: The Qualtrics account that you used was registered by yourselves or it can be given to us?

Yang Chun Hin: I advise you to open a new account. Qualtrics limits the number of surveys. Hence, it will be better to register a new account each year.

Orientation Camp

Yang Chun Hin: What is your plan for the Orientation Camp? When will you start to prepare the games? Do you have a rough timeline?

Lee Yan Yee: In late April, we will begin to promote on Instagram to recruit leaders and spies. At around that period, we will also begin to find sponsors. Wong Kin Ka will be responsible for that. In June and July, we will start to design games and book venues. If we book the venue through HKUSTSU, we will also prepare the proposal and fill in the application form in Mid-June. We will finalize the design of the

T-shirts in late June. We will order the T-shirts through House Association. Hence, we will follow their schedule in ordering T-shirts. Wong Kin Ka will be responsible for the communication with House Association. We expect that we will get the T-shirts in early July. In Mid-July, we will test and modify the games. In late July, we will confirm the design of the Orientation Camp book. We will also take photos of executive committee members and prepare our self-introductions for promotion. In early August, we will collect the participation fee from group leaders. We will also have a briefing session for group leaders to know about the rundown of the Orientation Camp and what we want them to do. Before and after Registration Day, we will have some promotions. On Orientation Day, we will invite freshmen to join the Orientation Camp. We will also ask them to invite their friends to join. We will set the deadline as 3 days before the Orientation Camp. We will start to form groups. We will open a WhatsApp group for the Orientation Camp and send a checklist and camp book to them. 1 day before Orientation Camp, we will send the reminders again.

Yang Chun Hin: I think the plan is good. I advise you to assign duties to different people before the final examination although you have done so. Some people should be responsible for communicating with HKUSTSU. Some people should be responsible for designing games. I think it is too early to recruit group leaders in April. I think it is better to start the recruitment in May and June. In April, people will have to prepare for the final examination or assignment. If you do it later, people will pay more attention to it. For the games, you should prepare for the games earlier as you will make a lot of adjustments to the games. This year, Registration Day and Orientation Day should be separated. Registration Day is held by the university while Orientation Day is for IRE Program. You may need more promotion as we did not have a lot of freshmen come last year. Hence, you should find more people.

Heung Tsz Fung: For Registration Day, you should be aware of the date of releasing the results of JUPAS. It should be a few days after that day. If you can set up a counter to invite freshmen to join, you should fix the date and participation fee as soon as possible. That period is the easiest time for recruiting freshmen so you should be ready for that.

Yang Chun Hin: It is better to finalize the details earlier so that you can be more comfortable. Do you have any ideas about the games?

Mak Ho Bing: We plan to have ice-breaking games on the first day. We will think about the games later. It will be 3 days and 2 nights. On the first day, after playing ice-breaking games, we will have a barbecue. On the second day, we will play beach games in the morning. After lunch, we will have a campus hunt. There will be different checkpoints on the campus. Executive committee members will stand by the checkpoints and calculate the points. On the third day, there will be no games and we will write the time capsule.

Yang Chun Hin: For the barbeque, you should remind participants to roast the food well so that it will not be too raw. I believe everyone knows how to roast the food. But I do not know if there will be anything unexpected so you should remind group leaders to monitor carefully. We received some opinions that they did not eat enough food and had to roast for a long time. Hence, you should think carefully about the choice of food. For example, you can buy bread which can make people full. Moreover, barbeque makes things dirty as you need to use honey. You may need wet tissues or disposable utensils for people to use. You plan to play water games. Are there any details?

Lee Yan Yee: We have not thought about it at this moment.

Yang Chun Hin: HKUSTSU will buy insurance for you, but I do not know if it covers water games as the insurance fee may be higher. When you play water games, you should monitor the situation carefully as some people may not know how to swim. How much money do you expect to spend?

Lee Yan Yee: As we are unsure about the hall fee, we estimate that each person costs \$80. It may be higher than the real situation, but over-estimation is better than under-estimation. For the barbeque, we predict that each person costs \$150. However, we hope to find food sponsors. We are unsure about the cost of equipment and game materials. We may buy more water guns for water games and something for icebreaking games and room games. This may cost around \$1000. For Orientation Camp T-shirt, we expect each T-shirt costs \$36. Hence, the total cost is around \$10670.

Yang Chun Hin: I think it is ok. Imagine you have found group leaders. When you hold the briefing session for group leaders, two people do not like each other. They may quarrel or fight easily. How would you handle the situation?

Mak Ho Bing: We will not put them in the same group.

Lee Yan Yee: First, we will not put them in the same group. Moreover, executive committee members will be in the group. We will adjust and monitor the situation so that their relationship will not be so tense.

Yang Chun Hin: Separating them into two groups is the best choice. When you have group activities, do not allow them to stay in the same group. There may be some strange people in the Orientation Camp. If you find that a person is a bit strange, you can assign him to previous executive committee members so that we can control him. You said that you will enter the groups, but I think this is not so good as when you play games, you need some people to monitor the situation. If you enter the groups, the situation may be chaotic. If some seniors come back and they want to walk in, how would you handle the situation?

Mak Ho Bing: What is the meaning of seniors? Are they alumni or students at HKUST?

Yang Chun Hin: There may be two situations. One is Year 4 students coming, and the other one is alumni coming back.

Mak Ho Bing: I will explain to them the situation. There may be some problems related to insurance as the insurance bought from HKUSTSU may not cover them, especially alumni. I will explain the risk to them. In the beginning, we will be not willing to let them join. But if they do not give up after understanding the risk, then we can allow them to join.

Yang Chun Hin: I do not know if there will be enough bed spaces. If there are not enough bed spaces, how would you handle the situation?

Bing: I think it depends on gender. I expect we have fewer female freshmen. When I joined Orientation Camp this year, I met the same situation. We may see if any freshmen become friends with others during icebreaking so that they can sleep together. If they mind, we will prepare sleeping bags.

Yang Chun Hin: There are different solutions. First, you can bring some sleeping bags. Moreover, executive committee members may sleep together if they have the same gender. May I ask for the dining arrangement? It will be a barbeque on the first night. How about for other meals? Do you plan to eat on campus?

Lee Yan Yee: For the breakfast on the second and third days, we expect to have the meal on campus. On the second day, we will have lunch on campus. Then, we will have dinner in Hop Sze Restaurant. On the third day, we will let group leaders decide if they want to have lunch with freshmen as the Orientation Camp has ended.

Yang Chun Hin: You should arrange it beforehand. It will be better for breakfast as fewer people will come out to have breakfast. However, there may be more people when having lunch as other societies may also eat there. You may try to book the catering venue. If you cannot book the catering venue, some executive committee members should occupy the seats earlier. During the preparation for the Orientation Camp, you may have different discussions. This may lead to quarrels as some of you have different opinions. How will you solve this problem?

Mak Ho Bing: It is normal to have different opinions. Although we have not officially become executive committee members, we had held some meetings. I am a person who quarrels with others easily. However, I think the President can stop us.

Lee Yan Yee: Thank you. If there are conflicts, I will first ask why they have such opinions to know about

their consideration. When we prepared the Year Plan, some of us wanted to modify something. Then, I asked them why they wanted to change it. I will see if their consideration is reasonable and acceptable. I believe that they will understand each other.

Yang Chun Hin: After you discuss together if you cannot reach a consensus, who will make the final decision?

Mak Ho Bing: The President will make the final decision.

Lee Yan Yee: Of course, it will be me.

Yang Chun Hin: If you are unable to stop the conflicts, remember to make a final decision as quickly as possible. If there is rain on the day you play water games, how will you handle the situation?

Mak Ho Bing: It depends on if the scale of rain does not allow water games to be held. If there is only a drizzle, it is acceptable as you will get wet when playing water games. If there is heavy rain, we may prepare some board games. We may ask the group leaders to lead the games when there is rain. The campus hunt will not be affected as many places on the campus are covered or indoors.

Lee Yan Yee: We may also swap the time of the campus hunt and water games. We can have a campus hunt in the morning and play water games in the afternoon. Do you think it is possible?

Yang Chun Hin: I think it will be better. If the rain is still heavy after you finish the campus hunt, you should think about the alternatives. When you play ice-breaking games, the atmosphere may be awkward as people do not know each other. You should spice up the atmosphere so that people will not feel nervous or shy and they can play together easily. For promotion, you will use Instagram to promote. If too few freshmen sign up for the Orientation Camp, you should message them privately to invite them if you have their contact information. If possible, I want you to invite some non-IRE students to join. It will be better as I hear some opinions that the participants of the events held by IRESS are mainly IRE students. I think it is not true. Hence, I want more non-IRE students to join.

Lee Yan Yee: If we can set up a counter during Registration Day, the chance will be higher. If we keep inviting people to join, we should be able to do so.

Cheng Hou Tin: I will talk about that in my part.

Yang Chun Hin: For the price, I think it is cheap. It will be easier to recruit participants. If you think there are not enough group leaders, you can offer some discount for them although the price is already low.

However, if you offer some discount, there may be more people joining.

Lee Yan Yee: Do you think we set the price too low?

Yang Chun Hin: I did not organize an on-campus Orientation Camp. Hence, I do not know how much you should collect. You will return to the practice in the past this year. If the price includes a barbeque and rental fee, I think it is a good deal for a fee of around 300.

Lee Yan Yee: I read the minutes of last year's Annual General Meeting. The session 2021-2022 mentioned that HKUSTSU advised the participation fee to be between \$600 and \$700 for a 3-day-2-night Orientation Camp. Hence, I think the price is too low.

Yang Chun Hin: You should look at the budget first. You may need to spend a lot of money on some items, especially water games. You may need to pay a large amount to purchase insurance. You should finalize the participation fee in June and July and announce it.

Heung Tsz Fung: You will prepare everything before the Orientation Camp. When you almost finish the preparation, you can announce the price.

Heung Tsz Fung: If there is rain when you want to have a barbeque, what will you do?

Yang Chun Hin: Raining is a big problem. You will not be able to predict the weather. If there is rain, you should think about the alternatives for dinner.

Cheng Hou Tin: We are thinking of having meals in China Garden if it is raining.

Lee Yan Yee: We have discussed that in case we cannot barbeque because of some reasons, we will have dinner in China Garden. But if we do so, will we need to reserve seats first?

Yang Chun Hin: I think yes, as there may be a lot of people during Orientation Camp. You should ask them. You will buy some food for the barbeque. I do not know if the university will provide barbeque food or not. If there is rain, how will you deal with the food you buy for barbeque?

Lee Yan Yee: We did not think about this problem.

Mak Ho Bing: We will check the weather report on the day before Orientation Camp. For this problem, we may need to communicate with the shops that whether it is possible to cancel the food order three hours before if there is rain.

Yang Chun Hin: You should communicate with the shops before the Orientation Camp. I do not want something like the chicken wing incident that happened in Glacier, House III Students' Association, HKUSTSU to happen. It will be a shame if it happens. Raining is the biggest problem for Orientation Camp. You plan for everything, but something has to be changed because of the rain. Most importantly, you should prepare a backup plan. It is not difficult to think about the events, but it is difficult to prepare a backup plan. Hence, you should spend some time preparing a backup plan for rain. Do you have any more questions?

Heung Tsz Fung: In the worst case, if you cannot hold the Orientation Camp at HKUST, will you change anything or even cancel the Orientation Camp?

Mak Ho Bing: It is impossible that we cancel the Orientation Camp. We do not think that we must hold the Orientation Camp in HKUST. We looked for the price and booking method of the campsites provided by the Hong Kong Government. I know that there are rooms that can be booked in that kind of campsite for us to play the games. For example, if we cannot go to the beach and play water games, it will depend on what venues we can book.

Yang Chun Hin: The External Vice President should communicate with other societies in the Orientation Affairs Committee. You should solve the issues involving Orientation Affairs Committee as soon as possible. It is complicated to book the campsites provided by the Hong Kong Government as you need to submit a lot of documents to the Leisure and Cultural Services Department. The deadline is very early. If you get a bad date from the Orientation Affairs Committee, you should avoid holding it on campus and find campsites. Hence, Lo Lik Kan Nicholas, please communicate with other societies in the Orientation Affairs Committee as soon as possible. You will choose the post in the Orientation Affairs Committee. You need to make the decision.

Lo Lik Kan Nicholas: Okay.

Yang Chun Hin: I think you have a high possibility to hold the Orientation Camp on campus as the pandemic has ended. I cannot foresee what will happen in the future, but I think it has a high chance to be held on campus.

Heung Tsz Fung: I think you will not know whether you can organize an on-campus Orientation Camp at a very late stage. You just need to think about the backup plan in case anything goes wrong. However, the price will be much higher if you hold an off-campus Orientation Camp.

Yang Chun Hin: Do you have any other questions?

Lo Lik Kan Nicholas: When will the Orientation Affairs Committee happen and what is it about?

Yang Chun Hin: The External Vice Presidents should have a meeting later as you have not found all the other Elected External Vice Presidents yet. Only societies affiliated with HKUSTSU will be involved. After you find all of them, you should discuss the arrangement of the Orientation Affairs Committee together. The External Vice President will do more things. For example, Orientation Affairs Committee will arrange the dates for different societies to hold Orientation Camp. If you want to get a better date, I heard from Farhan Ishraq that if you have a post in the Orientation Affairs Committee, they will arrange a better date for you. You should also maintain good relations with other societies so that you can get a better date. Any other questions?

Evaluation of Elected Promotion Secretary

Chong Man Yan: Do you know what is the role of a Promotion Secretary?

Mak Ho Bing: Yes. First, I am responsible for the promotion of every function. I have to design the Instagram post. Other things involving design are my job, especially society products, Orientation Camp T-shirts and society T-shirts. Moreover, if we need to stick posters, I will be responsible for that.

Chong Man Yan: When you design the Instagram posts, what information must be included?

Mak Ho Bing: We should include “International Research Enrichment Students’ Society, HKUSTSU, Session 2023-2024”.

Chong Man Yan: It should include the name of our society and the date and activity name should be clearly shown. If it is open to public and non-members can participate, there should be the society chop and expiry date.

Mak Ho Bing: OK.

Chong Man Yan: If you want to stick the posters, where can you stick them?

Mak Ho Bing: I know where I can stick the posters, but I forget.

Chong Man Yan: They are the places that societies affiliated with HKUSTSU, or the School of Science can use. If you can find them, it is OK. I just heard that you have plans on when to design something for the Orientation Camp. When do you plan to design the society products?

Mak Ho Bing: We plan that the deadline is before the Orientation Camp. I am not sure about the exact date. I have started designing and finished the design of the society paper. For others, I have thought of some ideas. I expand it over a period so I should be able to finish it on time.

Chong Man Yan: For T-shirts, it should be done before the Orientation Camp. You can confirm the design in late June and ask for opinions from members and executive committee members. Then, you should send the design to the company to see if you need to change anything as the company may have some requirements. In mid-June, after you finish the final examination, you can visit the company to look at its colour and quality. It is better to appoint a time to go to the company to see if the colour is what you want as there may be colour differences. If you are worried about that, you can buy a sample to see if it is the same as your expectation. We did not buy the sample. We finally used the product of A-One Printing Company, and the quality was good. Hence, you can consider buying a sample or not. For other products, it is better to finish the design in early August. If you start it earlier, you will have more time to do it. We originally thought that Orientation Week, which was the time to sell society products, would be held in mid-October. However, it was held earlier between 6 and 8 September than expected. Hence, we had less time to prepare. I do not know when Orientation Week will be held this year and if it will be held in early September. Consequently, you should finish the design in early August. As you need to hold the Orientation Camp, it is better to finish it before the Orientation Camp so that you will not do a lot of things at the same time. What society products will you design? How will you decide what society products will be made?

Mak Ho Bing: We discussed it before. We plan to design stickers for people to stick somewhere like an iPad cover. We also plan to make poker cards with different majors for different suits. In addition, we plan to make a cardholder which looks like Registration Card for People with Disabilities. I remember we will also design society T-shirts or society jackets.

Chong Man Yan: It is a must to sell society T-shirts, but it is not necessary to sell society jackets.

Mak Ho Bing: The society products should include these 4.

Chong Man Yan: When you design society products, will you only discuss them in your cabinet, or will you also ask members?

Mak Ho Bing: We will allow members to vote for the design of society T-shirts. We will have different designs and colours if I can do so. For the society paper, we will ask members if they prefer grids, blank or lines. We will also provide digital versions of the society paper. If people buy the society paper, they can also get the PDF version.

Chong Man Yan: You can send the design of all society products to the WhatsApp group for members' opinions. The ideas of society products are good. However, the buyers of society products are members. If you design some products but nobody wants them, it will be a big problem. The goal of society products is to serve our members. Hence, it is best to send out a Google form to ask members what products they are interested in before designing anything. However, if you believe that people will love the society products, you can try to design them, but you may let people choose between different designs and colours. Last year, we got around 15 replies. It is not a big number, but we could use them as a reference. When you design a lot of things at the same time, especially before Orientation Week, the pressure may be large. It may be better if you start the design earlier. If you cannot handle too many designs, you should tell your colleagues to see if someone can share your workload. When you design on your own, you may not think of a lot of ideas. You can ask for the opinions of your colleagues to get some new ideas. Have you discussed which colour will be used for T-shirts?

Mak Ho Bing: We have not discussed that, but I prefer blue.

Chong Man Yan: You can discuss this with your colleagues. However, I think it is not so important and we did not do that. Some societies choose a colour for most of their society products. But we may change the colour every year. Besides society products, you will help design other things as well. What are they?

Mak Ho Bing: I will be the one to design the photo booth, but I will not build it. Hence, the workload is small. For Orientation Camp, besides T-shirts, I will also design the camp book.

Chong Man Yan: I know that you have cancelled the Alumni Congregation Photo Booth in the Year Plan. You may consider doing it or not. You also have to design the souvenirs for the Graduation and End of Semester Party and the gifts or thank you cards for Chit-chat with Professors. The person in charge may be able to do it on his own. You should communicate with them to see if you have to help with the design. Do you have any more questions?

Mak Ho Bing: No.

Orientation Week

Fan Ka Cheuk: What is the arrangement for Orientation Week?

Wong Kin Ka: We will ask members' opinions on the new society products during this period. In early July, we will start to look for sponsors to get the welfare package. We will finalize the design of society products between mid-July and early August. In early August, we will contact the manufacturer to order

the society products and discuss the price.

Fan Ka Cheuk: Do you plan to order the society products before or after Orientation Week?

Wong Kin Ka: We will order them before Orientation Week. Otherwise, we may not get the society products on time.

Fan Ka Cheuk: If you order the society products before Orientation Week, you have to estimate the amount well. For sponsors, you can ask Chong Man Yan if it is too late to look for sponsors in July.

Heung Tsz Fung: This year, you do not have an Elected Marketing Secretary. Who will be responsible for finding sponsors?

Wong Kin Ka: I will be responsible.

Heung Tsz Fung: Then it is OK. Just find someone to seek sponsorship.

Mak Ho Bing: Supposedly, the Financial Secretary and I will be in charge of it.

Fan Ka Cheuk: During Orientation Week, you will recruit new members. What information do they need to fill in in the Google Form?

Cheng Hou Tin: It should include their Student ID, ITSC and year of study.

Thomas: Do not forget their full name. Do not just ask for their nickname. Besides receiving cash, it is better to allow people to pay by PayMe.

Weng Chun Yu: We had meetings with HKUSTSU before. When you gather personal information from the Google Form, remember to remind them that their information may be given to HKUSTSU.

Fan Ka Cheuk: After Orientation Week, what should you do?

Wong Kin Ka: After we collect the money during Orientation Week, we will confirm the arrival date of society products.

Fan Ka Cheuk: Meanwhile, you should update the member list.

Cheng Hou Tin: I will be responsible for updating the member list and the mailing list.

Fan Ka Cheuk: You should try to distribute all the society products in October and November.

Evaluation of Elected Financial Secretary

Wong Lok Yin: Why do you want to become an executive committee member?

Wong Kin Ka: I want to challenge myself. I did not have such experience during my secondary school life. Hence, I want to gain more experience and challenge myself. I also want to know more people besides studying.

Wong Lok Yin: Do you know what a Financial Secretary needs to do?

Wong Kin Ka: I should control the finance. Before each function, I should look at the financial position of our society to calculate the budget. During the function, I should collect the money and write the receipt. After the function, I should look at the revenues and expenses. I should also allow my colleagues to claim the money back.

Wong Lok Yin: My previous session reminded me that it is not a must for us to earn money. If you earn extra revenue, try your best to lower the participation fee in later events so that you can give some welfare to members. Have you opened a bank account?

Wong Kin Ka: No. We plan to do so on 3 April.

Wong Lok Yin: Sorry, have you booked a timeslot?

Wong Kin Ka: No. We plan to make the reservation online, but online reservation only allows us to book within two weeks.

Wong Lok Yin: Please do it as soon as possible by the end of April as I need to transfer the money to your bank account before finishing my duties. Do you know how to claim subsidies?

Wong Kin Ka: I only know that I have to fill in the application form, but I do not know where I should submit the form.

Wong Lok Yin: After the construction work in LG5 finishes, it should be the counter of HKUSTSU in LG5. Do you know where is it?

Wong Kin Ka: The place next to McDonald's?

Wong Lok Yin: Yes. You can take and submit the form there. What do you need to prepare except the form?

Wong Kin Ka: I also need to prepare the receipts.

Wong Lok Yin: Please keep the receipts well.

Yang Chun Hin: Please move on to the Financial Budget.

Wong Lok Yin: I have read the Financial Budget. There should be no problems. You should follow the budget and not make a large difference.

Heung Tsz Fung: I want to make some elaboration on the Orientation Camp. Yeung Wai Ho mentioned that it is better to have one executive committee member in each room last week. When some unexpected things happen, like someone is drunk and they vomit, someone can handle the situation.

Yang Chun Hin: There can be some unexpected things like last year. We could not handle the situation. Every room should have one executive committee member. If you sleep in halls, it is more complicated. You may need to patrol the floor to monitor the situation.

Chong Man Yan: Why do you decide not to have an Elected Marketing Secretary this year?

Wong Kin Ka: It is because we do not have enough people. We must have a Financial Secretary. Hence, I decided to become a Financial Secretary.

Chong Man Yan: Do you know how to find sponsors?

Wong Kin Ka: I will use your sponsor list or find it from Google. Then, I will approach them through WhatsApp.

Chong Man Yan: Yes. We used some of them in the year before last year. You can contact them first. Some societies will email the companies directly. If you search on Instagram, there may be a few companies providing sponsors to societies in universities. However, the choice is limited. As some societies use the sponsor list of previous sessions, they directly send emails to the companies. However, I think it is not necessary to send emails. However, if you think there are not enough sponsors or want to look for other choices, you can do so. Do you know what you have to do for sponsor tasks?

Wong Kin Ka: The sponsor tasks may require us to ask people to follow their Instagram page, promote their products and take some photos.

Chong Man Yan: When we find sponsors, we usually target particular functions, like Orientation Camp, Orientation Week and Promotion Period. There may be some requirements like a certain number of people holding the products to take photos or share the product information to the WhatsApp group or Instagram page. You may also need to find some people to open an account. You should try to find sponsors with easier sponsor tasks, like sending messages or promoting on your Instagram page. If they require us to open an account, please be careful that it will ask for personal information. If you take photos, you should take note that the companies may use the photos to advertise themselves. You should ask carefully as some members may not want their photos to become a part of the advertisements. You should ask clearly to judge if you want to complete the tasks.

Wong Kin Ka: Ok.

Chong Man Yan: Which events do you want to look for sponsors and will you look for cash sponsors?

Wong Kin Ka: We will find sponsors for large-scale events, like Orientation Camp and Orientation Week. We may not need to find sponsors for small-scale events.

Chong Man Yan: It is not necessary for small-scale events as there may not be enough participants and it is hard to fulfil the tasks. It is more feasible to find sponsors for Orientation Camp and Orientation Week. If you can hold the Joint Science Inauguration Ceremony, as it is large-scale, you can also look for sponsors. It may be harder for Christmas Party. Which company do you want to find sponsors for the society T-shirts and Orientation Camp T-shirts?

Wong Kin Ka: We have not decided yet. For society T-shirts, we plan to order with The Humanities and Social Science Students' Union, HKUSTSU together. Hence, we are not so sure.

Chong Man Yan: You have not confirmed yet.

Wong Kin Ka: Not yet.

Chong Man Yan: In the past, I heard that a lot of societies bought T-shirts from A-One Printing Company together. A-One Printing Company has its sponsorship plan, which provides cup noodles, toothbrushes, etc. Most importantly, you should communicate with them. There are other choices, and you can decide by yourselves.

Wong Kin Ka: OK.

Chong Man Yan: When you look for sponsors, there are some important reminders. You should note if they require you to pay a deposit. If a deposit is needed, you should also know if you cannot fulfil the sponsor tasks, will they refund the deposit to you? You should also ask if you do more than the requirement, what will happen.

Wong Kin Ka: OK. When should I start to find a sponsor before the function?

Chong Man Yan: Orientation Camp is held in August. It will be safer if you start one and a half months before. However, you can start to find the companies now. I have sent the list to you. If you have time, you can search for the information and ask for the details from the companies, like what sponsors they will provide. After you build the connection, you will know that they have an offer for the function. Then you can get the sponsors quickly. For each event, it is OK for you to look for sponsors one and a half months before.

Wong Kin Ka: OK.

Lee Yan Yee: I have a little question. When we discuss the details or sign the contract with the companies, is it face to face? If we have to sign the contract face to face, do we need another executive committee member to present except Wong Kin Ka?

Chong Man Yan: The contract should be signed face to face. I can help you ask as I did not try it before. The company will ask you to have discussions and sign contracts face-to-face. When you ask them, you can ask them through phone call or WhatsApp. However, when you sign the contract, you must go to the company. It depends on the rules of different companies, but you should expect that the contract will be signed face-to-face. You can ask the companies if more people need to present. It is not a must for the President to sign the contract. The Marketing Secretary can do so.

Lee Yan Yee: Does it mean that only Wong Kin Ka goes to sign the contract is fine? We do not need two executive committee members to go there together, right?

Chong Man Yan: It is fine if Wong Kin Ka thinks that he can handle it by himself. However, you should discuss it together to make the important notes. If someone is more familiar with negotiations or communication, the person can go together. It can make sure that there are not any unsuitable terms and conditions. There are no such rules, so you can coordinate by yourselves.

Lee Yan Yee: OK, thank you. I have another question about Orientation Week. Should the FPS or PayMe from HSBC account collecting money be our society account?

Wong Lok Yin: You must use the society account.

Evaluation of Elected Internal Vice President

Weng Chun Yu: Why do you want to become Internal Vice President?

Tong Sin Hang: In my university life, I want to try other things besides studying and know some new friends. Meanwhile, near the deadline of being an executive committee member, I have not made the decision. My friends kept encouraging me to become an executive committee member. If there are not enough people, the cabinet cannot be formed. Hence, I decided to become an executive committee member to help my friends.

Weng Chun Yu: You have worked as an Elected Internal Vice President for a period. Do you have other reasons, or do you mainly want to help your friends?

Tong Sin Hang: I mainly want to help my friends. I can also have the chance to get along with my friends.

Weng Chun Yu: What are the roles of the Internal Vice President?

Tong Sin Hang: I should maintain the relationship between executive committee members and between members of the society. I should also communicate with the DSTO and book venues for different functions. When the President is absent, I should host the Extraordinary General Meetings and other meetings.

Weng Chun Yu: Yes. If you want to book a venue on campus, what are the steps?

Tong Sin Hang: I should visit a website or go to LG5 to get a form. Then, I should submit the form with the proposal and society chop in LG3. If I need to book a classroom, I should use another form, but I should submit something similar.

Weng Chun Yu: You just talked about one of your roles is communicating with the DSTO. Sometimes the attitude of the DSTO is not so good. You may feel that when you communicate with them. However, you are representing the society to communicate with them. You should communicate with them with a good attitude, and you should try to be polite. I do not have any more questions about booking venues. I notice from the Year Plan that you are responsible for many functions. How did you decide it?

Tong Sin Hang: If the function includes a meal, I am responsible for it. Sub-committee Function includes the meal. Graduation and End of Semester Party also include the meal. We will have a meal for the Annual Dinner and the Start of Semester Dinner. Hence, I decide to be responsible for these functions.

Weng Chun Yu: However, there are 5 functions. If you need to handle academic stuff while you are organizing functions, what will you do if you cannot handle too many things at the same time?

Tong Sin Hang: I believe that my fellow committee members are very helpful, and they are willing to help me if I cannot handle it.

Weng Chun Yu: If you have to organize 5 functions, you will do more things than me. You may be unable to handle it. Hence, remember to ask others for help actively. If you do not say, they may not know that you are busy. I think you can find your colleagues for help, as organizing 5 functions is a bit too many. If the function responsible by some executive committee members is approaching, but they did not prepare much for it and disappear. They do not come to the meeting nor find us actively. What will you do?

Tong Sin Hang: If the date of the event is not too close, I will urge them first to see if he is just a deadline fighter. If he does not respond, I will ask other colleagues to handle the stuff together. I will settle the score afterwards. Although it is not so good, I still need to remind him that he should not do that. If we do not have enough people, I will find other friends to help.

Weng Chun Yu: Whom will you find?

Tong Sin Hang: I may find some friends that have good relations with us and have time if our cabinet does not have enough people. Or I may find someone in the previous session.

Weng Chun Yu: I advise you to find your colleagues as they are in your cabinet. I just said you may be busy. Everybody should help each other. When you organize the events, you may have conflicts. When you see that some of you start to quarrel with each other, what will you do?

Tong Sin Hang: I will stop the meeting and ask them to calm down. After they calm down, I will ask for the reason behind the conflict.

Weng Chun Yu: I just want to remind you that when you have a lot of things to do at the same time, it is easy to have conflicts. I encourage you not to quarrel with each other. When you have problems, you can find the President for help.

Graduation Party and End of Semester Party

Weng Chun Yu: What is your plan?

Tong Sin Hang: We will hold the event in early June and the time is 18:00 to 22:00. We have not decided on the venue yet. We will send a Google form in the WhatsApp group to ask members for their preferred venue. We predict that there will be around 30 participants. The participation fee for graduating members and other members are \$75 and \$100 respectively. In May, we will promote the event, invite graduates to join and ask what they want for photo booths and if they want photo booth. Then we will book the venue, discuss the flow of that day and test the games. We integrate the Alumni Congregation Photo Booth into the party. I may find people responsible for designing to design the props. In mid-May, we will prepare the photo booth and souvenirs. We will order the souvenirs according to the number of graduates registered. We will collect the ordered goods and finalize the design of the photo booth. Before the event, we will check the details of the event. 1 to 3 days before the event, we will remind members to come. For the event rundown, we will decorate the venue between 5 and 6 pm. Between 18:00 and 18:30, we will sit at the reception to wait for the participants. We will allow participants to have dinner between 18:30 and 19:30. We will play the games between 19:30 and 20:30. Between 20:30 and 21:00, we will let graduates give some sharing. In the next 15 minutes, graduates will open their time capsules and receive the souvenirs. In the next 15 minutes, we will take photos. This marks the end of the event. We will then clean the venue.

Weng Chun Yu: In the Year Plan, you wrote that you would start the preparation in May. However, you will start the final examination in May, and everybody is busy. Hence, nobody can help you. You should start to order the souvenirs in April, as it may need some time for the souvenirs to arrive. Meanwhile, you can think about the games. You still have some time to prepare after the final examination. Do you have any ideas about the games?

Tong Sin Hang: We have not thought about the games yet. However, I remember that we still have a lot of reversed recordings left after the Sub-committee Function.

Weng Chun Yu: I think the games for Sub-committee Function were good. The games used during that time can be used again. You should continue to use the style of the Christmas Party. You want to include the photo booth, right? Then you should spend some time at the photo booth. The party is held to celebrate graduation and the end of the semester. The photo booth is not only prepared for graduates, right?

Tong Sin Hang: No.

Weng Chun Yu: Remember to give souvenirs to the graduates. For the venue, you have not decided yet?

Tong Sin Hang: Not yet.

Weng Chun Yu: Where will you hold it?

Tong Sin Hang: We have not decided.

Weng Chun Yu: I think it is cheaper to hold it on the campus or the venue we used for Christmas Party. Other options may be expensive, and you will spend more money. It is up to you. You mentioned that you will find someone to give a sharing. We asked if anyone wanted to share anything, but nobody wanted to do so. It is not a must to find someone to give a sharing.

Tong Sin Hang: I miss one thing. I should also ask if anyone has a food allergy in the Google Form.

Weng Chun Yu: Yes. Remember to ask for all functions including a meal.

Heung Tsz Fung: For souvenirs, it is better to give something related to the IRE Program. My previous session was blamed as they give coffee powders. Hence, you should give something that is meaningful.

Start of Semester Dinner

Weng Chun Yu: What is your plan?

Tong Sin Hang: We plan to hold it in early September when the semester starts. We have not confirmed the date, time and venue yet. However, we have a high possibility to choose China Garden or Hop Sze Restaurant. We expect the number of participants to be between 40 and 50. In early August, we will estimate the number of participants. According to previous experience, there should be around 40 to 50 participants. We will then check the member list and other information again. We will design promotional materials like Instagram post. We will send a Google form to ask members for their preferred dates and restaurant. In late August, we will confirm and book the restaurant. We will also promote the event. In one to two days, we will remind participants to come. If the restaurant is on campus, we will gather in the restaurant. If the restaurant is outside the campus, like Hop Sze Restaurant, some executive committee members will gather participants and bring them to the restaurant. The event rundown is not decided. If we eat in Hop Sze Restaurant, we will gather at Hong Kong Jockey Club Atrium. Executive committee members will bring the participants to the restaurant. After we arrive at the restaurant, we will get the table and allow participants to get a seat. They may sit according to their year of study or major. If two people do not have a good relationship, we will not let them sit together. We may allow them to choose

their seats freely. However, there should be executive committee members sitting next to Year 1 or non-local students. After we finish the meal, we will take photos together for us to post on Instagram and keep memories. Then we will handle the bill and allow participants to dismiss.

Weng Chun Yu: It means that you will choose either China Garden or Hop Sze Restaurant, right?

Tong Sin Hang: Yes. However, if a lot of people do not prefer these restaurants, we may add other choices.

Weng Chun Yu: It may be controversial for China Garden. Most people prefer Hop Sze Restaurant. However, you will have meals in Hop Sze Restaurant during Orientation Camp. You have to consider the venue for the 3 events. You may see if there are other choices, and you can ask in the Google Form. I do not know if you have 3 dinners in Hop Sze Restaurant, will anyone have opinions? It is up to you. However, I think you can provide more choices for them to choose.

Tong Sin Hang: Yes. People may not want to eat that food so many times.

Weng Chun Yu: If some people join without filling in the Google Form, what will you do?

Tong Sin Hang: We will book 1 to 2 more seats. We will allow him to join if the number of people walking in is not so many.

Weng Chun Yu: You may reserve 4 or 5 more seats according to experience. Many people did not fill in the Google Form. It is better to reserve more seats.

Annual Dinner

Weng Chun Yu: What is your plan?

Tong Sin Hang: We plan to hold it in early February 2024. We have not confirmed the time and venue yet. We will ask for members' preferred restaurants through the Google Form. The expected number of participants and work schedule is similar to the Start of Semester Dinner. One month before, we will send Google Form to ask for members' preferred date and venue. Half a month before, we will invite members to join. After we confirm the number of participants, we will book the table and reserve 4 to 5 more seats. 1 to 2 days before the event, we will remind the participants. Similar to the Start of Semester Dinner, if we eat on campus, we will wait in the restaurant. If not, some of us will gather participants on campus and bring them to the restaurant. After the meal, we will split the bill and take photos. We plan not to invite professors as Annual Dinner should allow people to relax. If there are some professors, especially when the professor is the supervisor of a participant, the participant may not feel comfortable.

Hence, we may not invite professors to Annual Dinner.

Weng Chun Yu: If you do not invite professors, you will have more choices. You have not decided on the venue yet, right?

Tong Sin Hang: Yes.

Weng Chun Yu: Never mind. If some participants are non-local or they do not know Cantonese, but you want the situation to be less awkward, how will you solve the problem?

Tong Sin Hang: We may find an executive committee member good at English to help them translate. We may also group them at the same table so that they can talk together.

Weng Chun Yu: The possibility is low. You can find some talkative executive committee members to improve the atmosphere. Remember to ask them if they have a food allergy.

Sub-committee Function (Christmas Party)

Fan Ka Cheuk: What is your rundown?

Tong Sin Hang: It will be held in late December, which is around Christmas, as it is a Christmas Party. The time is similar to last year, between 17:30 and 21:30, including the time for subcommittee members to decorate and set up the venue, and the time for us to tidy up the venue. We have not decided on the venue yet, but we thought of holding it outside the campus. The expected number of participants is 30.

Fan Ka Cheuk: How will you recruit subcommittee members?

Tong Sin Hang: We will get along with freshmen in the Orientation Camp. At the Start of Semester Dinner or on other occasions, we will ask them if they are interested to become sub-committee members. After the midterm examination, we will ask them in some informal events. Before the final examination, we will ask them more actively and ask them to decide as soon as possible. Then, we will add them to a WhatsApp group. We will let them discuss a rough plan before the final examination. After the final examination, they will discuss more details and test the games. When sub-committee members have meetings, there will be at least one executive committee member present, to monitor their meeting and give them opinions.

Fan Ka Cheuk: It is better to confirm who will become sub-committee members before December to avoid rushing. The final examination will be held in December. Everyone will be busy. You should

prepare earlier and confirm who will become sub-committee members.

Tong Sin Hang: I will book the venue one month before and monitor their meetings. On that day, we will bring them to the venue. We will be responsible for decorations. Sub-committee members will host the games. If there are any problems, we will remind them. The content of the party will be decided by sub-committee members. However, we will have meals, play games, do something related to Christmas, like gift exchange, and take photos. After the party, we will tidy up the venue. The participation fee is \$100. After the party, we will hold an evaluation meeting to evaluate their performance. We will also talk about the duties of different positions on the executive committee. After that, we will ask for their interest to become executive committee members.

Fan Ka Cheuk: You should know that the purpose of the Sub-committee Function is to allow freshmen to know how to organize events and recruit executive committee members for the next session. If you want to know if the freshmen want to become sub-committee members, you can ask them during Orientation Week. There should be executive committee members present during their meetings or when they test the games. The atmosphere of the party depends on their games. If the games are not good, the atmosphere may be awkward. Hence, you should give more opinions to sub-committee members. If people do not want to play, the situation will be awkward. This happened before. You should see if the games work. Will you hold the party on campus?

Tong Sin Hang: Probably.

Fan Ka Cheuk: You should see if you can book the venue on campus. If not, you can book the venue in Ngau Tau Kok we used before.

New Executive Committee Information Session

Yang Chun Hin: What is your plan?

Tong Sin Hang: I will ask executive committee members to write down the roles of their positions. If we have more sub-committee members, we will also prepare for other positions. After we finish making the PowerPoint slides, we will combine them. We will make it at the same time on the computer so that the design will be more consistent. We will also ensure that the introduction matches our Constitution. We will also talk about what they can expect from being an executive committee member. Then everyone will practice what they say a few times. Similar to last year, it will be right after the evaluation session of the Subcommittee Function. Everyone besides sub-committee members can also come. We will invite members to come to the WhatsApp and Signal groups so that they can join if they are interested. We will remind them that if they are interested to become executive committee members, they should contact

executive committee members. This allows us to confirm who wants to become executive committee members.

Yang Chun Hin: For the promotion, I think it is not necessary to send it to the WhatsApp group with all members. On Registration Day, you will open a WhatsApp group with only freshmen. I think it is fine to promote there. After the New Executive Committee Information Session, do not forget to send them the PowerPoint for reference. Do not wait for them to approach you actively to let you know their preferences. You should ask them actively. It is better to get the list of nominated cabinet earlier. I was late this year. Besides the roles of different positions, what should be included in the PowerPoint?

Cheng Hou Tin: We should include our relationship with DSTO, HKUSTSU and the School of Science.

Yang Chun Hin: Remember to include these things so that they will be clearer. I think it is easy to organize the New Executive Committee Information Session. Which mode will you use? Face-to-face or online?

Tong Sin Hang: I plan to hold it online. As we have just finished the Subcommittee Function, I do not want them to come out again.

Evaluation of Elected Academic Secretary

Heung Tsz Fung: Why do you want to become an executive committee member and take the position of Academic Secretary?

Cheung Man Yin: Originally, I wanted to focus on studying during the 4 years I study at the HKUST. However, after the Registration Day and Orientation Camp, I felt that the previous session has the heart to let us more familiar with university life. For example, they brought us to different places on campus and share information about different courses with us. As I got the help, I want the society to inherit so that the new students can still get the help. Also, I want to change myself. Sometimes, I will doubt how I am an introverted person, how can I collaborate with other people and be an executive committee member? However, if I do not try, I will not have the opportunity to change myself. Hence, I want to take this opportunity to change myself and learn to get along with others.

Heung Tsz Fung: As an Academic Secretary, what are your responsibilities?

Cheung Man Yin: As an Academic Secretary, I have to handle all the academic stuff and communicate with the DSTO. I am responsible for managing the sources, such as collecting and classifying sources. In some events such as Inauguration Ceremony, Orientation Camp, Research Sharing and Chitchat with Professors, I am responsible for contacting professors. I saw that my responsibilities include booking

rooms for the journal club. However, as the journal clubs can do that by themselves, I do not know if I have to do so. Finally, I also have to communicate with the public. Between June and July, when the date of release of HKDSE results is approaching, some people may ask questions related to IRE Program or admission policy. If we know the answers, we will try our best to answer. If not, I will help them contact SCI/HOME for the answers.

Heung Tsz Fung: You are right. I did not book venues for journal clubs. They will contact you if they need you to book the venue for them. Also, I need to clarify that, Academic Secretary do not need to communicate with DSTO. If you are the person in charge of Registration Day, you may have to do so. If not, most of them will be handled by Internal Vice President. For Registration Day, you mostly communicate with SCI/HOME. I will add you as the administrator of our Facebook page. Do you know who are the program coordinator and subject coordinators of the IRE Program?

Cheung Man Yin: The coordinator of the IRE Program is Prof. Leung Pak Wo. For each major, there is one coordinator. For Chemistry, the coordinator is Prof. Vong Kenward. For Life Science, the coordinator is Prof. Poon Randy Yat Choi. For Mathematics, the coordinator is Prof. Meng Guowu. For Ocean Science and Technology, the coordinator is Prof. Mak Julian. Finally, the coordinator for Physics is Prof. Wang Yi.

Heung Tsz Fung: The coordinators may change every year. You may ask members in that major for the latest information. It is not a must to invite those professors for Chitchat with Professors or Research Sharing. We sometimes invite Prof. Fong Fredrick Tsz Ho. Some people may ask you about the requirements to be admitted to the IRE Program. What are the requirements?

Cheung Man Yin: If the student takes the HKDSE and is admitted through JUPAS, when 5** is equivalent to 8.5 points, the median for last year was 35. If he is not admitted through JUPAS, but through IB or A-Levels, or his result of HKDSE is not good enough, then he needs to be admitted to IRE Program in Year 2. First, he should take SCIE1500 by submitting the instructor consent and being approved by Prof. Leung Pak Wo. If the quota for SCIE1500 is full, you can still attend the classes. Second, he should get a good grade point average, which is usually above 3.7. There may be some exceptional cases if his overall ability is good. Third, he should attend an interview to show his research interest. Finally, they will consider if you take any honor courses, especially for Physics and Mathematics.

Heung Tsz Fung: Students not being admitted through JUPAS can also be admitted to IRE Program directly. They are exceptional cases and do not have any statistics. If someone asks, which happened last year, you can refer them to SCI/HOME so that the students can contact the staff of SCI/HOME directly. You are in charge of different functions, including Chit-chat with Professors and Research Sharing. They require you to invite professors. How will you handle it? What will you do if you are too busy?

Cheung Man Yin: When I am not so busy, I will do something like send emails to professors. If I have many things to do in Year 2, I may pass my duties to my colleagues. I will tell them what they should do.

Heung Tsz Fung: You should judge by yourself. You should voice out if you are busy. Do not disappear. If you seek help, everyone is willing to help you.

Cheung Man Yin: I want to ask something related to inviting professors. For Mathematics, I can invite Prof. Fong Fredrick Tsz Ho and Prof. Ip Ivan Chi Ho. For Physics, I can invite Prof. Leung Pak Wo and Prof. Po Adrian Hoi Chun. Do you have other recommendations?

Heung Tsz Fung: I do not have any special recommendations. If everyone knows the professor, people are more willing to participate. Also, you should look at the style of professors. If the professors are infamously bad, you should avoid inviting them. It is better to have professors we are familiar with like we found them before and knew that he is good. For example, you can find Professor Huang Jinqing, who is the previous coordinator for Chemistry. Also, if the professors are younger, they will have more common topics with us.

Cheung Man Yin: OK.

Heung Tsz Fung: For collecting sources, my experience is I tried to ask if anyone has sources in the WhatsApp group, but it is not efficient. If you lack some sources, please message the members who take the courses, especially those who asked you for the source before as they have a higher chance to have the sources.

Cheung Man Yin: I will be more active to collect sources.

Heung Tsz Fung: Not being active enough is one of our problems. Executive committee members, please provide sources more actively.

Senior Sharing

Wong Lok Yin: Please talk about the rundown.

Cheung Man Yin: OK. One month before the event, we will invite members who are students in the School Science and want to become researchers in the future to share their life experiences and thoughts. After we confirm their availability, we will confirm the date, venue and time. One or two weeks before the event, we will promote this event on Instagram and WhatsApp. We will focus on the promotion to

freshmen. A few days before the event, we will remind freshmen and speakers to come. During the event, the seniors will casually chat with freshmen. The purpose of the event is to allow freshmen to be more familiar with university life.

Wong Lok Yin: What type of seniors do you want to invite?

Cheung Man Yin: We may find Year 3 or 4 students, or postgraduate students. If I can get a contact list of active graduates, it will be better.

Wong Lok Yin: Our membership record includes a list containing graduates who frequently come back to participate in our activities. You can take a look at it. Do you plan to invite only one senior student to host a session, or will there be several sessions?

Cheung Man Yin: We will see how many seniors are free to share and consider the intended major of freshmen. If there are several seniors and the distribution of majors is not biased, we may allow different sessions for different majors. If very few seniors are free, we may not focus on the subject so much and talk about something general.

Wong Lok Yin: From our experience, most questions are general. You do not have to divide into different majors. Originally, we planned to have casual conversations. We only wanted seniors and freshmen to talk with each other. We did not expect them to give a talk. However, the format is up to you. Do you think this event is necessary? The freshmen have many ways to get the information they need.

Cheung Man Yin: Originally, we planned that if we find a lot of senior students, we may hold it twice in September and February. However, I am thinking if this event is necessary as freshmen have other indirect ways to get the information. I will discuss this with my colleagues to get their opinions.

Wong Lok Yin: When you invite seniors, will you prepare any questions or topics for them?

Cheung Man Yin: No. We want the format to be less formal. We will not ask them to prepare anything. We will only ask them to share their university life.

Wong Lok Yin: I think it is better to set a topic. When you talk happily, the interaction will be good. However, at the beginning, they may not know what to say. Hence, it is better to provide them with some topics or directions to initiate the discussion.

Heung Tsz Fung: I think it may be too much to have Senior Sharing, Chitchat with Professors and Research Sharing at the same time. If the audience base is the same, they will hear similar things every

time. If the freshmen always see the seniors, it may not be meaningful. It is good to organize sharing, but it may not be necessary to organize so many of them. If you do a lot of things but very few people come, it may be awkward for the guests. You can consider if the freshmen have enough ways to talk with the seniors.

Tong Sin Hang: The reason why we consider holding it more than once is because Li William Thomas, a Year 3 student, contacted me and advised us to hold those events more frequently. He asked us to invite Year 3 or 4 students as he may want to be the speaker.

Heung Tsz Fung: You should consider if there are that many audiences and how you let it work. If the speaker does not mind, it is fine to have very few participants. Some speakers may mind it. Besides this event, it applies to all functions related to sharing. If there are very few audiences, it will be awkward. The quality is more important.

Tong Sin Hang: OK. We will talk about this later.

Cheung Man Yin: Our targeted audience is all freshmen, no matter they are students in the IRE Program or not. However, we will still look at who is willing to come.

Heung Tsz Fung: I think it is fine. However, you should think about the ways to reach students not in the IRE Program. You do not have a lot of ways to find them.

Chit-chat with Professors

Heung Tsz Fung: What will be the format and schedule for Chit-chat with Professors?

Cheung Man Yin: The format of Chit-chat with Professors will be informal. We will invite professors of different majors to share something like their university life. This event aims to deepen the relationship between freshmen and professors and allow them to know more about professors so that they will not be scared of professors. The time of each session will be around 1 hour, and the venue will be a classroom. We may prepare some questions. When no audience asks professors questions, we will ask those questions to foster the discussion. At the end of each session, we will give them society products or thank you cards as gifts.

Heung Tsz Fung: Do you want them to prepare anything?

Cheung Man Yin: For Chit-chat with Professors, we do not want it to be too formal. If we ask the professors to prepare, the pressure will be high. We will prepare some questions, but we will not ask them

to prepare the answers to those questions.

Heung Tsz Fung: Which language do you prefer? Cantonese or English?

Cheung Man Yin: We prefer using Cantonese as we want it to be less formal. Hence, we will invite professors who can speak Cantonese.

Heung Tsz Fung: If you use Cantonese, non-local students may not be able to join. Moreover, there are not many professors who know Cantonese and are talkative. You may have limited choices. In addition, you should judge if you want to hold sharing frequently. It may not be necessary to have so much sharing. I also have some general reminders. When you invite professors, it is better to send emails one month before. If you do not need them to prepare, it may be easier to succeed. You should remind the professors 7 days, 3 days and 1 day before the event. You are representing our society to invite professors. Hence, when you send emails, please use an appropriate tone and correct format. During the session, even though it is casual, do not ask something too personal or too offensive. From our experience, when we do not have so many things to ask, the focus would shift to questions related to research or academics. It may overlap with Research Sharing. Souvenirs should be given to professors. Some events organized by the Career Center gave chocolate to professors. Finally, the events with professors should have sufficient participants. The situation will be awkward if the number of participants is too low. All executive committee members should be the audience if possible. You should prepare sufficient questions to avoid dead air. Do not let one person keep asking. The executive committee members should take turns asking questions when dead air.

Cheung Man Yin: If someone asks something too offensive which makes the professor feel uncomfortable, we will ask some normal questions so that the professor will feel more comfortable.

Heung Tsz Fung: When you prepare the questions, you should also avoid asking offensive questions.

Cheung Man Yin: When you prepared the questions, what did you ask?

Heung Tsz Fung: We changed a lot. Originally, we planned to ask questions related to their life and opinions. However, we found that it may not be appropriate to ask for their opinions. Hence, we ask questions related to their university life and opinions towards research and students. You can see that the focus of questions will be similar to Research Sharing. You should think about if it is necessary.

Cheung Man Yin: I think it is necessary. In Research Sharing, the professors prepare. They will talk about their experiences systematically. In Chitchat with Professors, when they talk with each other, the professors talk something about academics.

Heung Tsz Fung: You should judge by yourselves.

Research Sharing

Heung Tsz Fung: It is similar to Chit-chat with Professors. How will you organize the function?

Cheung Man Yin: Research Sharing will be more formal. We plan to hold the function in mid-January, which is during the semester break as we and the professors are less busy. It will be held online as it allows us to have the recording for people to review and people are not willing to come to the campus during that period. One to two months before, we will invite some senior students and professors to talk about their research experience. We will ask them to prepare the PowerPoint slides to present. One month before, we will confirm who will share and what they will share. Then we will confirm the date, time and venue as well. Two weeks before the event, we will think about ways to thank the speakers. If it is held online, it is hard for us to give them society products or thank you cards. One week before the function, we will promote it on Instagram, WhatsApp and Signal. We will remind the speakers a few times about the date and time.

Heung Tsz Fung: According to the Year Plan, you want to invite senior students besides alumni and professors. Will it overlap with Senior Sharing?

Cheung Man Yin: It may slightly overlap but not entirely. In Research Sharing, we will ask them to focus more on their research experience, not only on their university life. They can also share their research topic.

Heung Tsz Fung: If you can figure out the difference, it is fine. I think it is fine to invite speakers one and a half months before the event. If you find professors too late, they may not respond. As you ask professors to prepare something, they need some time to prepare so they may not want to do so. Moreover, during winter break, they reply to emails slowly as the final examination is over. Hence, you can start inviting professors in late November. Also, it is not a must to hold the function in January. For PowerPoint slides, it happened that some professors did not prepare anything. It may be rude to ask for their PowerPoint slides directly. You can ask them to give you the PowerPoint slides for backup or preparing questions. We did not give souvenirs this year and I think it is not good. You can give them a digital thank you card or send them an email after the start of the semester to let them know that you want to give them souvenirs.

Evaluation of Elected General Secretary

Fan Ka Cheuk: Why do you want to become an executive committee member and take the position of General Secretary?

Cheng Hou Tin: When I was just admitted to HKUST, I joined the Orientation Camp and other functions of different societies, which made me get familiar with university life quickly. As I know the importance of a good society to freshmen and I want to try some new things in the university, I started to think about being an executive committee member to help freshmen in the future. However, as I participated in the activities of other societies, I was struggling on deciding on the society that I join the cabinet for a long time. However, I eventually found out that although the scale of IRESS is not large, it is a warm community, and everybody is firm in IRESS. I also met a lot of nice people at IRESS. Therefore, I decided to become the executive committee member of IRESS to serve our members. Although I may have to sacrifice time to study, I enjoy the moment when a group of people work together and do things well. Finally, I want to learn how to organize events and manage time well. I want to improve myself and become a better person. I also hope that there will be more people not in the IRE Program to join us and participate in our events so that people will not say that the society is a small circle.

Fan Ka Cheuk: What are the responsibilities of a General Secretary?

Cheng Hou Tin: As a General Secretary, I have to handle the minute and make sure I do not miss any motion. I also have to send emails with titles, attachments, banners and unsubscribe messages in them. For the membership record, I have to update the member list and mailing list. I have to go to the website lists.ust.hk to edit the mailing list. A full member can remain his membership if he is still an undergraduate student at HKUST. If someone does not want to receive emails, I should remove his name from the mailing list. When the associate membership expires, I have to remove him from the member list. On the other hand, I will be responsible for the caption for Instagram posts.

Fan Ka Cheuk: What do you have to notice for Annual Election and Annual General Meeting?

Cheng Hou Tin: In this week, I prepared the mailing list of full members which is by year. This allows me to know if someone is a full member easily. I will ensure that I will only send the email to full members.

Fan Ka Cheuk: What should be included in the email?

Cheng Hou Tin: It should include a title, attachment, banner and unsubscribe message.

Fan Ka Cheuk: I believe that you know how to deal with the minutes of the Annual General Meeting. For the society website, although I did not handle it during the year, do you know how to edit the website?

Cheng Hou Tin: I tried to figure out how to edit it. I will ask my fellow committee members if they know how to edit. If they know, I will let them handle the website. If not, I will ignore it.

Fan Ka Cheuk: It is fine. You need some software to edit the website. If you do not know how to edit the website, you can ask your fellow committee members. If not, people seldom go to the website. You can choose to update it or not.

Registration and Orientation Day

Heung Tsz Fung: How will you organize this function?

Cheng Hou Tin: At around June, we will start to figure out the arrangement of orientation activities from the university. First, if we can set up counters in the Atrium, we will think about the games, sponsors and counter design. We will also book a room in the Learning Common. We also have to know the arrangement of the orientation talk and ask SCI/HOME to allow us to give time at the end of the orientation talk of the IRE Program to promote ourselves. In mid-July, we will confirm the counter design. On 19 July, which is the day of releasing the results of HKDSE, we will post the FAQs of the IRE Program on our Facebook and Instagram pages. We will start to prepare the PowerPoint slides and recruit helpers who are seniors that will not become spies in Orientation Camp. In early August, before the release of JUPAS results, we will post photos in which we wear executive committee T-shirts with our self-introduction and promotion of our Registration and Orientation Day and Orientation Camp. We will also set up the counter. On the day of the release of the JUPAS result, we will try to send private messages to freshmen who follow the Instagram page operated by HKUSTSU for orientation, so that more non-IRE freshmen will know our society and consider joining our functions. We will play some games and allow freshmen to register for Orientation Camp at the counter. We will find SCI/HOME to help us send emails to IRE freshmen to promote ourselves. On the day of the orientation talk, we will sit in the venue beforehand to collect the personal information of freshmen. We will promote our society and our Orientation Camp after the talk. Then we will bring them to have a campus tour, have lunch and chat with them. We will open a WhatsApp group for them to promote our Orientation Camp and answer their questions related to course enrollment.

Heung Tsz Fung: It is very detailed. If you want to promote your Orientation Camp, please confirm the details of the Orientation Camp. The date of release of the JUPAS result is subject to change. You should check if the dates of release of results of HKDSE and JUPAS change. It is fine to contact SCI/HOME around June. How many helpers do you plan to find? If you have a counter, you may need more people.

Cheng Hou Tin: We will decide after we confirm all the details.

Heung Tsz Fung: If you have the counter, you need more helpers. Remember not to find the spies of Orientation Camp to become helpers. I think it is OK to prepare some games. If possible, try to reach out to more freshmen not in IRE Program. You can approach the freshmen of the IRE Program in their induction talk. You may find some people to invite other freshmen during the induction talk of Science Group A and Science Group B. We did not have a counter in the past three years. I cannot give you any advice. The games can be similar to that in Promotion Period. I think it may not be necessary to find sponsors. You need sponsors when you have some expenses or materials needed. For the counter, there may not be a need. You can decide by yourselves. I do not find it necessary to find sponsors. It depends on the money and material you need. The expenses mainly come from the counter.

The time was 01:13.

Weng Chun Yu raised a motion to vote for agenda items 8 and 9.

Heung Tsz Fung seconded.

The time was 01:14.

9 For 2 Against.

The motion was passed.