

## **Proposed Year Plan 2017-2018**

International Research Enrichment Students' Society  
Hong Kong University of Science and Technology  
Students' Union  
Session 2017–2018

## **Table of Contents**

A. Information about IRESS, HKUSTSU	1
B. Proposed Executive Committee members	2
C. Proposed Activities	3
I. Schedule	3
II. Spring 2017 Activity Details	4
1) Joint Science Inauguration Ceremony	4
2) Graduation Party and End of Semester Party	6
III. Fall 2017 Activity Details	9
1) Registration Day	9
2) Orientation Camp	10
3) Orientation Week	12
4) Semester Commencement Dinner	13
5) Subcommittee Function	14
6) Ordering of Society Jacket	15
7) Joint Science Singing Contest	16
8) HKUST Science Research Sharing	18
9) Class Photo-taking	20
10) Alumni Congregation Photo Booth	22
11) New Executive Committee Information Session	23
12) Annual Dinner	24
13) Christmas Party	25
IV. Spring 2018 Activity Details	26
1) Annual Election	26
2) Annual General Meeting	27



## **A. Information about IRESS, HKUSTSU**

### **Rationale**

The International Research Enrichment (IRE) program is an elite four-year study track established in 2013 that offers students with early research opportunities. The program allows students to nurture their research abilities, gain discipline-specific knowledge, and make interdisciplinary development.

In line with the IRE program's emphasis on scientific research, the International Research Enrichment Students' Society, Hong Kong University of Science and Technology Students' Union (IRESS, HKUSTSU) works to support current and prospective IRE students for a career in research. The IRESS, HKUSTSU also aspires to facilitate communication between the School of Science and its students, and promote the IRE program to students in Hong Kong University of Science and Technology.

With focus on students in the IRE program, the IRESS, HKUSTSU endeavors to advance the scientific knowledge of its members. Integrating experience from MBMS graduates, advice from senior IRE students and vitality of their younger peers, the IRESS, HKUSTSU shall continue to nurture a bright future in the sciences.

### **Aims**

- a. To promote friendship and the coordination among its members;
- b. To promote social, cultural and science interests among its members;
- c. To provide welfare to its members;
- d. To promote the unity and sense of belonging of the members;
- e. To develop its own style, spirit and traditions;
- f. To communicate with the Faculty members of IRE and MBMS;
- g. To promote teamwork among IRE and MBMS members;
- h. To increase research experience sharing.

### **Background**

The International Research Enrichment Students' Society (IRESS) was reconstituted from the Molecular Biomedical Sciences Students' Society (MBMSSS) in response to the establishment of the International Research Enrichment program in 2013. Launched under the School of Science, HKUST, the IRE program allocates many resources to its students for broadening their exposure to scientific research. In order to maximize the resources available for each student, the program size is kept at a limit of 20 intakes per year.

## B. Proposed Executive Committee members

Position	Name (Chinese)	Name (English)	Department / Program	Nickname	Student ID	ITSC
President	林德安	LAM, Tak On	SSCI (IRE)	Mike	20248359	tolam
Internal Vice President	李永順	LI, Wing Shun	SSCI (IRE)	Shun	20420282	wsliah
External Vice President	任桓君	YAM, Wun Kwan	SSCI (IRE)	William	20372150	wkyam
Financial Secretary	劉詠琛	LAU, Wing Sum	SSCI	Wing	20428428	wslauaj
General Secretary	方健朗	FONG, Kin Long	SSCI (IRE)	Michael	20431542	klfong
	黎新禹	LAI, San Yu	SSCI (IRE)	Tigris	20434934	sylaiaa
Promotion Secretary	丰志潔	FENG, Zhijie	SSCI (IRE)	Sarah	20429850	zfengag
Marketing Secretary	鍾錦軒	CHUNG, Kam Hin	SSCI (IRE)	Hilbert	20431530	khchungad
	吳思朗	NG, Si Long	SSCI	Sharon	20420270	slngh
Academic Secretary	戴焯庭	TAI, Wai Ting	PHYS (IRE)	Terrence	20340470	wttai

## C. Proposed Activities

### I. Schedule

<b>Date</b>	<b>Function</b>	<b>Venue</b>	<b>PIC</b>
28 April	Joint Science Inauguration Ceremony	Lecture Theater	Yam Wun Kwan
31 May	Graduation Party and End of Semester Party	Common Room	Lau Wing Sum
9-10 August	Registration Day	Atrium	Feng Zhijie
14-18 August	Orientation Camp	HKUST Campus	Lam Tak On
1-15 September	Orientation Week	Atrium	Ng Si Long
8 September	Semester Commencement Dinner	TBC	Li Wing Shun
October – November	Subcommittee Function	TBC	Li Wing Shun
Mid-October	Ordering of Society Jacket	N/A	Lau Wing Sum
Mid-October	Joint Science Singing Contest	Preliminaries: TBC Final: Atrium	Yam Wun Kwan
23-27 October	HKUST Science Research Sharing	TBC	Tai Wai Ting
October 30 – November 3	Class Photo-taking	Sundial	Lai San Yu
Mid-November	Alumni Congregation Photo Booth	TBC	Yam Wun Kwan
20-24 November	New Executive Committee Information Session	TBC	Lam Tak On
24 November	Annual Dinner	Chinese Restaurant	Chung Kam Hin
21 December	Christmas Party	Common Room	Fong Kin Long
Late-February	Annual Election	TBC	Lam Tak On
Mid-March	Annual General Meeting	TBC	Lam Tak On

## II. Spring 2017 Activity Details

### 1) Joint Science Inauguration Ceremony

Ceremony presenting the succession of the new executive committee

#### Details

<b>Person-in-charge</b>	Yam Wun Kwan (external vice president)
<b>Date</b>	24 April, 2017
<b>Time</b>	18:00 – 22:00
<b>Venue</b>	Lecture Theater
<b>Objectives</b>	To celebrate establishment of new science society cabinets To introduce new society cabinets to professors, students and other guests To strengthen connection between science department societies, students and staff To develop cooperation between science department societies
<b>Target</b>	Guests and representatives of other students' societies
<b>Expected number of participants</b>	300

#### Work Schedule

<b>Date</b>	<b>Description</b>
February 27	Finalization of science department elected cabinets
February 27 – March 24	Inter-society discussion of setting for joint inauguration
March 13 – 31	Creation of promotional material
March 20 – 31	Discussion of logistics for inauguration ceremony Preparation of event materials Planning for refreshments and gifts
April 3 – 7	Invitation of guests and speakers
April 3 – 9	Intra-society preparation
April 3 – 16	Inter-society correspondence Confirmation of rundown and script
April 10 – 21	Promotion of event
April 17 – 23	Finalization of inauguration procedure
April 20	Rehearsal session
April 24	Joint Science Inauguration Ceremony

#### Event Rundown

<b>Time</b>	<b>Description</b>
17:00 – 18:00	Set up of venue and equipment
18:00 – 19:00	Reception of guests Refreshments and mingling
19:00 – 19:15	Welcoming to inauguration ceremony
19:15 – 19:45	Speeches of honorable guests
19:45 – 21:45	Speeches for each department society Introduction of new elected cabinets

	Formal inauguration procedure
21:45 – 22:00	Presentation of thanks Closing of ceremony
22:00 – 22:30	Refreshments and mingling
22:30 – 23:00	Cleaning up of venue

## 2) Graduation Party and End of Semester Party

Party celebrating the graduation of IRESS members

### Details

<b>Person-in-charge</b>	Lau Wing Sum (financial secretary)
<b>Date</b>	31 May, 2017
<b>Time</b>	16:00 – 21:30
<b>Venue</b>	Sci/Home (16:00 – 17:00); Common Room (17:30 – 21:30)
<b>Theme</b>	TBC
<b>Objectives</b>	To celebrate the graduation of IRESS members To provide an opportunity for IRESS member gathering
<b>Target</b>	IRESS members and IRE graduating students
<b>Expected number of participants</b>	10 Year 4, 15 Non-year 4
<b>Fee</b>	Year 4: \$80 Non-year 4: \$100
<b>Remarks</b>	Souvenirs will be prepared for Year 4 students Graduation photo will be taken for Year 4 students Part of this event is jointly held with the School of Science

### Work Schedule

<b>Date</b>	<b>Description</b>
April 26	Confirmation of graduating members
April 26 – May 5	Discussion of party framework
May 1 – 12	Preparation of event materials
May 2 – 9	Counter for sign-ups
May 2 – 12	Promotion of event
May 28 – 30	Preparation of event details
May 31	Graduation Party and End of Semester Party

### Event Rundown

<b>Time</b>	<b>Description</b>
15:45 – 16:00	Reception
16:00 – 16:10	Speech by professors
16:10 – 17:00	Games 1 and 2 with refreshments
17:00 – 17:30	(Participants) Mingling at Sci/Home (Excocs) Decoration of venue at Common Room
17:30 – 18:30	Games 3 and 4
18:30 – 19:30	Dinner
19:30 – 21:00	Games 5-7
21:00 – 21:15	Opening of time capsule
21:15 – 21:30	Photo-taking
21:30 – 22:00	Cleaning up and restoration of venue

### List of Games

<b>Game Order</b>	<b>Game Name</b>	<b>Game Content</b>
1	Big Television	1. Each team shall select some members as

		<p>“performers,” while the rest act as “guessers.”</p> <ol style="list-style-type: none"> <li>The guessers shall sit between the performers and a screen. Only the performers, but not the guessers, can see the screen.</li> <li>A word shall then be displayed on the screen. The performers must perform actions to let the guessers guess the word displayed on the screen correctly without resorting to verbal communication</li> <li>The team that can guess the most number of words wins.</li> </ol>
2	Draw Something X Chinese Whispers	<ol style="list-style-type: none"> <li>Each group of participants decides the order of drawing picture.</li> <li>The first person of each group will get the question and have to draw according to the question, while other group members should not watch the drawing process.</li> <li>When the first person has finished drawing, the next member can take a look at the picture and reproduce one for the next person. Repeat the process until there is only one member left in each group.</li> <li>The last member has to guess what the question is.</li> <li>The team that can guess the most number of correct questions wins.</li> </ol>
3	Blanks Against Humanity	<ol style="list-style-type: none"> <li>Participants are given a sentence with a blank left to be filled. (one question per group) / Participants are given a question to answer.</li> <li>Participants take turns to give answers to the question / fill in the blank.</li> <li>MC reads out the answer one by one. Participants of other groups will be responsible for voting for the best answer for the question, <i>i.e.</i> everyone should not be voting for their own question.</li> <li>Winner of each question can get a prize. There will be a total of 3 rounds of questions.</li> </ol>
4	Fukuwarai (福笑い)	<ol style="list-style-type: none"> <li>The groups of players have to draw a picture of a face of a group member cooperatively. Each individual player is responsible for a part of the picture (e.g. eyes, nose...). The final picture will be the combination of the parts drawn by all players in the group.</li> <li>The opposing team then guesses who is the person in the picture. If the answering team can guess it correctly, they can get 20 marks. 4 marks will be deducted for each wrong</li> </ol>

		<p>guess, <i>i.e.</i> can get 20 marks if get correct answer at first try, 16 for second try, 12 for 3rd try, etc. The drawing team can also get 5 marks if their drawing can be guessed correctly.</p>
5	I never	<ol style="list-style-type: none"> <li>1. Every player has 5 lives.</li> <li>2. Players have to take turn and say one thing that he/she has never done throughout his/her university life.</li> <li>3. After every statement, the players who have done that thing will lose 1 life; if all participants have not done that thing as well, then the person who said that thing will have to lose a life.</li> <li>4. The player who lose all 5 lives loses.</li> <li>5. The game will run for two round, and the two (or more) losers will be punished.</li> </ol>
6	It-Which-Must-Not-Be-Named	<ol style="list-style-type: none"> <li>1. Every player has a piece of paper sticked onto their back.</li> <li>2. Players are allowed to move around and write a specific phrase onto the forehead of players from other teams. The phrase must not be common everyday words (e.g. the top 100 commonly used Chinese characters), but are allowed to be other slangs or catch phrases.</li> <li>3. Should a player utter out the phrase written on his/her back, that player loses. Every player must talk. The last player staying wins and the participant who have not speak throughout the period of time shall receive double punishment in Russian Roulette.</li> </ol>
7	Russian Roulette	<ol style="list-style-type: none"> <li>1. A bunch of bread is prepared. Some of them are smeared with wasabi, while some are not.</li> <li>2. Participants are only allowed to see the non-smeared face of the bread.</li> <li>3. The order of picking bread follows the order of losing the game It-Which-Must-Not-Be-Named.</li> <li>4. Everyone has to eat the piece of bread they take. Those who get wasabi bread loses.</li> </ol>

### III. Fall 2017 Activity Details

#### 1) Registration Day

Counter promoting IRESS during Registration Day

##### Details

<b>Person-in-charge</b>	Feng Zhijie (promotion secretary)
<b>Date</b>	9 – 10 August, 2017
<b>Time</b>	9:00 – 17:00
<b>Venue</b>	Atrium
<b>Objectives</b>	To connect with incoming freshmen To guide freshmen on Registration Day tasks To promote IRESS and orientation camp to freshmen To welcome freshmen and provide opportunities for interaction To clear any doubts in freshmen's minds
<b>Target</b>	HKUST freshmen and IRE admits
<b>Expected number of participants</b>	20

##### Work Schedule

<b>Date</b>	<b>Description</b>
TBC	Confirmation of counter location and details of registration day through society meetings
June 5 – July 31	Marketing for sponsors
June 30	Confirmation of JUPAS promotion for IRE program and IRESS
July 1 – 9	JUPAS promotion through social media
July 3 - 9	Inviting IRE students to be helpers
July 10 - 16	Confirmation of counter design and promotion items
July 17 – 30	Preparation of promotional materials
July 28	Confirmation of registration day rundown
July 31 – August 4	Preparation of Orientation Camp overview
July 31 – August 4	Contacting IRE coordinators for freshmen list and registration logistics
July 31 – August 6	Preparation of promotion counter
August 1 – 9	Promotion of IRESS and orientation camp through social media
August 7 – 9	Contacting incoming IRE students and inviting them to IRESS counter
August 9 – 10	Registration Day

## 2) Orientation Camp

Camp with various activities for freshmen

### Details

<b>Person-in-charge</b>	Lam Tak On (president)
<b>Vice Person-in-charge</b>	Logistics – Li Wing Shun (internal vice president) Theme games – Chung Kam Hin (marketing secretary) Other games – Yam Wun Kwan (external vice president)
<b>Date</b>	August 14 – 18
<b>Venue</b>	Including but not limited to HKUST Campus and Hall
<b>Objectives</b>	To introduce HKUST to IRESS freshmen To let freshmen familiarize with each other and senior students
<b>Target</b>	Interested persons, especially IRE freshmen and IRESS members
<b>Expected number of participants</b>	15-20 freshmen, 10 leaders
<b>Fee</b>	Freshmen and spies: \$400 Executive committee members: \$300 Leaders: \$350

### Work Schedule

<b>Date</b>	<b>Description</b>	<b>Person-in-charge</b>
April 10 – 21	Promoting the recruitment of leaders through social media	Feng Zhijie
April 24 – May 5	Set up counter for application and fee collection	All executive committee members
May 8 – July 31	Marketing for sponsors	Chung Kam Hin, Ng Si Long
June 1-11	Discussing date and details of camp Send e-mail invitation to IRE program coordinator	Lai San Yu
June 12-30	Planning activities and prepare game materials	Li Wing Shun
June 30	Finalization of T-shirt design	Feng Zhijie
July 1 – 16	Testing games and activities	All executive committee members
July 3 – 14	Correspondence with other societies	Yam Wun Kwan
July 31	Finalization of poster design and promotion materials	Feng Zhijie
August 7	Printing and putting up posters around campus Print camp-books	Feng Zhijie
August 9 – 10	Recruiting freshmen during registration day	Lam Tak On
August 14 – 18	Briefing session for leaders	Lam Tak On
August 21	Reminder to participants with checklist of items to bring	Fong King Long
August 23	Decoration of venue	Lam Tak On

	Sending final reminder to participants	
August 21 – 25	Orientation Camp	All executive committee members

**Event Rundown**

Day 1	Day 2	Day 3
	Breakfast 0830 - 0915	Breakfast 0830 - 0915
	City Hunt 0915 - 1200	Transportation to Beach 0915 - 0945
		Beach Games 0945 - 1230
Assembly of Participants 1245 - 1300	Lunch 1200 - 1300	Transportation back to UST 1230 - 1300
Ice Breaking, Team Creation and Team Games 1300 - 1745	City Hunt 1300 - 1500	Lunch (Chinese Restaurant) and Turtle Back 1300 - 1500
	Transportation back to UST 1500 - 1530	
	Room Escape 1530 - 1830	
Unpacking 1745 - 1830		
Dinner 1830 - 1930	Dinner (BBQ) 1830 - 2130	
UST Night Hunt 1930 - 2230	Time Capsule, Sweet Soup and Private Talk 2130 - 2300	

Backup plan for outdoor activities in case of bad weather:

**UST Night Hunt:** Checkpoints and game contents would be changed to the all-indoor backup set

**City Hunt:** Checkpoint games would be played indoors

**Day 2 Dinner (BBQ):** Dinner would be changed to indoor hotpot

**Beach Games:** Activity would be changed to team games indoors within UST

## Theme Game

The theme game is based on a detective game, in which the participants must solve a crime that takes place during the Orientation Camp by collecting clues within the tasks.

The theme game consists of three main parts: **UST Hunt**, **City Hunt** and **Room Escape**.

The **UST Hunt** will begin as the participants simultaneously discover that an executive committee (exco) is missing and receive a letter from the criminal directing them to go around the campus, performing tasks at different checkpoints, to discover the missing exco. It will conclude by the participants discovering a subdued exco and a calling card with directions for the following **City Hunt**.

During the **City Hunt**, participants will be guided to different places within Choi Hung and Tseung Kwan O to collect clues scattered around the city. The clues, when combined together, will then point to a specific room in which the **Room Escape** will take place.

During the **Room Escape**, the two groups of participants will be “locked” in two identical, separate rooms (the doors of the room will remain unlocked due to safety concerns). The rooms will be filled with puzzles and props necessary to proceed, which the participants must solve the puzzles and make use of the props to obtain a password to “unlock” the door.

Besides this main segment, the escape password is also used to gain access to four optional branches, at the end of which contains vital clues for participants (in the form of documents, testimonies, videos, objects, etc.) to ultimately solve the crime case. The four branches are based on linguistics, computer science, history and notpron (an online puzzle game) respectively. Participants are expected to be able to solve one to two optional branches.

Finally, the participants should piece all their clues together and point out the culprit within the excos.

The nature of the tasks will not be directly revealed to the participants; instead, they must utilize their clues to access most of the tasks. Consequently, they will not be listed here in detail to avoid spoilers.

### 3) Orientation Week

Counter promoting IRESS at the beginning of Fall semester

#### Details

<b>Person-in-charge</b>	Ng Si Long (marketing secretary)
<b>Date</b>	1 – 15 September, 2017
<b>Venue</b>	Atrium
<b>Objectives</b>	To promote IRESS to students and recruit new members To provide welfare to IRESS members To sell society-related products To recruit potential subcommittee members
<b>Target</b>	Science school students, especially IRE students

#### Work Schedule

<b>Date</b>	<b>Description</b>
July 3 – August 31	Seeking sponsorship for welfare pack
July 24 – August 4	Design of society T-shirt and paper
August 11	Ordering society T-shirt and paper
August 21-27	Discussion of orientation week framework
August 27	Finalization of poster design
August 28 – 31	Preparation of promotion items, package sponsored products and promote through social media
September 1 – 15	Orientation Week

## 4) Semester Commencement Dinner

Dinner for IRESS members at the beginning of Fall semester

### Details

<b>Person-in-charge</b>	Li Wing Shun (internal vice president)
<b>Date</b>	8 September, 2017
<b>Time</b>	18:00 – 22:00
<b>Venue</b>	TBC
<b>Objectives</b>	To reunite IRESS members after summer break To provide an opportunity for both new and old IRESS members to gather together To let IRESS members develop their social networks To symbolize the beginning of another fruitful semester
<b>Target</b>	IRESS members
<b>Fee</b>	TBC

### Work Schedule

<b>Date</b>	<b>Description</b>
August 21	Estimation of number of society members
August 25	Contacting participants for available time slots
August 27	Finalization of poster design, put up posters around campus
August 28 – 31	Confirmation of dinner activities and restaurant
August 28 – September 8	Promotion of event
September 4 – 8	Preparation of event items
September 6	Reminding participants of event
September 8	Semester Commencement Dinner

### Event Rundown

<b>Time</b>	<b>Description</b>
18:00 – 18:30	Gathering at Atrium 2 Executive Committee members leave for restaurant
18:30 – 19:00	Leaving for restaurant 2 Executive Committee members stay at Atrium to pick up latecomers
19:00 – 22:00	Dinner

## 5) Subcommittee Function

Function organized by new IRESS members

### Details

<b>Person-in-charge</b>	Li Wing Shun (internal vice president)
<b>Date</b>	October – November 2017
<b>Time</b>	Decided by subcommittee
<b>Venue</b>	Decided by subcommittee
<b>Objectives</b>	To let new IRESS members plan and organize an activity To recruit and train potential executive committee members To establish a sense of camaraderie among subcommittee members To provide a leisure event for IRESS members
<b>Target</b>	IRESS members, especially subcommittee members
<b>Fee</b>	Decided by subcommittee
<b>Remarks</b>	Role of person-in-charge is mainly to support and advise subcommittee members An evaluation meeting will be held by the person-in-charge after the event

### Work Schedule

<b>Date</b>	<b>Description</b>
September 1 – 15	Recruitment of potential subcommittee members
September 18 – 30	Introduction for subcommittee
October 1 – November 10	Planning and preparation
November 4 – 12	Subcommittee Function
November 6 – 17	Evaluation meeting

## 6) Ordering of Society Jacket

Purchase of society jackets for students

### Details

<b>Person-in-charge</b>	Lau Wing Sum (financial secretary)
<b>Date</b>	Mid-October
<b>Venue</b>	N/A
<b>Objectives</b>	To develop sense of belonging among members To promote IRESS to other students
<b>Target</b>	IRESS members
<b>Fee</b>	TBC
<b>Remark</b>	A counter will be set up at the time of society jacket ordering for collection a deposit; the remainder will be collected when the members receive their jackets

### Work Schedule

<b>Date</b>	<b>Description</b>
September 16 – 27	Confirmation of society jacket design
September 20	Finalization of poster design
September 18 – 22	Contacting companies for quotes and details
September 25 – 29	Ordering of jacket samples
September 30 – October 2	Promotion through posters and social media
October 3 – 13	Ordering of Society Jacket
October 30 – November 10	Collection of society jacket

## 7) Joint Science Singing Contest

Singing competition for science department society members

### Details

<b>Person-in-charge</b>	Yam Wun Kwan (external vice president)
<b>Date</b>	Preliminaries: Mid-October Finals: Late-October
<b>Time</b>	Preliminaries: 19:00 – 21:00 Finals: 18:00 – 21:00
<b>Venue</b>	Preliminaries: TBC Final: Atrium
<b>Objectives</b>	To strengthen bonding between students in science department To foster collaboration between science department societies To offer an enjoyable extracurricular activity for science society members
<b>Target</b>	Science school students
<b>Fee</b>	TBC

### Work Schedule

<b>Date</b>	<b>Description</b>
September 4 – 17	Inter-society discussion on event framework
September 4 – October 13	Marketing for sponsorships
September 18 – 22	Invitation of guests and judges Announcement of competition to students
September 18 – October 1	Preparation of materials, activities and prizes Booking of event venues
September 25 – October 13	Promotion of event (preliminary and final round)
October 2 – 8	Intercommunication with other societies
October 2 – 15	Notice to contestants
October 6	Finalization of competition rundown Finalization of script and logistics
October 16 – 20	Preliminary singing competition
October 16 – 20	Promotion of final round
October 23 – 27	Joint Science Singing Contest

### Event Rundown

#### Preliminaries

<b>Time</b>	<b>Description</b>
18:30 – 19:00	Setting up venue and equipment
19:00 – 19:10	Explaining contest rundown Introducing judges
19:10 – 19:55	Singing competition
19:55 – 20:05	Break
20:05 – 20:50	Singing competition
20:50 – 21:00	Photo-taking and mingling

21:00 – 21:30	Cleaning up venue
---------------	-------------------

Finals

<b>Time</b>	<b>Description</b>
17:00 – 18:00	Setting up venue and equipment Briefing with contestants and judges
18:00 – 18:20	Explaining contest rundown Introducing judges and contestants
18:20 – 19:20	Singing competition placement round
19:20 – 19:35	Judging placement round
19:35 – 19:50	Break
19:50 – 20:30	Singing competition final round
20:30 – 20:40	Judging final round
20:40 – 20:50	Award presentation
20:50 – 21:00	Photo-taking and mingling

## 8) HKUST Science Research Sharing

Sharing sessions about scientific research projects

### Details

<b>Person-in-charge</b>	Tai Wai Ting (academic secretary)
<b>Date</b>	23 – 27 October, 2017
<b>Time</b>	TBC
<b>Venue</b>	TBC
<b>Language</b>	English
<b>Objectives</b>	To highlight different fields of contemporary research done by fellow students To provide a chance for senior students to share their research experience with other junior students To let students appreciate scientific research and raise awareness of research opportunities available at HKUST To promote IRE track to students in School of Science
<b>Target</b>	Science school students
<b>Expected number of participants</b>	15-30
<b>Remarks</b>	Speakers from every major available for IRE students will be included if possible An MC will introduce the speakers and ensure that the event will run smoothly

### Work Schedule

<b>Date</b>	<b>Description</b>
September 4 – 15	Invitation of senior students for sharing
September 4 – 15	Invitation of professors as honorary guests or guest speakers
September 18	Confirmation of list of speakers and presentation topics
September 22	Confirmation of date, time and venue of event
October 1	Finalization of poster design
October 9	Putting up promotion posters
October 9 – 20	Promotion of research sharing to members
October 15	Finalization of and printing of thank-you cards
October 16 – 20	Reminding speakers of presentation date
October 21	Reminding IRESS members to join the event
October 23 – 27	HKUST Science Research Sharing

### Event Rundown

<b>Time</b>	<b>Description</b>
13:45 – 14:00	Preparing devices used for presentation Welcoming speakers
14:00 – 14:10	Brief introduction about the speakers (incl. research interest)
14:10 – 14:55	Sharing by first speaker
14:55 – 15:10	Q&A Session for first speaker
15:10 – 15:20	Break

15:20 – 15:30	Transition and introduction of the second speaker
15:30 – 16:15	Sharing by second speaker
16:15 – 16:30	Q&A Session for second speaker
16:30 onwards	End of sharing Audience can stay and continue to chat with speakers

\*Times listed are subject to variation based on the availability of speakers

## 9) Class Photo-taking

Photo-taking session for IRESS members

### Details

<b>Person-in-charge</b>	Lai San Yu (general secretary)
<b>Date</b>	October 30 – November 3
<b>Venue</b>	Sundial
<b>Objectives</b>	To create a record of IRESS members To serve as a token that will evoke the memories of all current IRESS members and associated faculty members To strengthen sense of identity among IRESS members
<b>Target</b>	IRE students and alumni, IRE faculty members and IRESS members
<b>Expected number of participants</b>	40 members, 5 faculty members
<b>Remarks</b>	Photo ordering and distribution <ul style="list-style-type: none"> <li>● Photos will be posted on society Facebook Page</li> <li>● Ordering will be done through Google Form at counter</li> <li>● Purchasers will be notified to collect photos at counter when ready</li> <li>● One photo will be gifted to every full IRESS member</li> </ul> Date of photo-taking depends on weather and availability of participants Make-up date will be arranged in case of bad weather; in case of continuous bad weather, photos will be taken outside Art Hall A photographer will be invited to help take photos

### Work Schedule

<b>Date</b>	<b>Description</b>
September 25 – October 1	Checking availability of members and faculty members
October 2 – 8	Invitation of professors, participants and photographer
October 6 – 8	Finalization of poster design Putting up posters around campus
October 9 – 15	Decision on date and rundown
October 9 – 20	Promotion to members
October 26	Confirming time of photo-taking based on weather forecast Re-sending invitations in case of date change due to bad weather
October 30	Reminding participants of event
October 30 – November 3	Class Photo-taking
November 5	Finishing photo-editing
November 6	Notifying participants about ordering and collection of photos
November 6 – 10	Setting up counter for photo ordering
November 20 – 24	Distribution of photos to members

### Event Rundown

<b>Time</b>	<b>Description</b>
-------------	--------------------

13:00 – 14:00	Setting up venue Greeting participants and photographer
14:00 – 15:00	Taking photos with the following sequence: <ol style="list-style-type: none"><li>1. MBMS/IRESS alumni, professors</li><li>2. Year 4 students, professors</li><li>3. Year 3 students, professors</li><li>4. Year 2 students, professors</li><li>5. Year 1 students, professors</li><li>6. All participants</li><li>7. Additional free shots</li></ol>

\*Time to be confirmed based on availability

## 10) Alumni Congregation Photo Booth

Counter for photo-taking during Congregation

### Details

<b>Person-in-charge</b>	Yam Wun Kwan (external vice president)
<b>Date</b>	Mid-November
<b>Venue</b>	TBC
<b>Objectives</b>	To celebrate the graduation of alumni of IRE program and IRESS To strengthen the connection between IRESS members and IRE program alumni To provide an opportunity for IRESS member gathering
<b>Target</b>	IRESS members, IRE program alumni

### Work Schedule

<b>Date</b>	<b>Description</b>
October 1 – 31	Seeking sponsorship for welfare pack
October 16 – 27	Correspondence with school about congregation details
October 23 – November 3	Designing setting and photo-taking items
October 29	Finalization of poster design
October 30 – November 10	Preparation of booth and materials
November 1	Notifying alumni about photo booth
November 1 – 12	Putting up posters around campus Promotion of event through social media
November 13 – 17	Alumni Congregation Photo Booth

## 11) New Executive Committee Information Session

Information session about IRESS executive committee

### Details

<b>Person-in-charge</b>	Lam Tak On (president)
<b>Date</b>	November 20 – 24, 2017
<b>Time</b>	19:00 – 21:00
<b>Venue</b>	TBC
<b>Objectives</b>	To introduce the duties of IRESS executive committee and individual posts to members To recruit future executive committee members
<b>Target</b>	IRESS members, especially Year 1 and subcommittee members

### Work Schedule

<b>Date</b>	<b>Description</b>
October 27	Asking subcommittee members for availability
November 3	Confirmation of date and book venue
November 6 – 19	Preparation for information session
November 12	Finalization of poster design
November 13	Putting up posters around campus Sending invitation to IRESS members
November 20	Reminder to members through social media
November 20 – 24	New Executive Committee Information Session

### Event Rundown

<b>Time</b>	<b>Description</b>
19:00 – 19:30	Setting up equipment for presentation
19:30 – 19:40	Brief introduction of IRESS
19:40 – 21:10	Presentation given by current Executive Committee members in the following order: <ol style="list-style-type: none"> <li>1. President</li> <li>2. Internal Vice President</li> <li>3. External Vice President</li> <li>4. Financial Secretary</li> <li>5. General Secretary</li> <li>6. Promotion Secretary</li> <li>7. Marketing Secretary</li> <li>8. Academic Secretary</li> </ol> Each post will be given 10 minutes for the presentation
21:10 – 21:30	Discussion among members interested in becoming future Executive Committee members

\*Time to be confirmed based on availability

## 12) Annual Dinner

Dinner for IRESS members and invited faculty members of School of Science

### Details

<b>Person-in-charge</b>	Chung Kam Hin (marketing secretary)
<b>Date</b>	24 November, 2017
<b>Venue</b>	Chinese Restaurant (南北)
<b>Time</b>	18:30 – 22:00
<b>Objectives</b>	To strengthen bonding between IRESS students and science school staff To provide an opportunity for casual gathering among IRESS members To relieve members' academic pressure through leisure event
<b>Target</b>	IRESS members, IRE subject coordinators and MBMS alumni
<b>Expected number of participants</b>	30-50 members, 4-6 faculty members
<b>Fee</b>	\$160

### Work Schedule

<b>Date</b>	<b>Description</b>
October 22	Inviting professors and guests
October 22	Finalization of poster design
October 30 – November 3	Finalization of venue
October 30 – November 10	Planning dinner activities, lucky draw gifts and decoration design Draft MC script
November 6	Sending invitation e-mail to all society members
November 6 – 10	Finalization of event design
November 6	Putting up posters around campus
November 6 – 17	Promotion of event Setting up promotional counter
November 11 – 19	Preparation of design materials, lucky draw gifts and event items
November 17	Confirmation of number of participants Confirmation of dinner menu
November 17 – 19	Testing games
November 20	Sending reminders to participants of event
November 24	Annual Dinner

### Event Rundown

<b>Time</b>	<b>Description</b>
17:00 – 18:30	Decoration of venue
18:30 – 19:00	Reception and welcoming
19:00 – 20:30	Dining
20:30 – 21:15	Group games
21:15 – 21:30	Lucky draw
21:30 – 22:00	Photo-taking
22:00 – 22:30	End of event and cleaning up of venue

### List of Games

Game Order	Game Name	Game Content
1	Big Television	<ol style="list-style-type: none"> <li>1. Each table shall select some members as “performers,” while the rest act as “guessers.”</li> <li>2. The guessers shall sit between the performers and a screen. Only the performers, but not the guessers, can see the screen.</li> <li>3. A word shall then be displayed on the screen. The performers must perform actions to let the guessers guess the word displayed on the screen correctly without resorting to verbal communication</li> <li>4. The team that can guess the most number of words wins.</li> </ol>
2	Can you understand it?	<ol style="list-style-type: none"> <li>1. The MC will announce 2 to 3 sentences at the beginning of the game. Also, the MC will announce the related domain, <i>i.e.</i> places in Hong Kong、 colors.</li> <li>2. Each table will be given 3 minutes to discuss strategies in order to guess the word correctly.</li> <li>3. Each table will select a few representatives to get the topic from the MC.</li> <li>4. The representatives should only use the sentences announced by the MC to communicate with other players in the same table so that other members can guess the topic.</li> <li>5. The team that can guess the word correctly in a shorter period of time will win.</li> </ol>
3	Kara-Karaoke	<ol style="list-style-type: none"> <li>1. Songs in obscure languages shall be prepared beforehand</li> <li>2. In each round of the game, each table should send representatives to sing along to the songs based on listening to recording alone.</li> <li>3. The winner of each round shall be chosen by the host based on accuracy, but the performance with the highest entertainment value can also be considered as an unofficial victory.</li> </ol>
4	Chinese Whisper	<ol style="list-style-type: none"> <li>1. Each table should choose a person to be the starting one.</li> <li>2. He/She will receive the full message from the MC.</li> <li>3. Then the one should deliver the message to</li> </ol>

		<p>the next one as clear as possible while with a spoon in their mouth.</p> <ol style="list-style-type: none"><li>4. The next one will do the same as (c) .</li><li>5. The last one should speak out the message he/she received completely.</li><li>6. The table getting the highest correct rate wins.</li></ol>
--	--	--

## 13) Christmas Party

Party celebrating Christmas holiday after exam period

### Details

<b>Person-in-charge</b>	Fong Kin Long (general secretary)
<b>Date</b>	21 December, 2017
<b>Time</b>	17:00 – 22:00
<b>Venue</b>	Common Room 5+6
<b>Objectives</b>	To bring festive spirit for IRESS members To let members relax after final examinations To symbolize a meaningful conclusion of Fall semester
<b>Target</b>	IRESS members
<b>Expected number of participants</b>	40
<b>Fee</b>	\$80
<b>Remarks</b>	Participants will be asked to bring a gift for exchange; suggested price is around \$50. Board games will be provided for participants during free time

### Work Schedule

<b>Date</b>	<b>Description</b>
November 17	Asking IRESS members about availability for proposed date
November 20 – December 3	Discussion of event activities
November 24	Confirmation of and booking of venue
November 26	Finalization of poster design
November 27 – December 20	Putting up posters around campus Promotion of event through social media
November 27 – 30	Setting up counter for application and fee payment
December 2 – December 10	Preparation of event materials Confirmation of decoration design
December 11 – 17	Ordering food Preparation of games and decoration materials
December 16	Rehearsal Reminder to participants through social media
December 21	Christmas Party

### Event Rundown

<b>Time</b>	<b>Description</b>
15:00 – 17:00	Decoration of venue
17:00 – 17:30	Reception
17:30 – 18:30	Games
18:30 – 19:45	Dinner
19:45 – 20:15	Games
20:15 – 20:45	Gift exchange
20:45 – 21:00	Photo-taking
21:00 – 21:30	Free time
21:30 – 22:00	End of event and cleaning up of venue

### List of Games

Game Order	Game Name	Game Content
1	Opposites	<ol style="list-style-type: none"> <li>1. The players of each team stand in a circle.</li> <li>2. The MC will say a direction (left, right, front or back) or an action.</li> <li>3. The player have to jump to the opposite direction or do the opposite action that the MC said.</li> </ol>
2	High! Low!	<ol style="list-style-type: none"> <li>1. Players, segregated between teams, will sit down in front of a screen.</li> <li>2. The screen will first project a number or a picture representing a number (e.g. a collection of 17 eggs, or a mathematical expression that results in a number)</li> <li>3. The screen will then project another picture representing another number.</li> <li>4. Each player must either stand up (if the new number is larger than the old one) or remain sited (otherwise) within a second after the new picture is projected.</li> <li>5. The team with the most members choosing the correct option wins that round.</li> </ol>
3	Polygon single-leg tug-of-war	<ol style="list-style-type: none"> <li>1. Players will be divided into teams. Each teams will select 1 or 2 representatives for the game.</li> <li>2. The representatives should stand with only one leg and holding one end of the towel.</li> <li>3. The representatives will pull the towel to make other players fall down.</li> <li>4. The one who can stand with one leg at the end will be the winner.</li> </ol>
4	Can you notice the minor difference?	<ol style="list-style-type: none"> <li>1. The MC will prepare two phrases with great similarities.</li> <li>2. Most players will receive the first phrase, with a few ones (or only one) receiving the second one.</li> <li>3. Players will be given 30 seconds to think of his/her performance.</li> <li>4. Players will act according to the phrase one by one, each lasts for 10 seconds.</li> <li>5. The first who can guess the two phrases wins.</li> </ol>
5	Blanks Against Humanity	<ol style="list-style-type: none"> <li>1. Participants are given a sentence with a blank left to be filled. (one question per group) / Participants are given a question to answer.</li> <li>2. Participants take turns to give answers to the question / fill in the blank.</li> </ol>

		<ol style="list-style-type: none"><li>3. MC reads out the answer one by one. Participants of other groups will be responsible for voting for the best answer for the question, <i>i.e.</i> everyone should not be voting for their own question.</li><li>4. Winner of each question can get a prize. There will be a total of 3 rounds of questions.</li></ol>
--	--	--

## IV. Spring 2018 Activity Details

### 1) Annual Election

Election of new IRESS executive committee cabinet

#### Details

<b>Person-in-charge</b>	Lam Tak On (president)
<b>Date</b>	Late-February
<b>Venue</b>	TBC
<b>Objectives</b>	To form new nominated cabinet(s) of executive committee To allow members to express their attitudes towards the nominated cabinet(s) of executive committee
<b>Target</b>	IRESS members, especially nominated cabinet(s)

#### Work Schedule

<b>Date</b>	<b>Description</b>
November 27 – December 17	Recruitment and formation of potential nominated cabinet(s)
December 18 – 31	Introduction of promotion period
January 1 – 31	Facilitation of promotion period Confirmation of time of promotion period and polling day
January 22 - 31	Formation of an Election Board
February 1 – 23	Promotion period
February 20 – 23	Annual Election

## 2) Annual General Meeting

Meeting about executive committee and society constitution

### Details

<b>Person-in-charge</b>	Lam Tak On (president)
<b>Date</b>	Mid-March, within three weeks after confirmation of Annual election results
<b>Venue</b>	TBC
<b>Objectives</b>	To review the current session of executive committee To give suggestions for the next session of executive committee
<b>Target</b>	IRESS members, especially executive committee and elected cabinet

### Work Schedule

<b>Date</b>	<b>Description</b>
February 26 – March 11	Preparation for annual general meeting
March 12 – 30	Annual General Meeting

### Event Rundown

<b>Time</b>	<b>Description</b>
TBC	Receiving and adopting minutes of the previous AGM, Annual Report and Annual Financial Report
	Proposing and vote for Honorary Members of the previous session
	Adopting the result of the Annual Election
	Adopting the Year Plan and Financial Budget of the new session