

Proposed Year Plan 2018 – 2019

International Research Enrichment Students' Society

Hong Kong University of Science and Technology

Students' Union

Session 2018 – 2019

Table of Contents

A. Information about IRESS, HKUSTSU	1
B. Proposed Executive Committee members	2
C. Proposed Activities	3
I. Schedule	3
II. Spring 2018 Activity Details	4
1) Joint Science Inauguration Ceremony	4
2) Graduation Party and End of Semester Party	6
III. Fall 2018 Activity Details	8
1) Registration Day	8
2) Orientation Camp	9
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	19
10) Alumni Congregation Photo Booth	21
11) New Executive Committee Information Session	22
12) Annual Dinner	23
13) Christmas Party	25
IV. Spring 2019 Activity Details	27
1) Annual Election	27
2) Annual General Meeting	28

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 endeavours 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	薛曉智	SIT, Hiu Chi	SSCI (IRE)	小智	20515312	hcsit
Internal Vice President	黃亭熙	WONG, Ting Hei Matthew	SSCI (IRE)	Matthew	20322674	thmwong
External Vice President	簡迎曦	KAN, Ying Hei	SSCI (IRE)	Kit	20340200	yhkan
Financial Secretary	李詠淇	LEE, Olivia Wing Kei	SSCI (MAEC)	Olivia	20520343	owklee
General Secretary	周俊賢	CHAU, Chun Yin	SSCI (IRE)	Tony	20506983	cychauab
	張晉尉	CHEUNG, Chun Wai	SSCI (IRE)	Victor	20511641	cwcheungan
Promotion Secretary	張祐銘	CHANG, Yau Ming	SSCI (IRE)	Isaac	20514186	ymchang
	甘華美	KAM, Wa Mei	SSCI	Kam	20504935	wmkam
Marketing Secretary	陳彥禧	CHAN, Yin Hei Brian	SSCI (IRE)	BC	20505745	yhbchan
	彭俊森	PANG, Chun Sum Brian	SSCI	BP	20508589	csbpang
Academic Secretary	林嘉聰	LAM, Ka Chung	SSCI (IRE)	Tommy	20519021	kclamar

C. Proposed Activities

I. Schedule

Date	Function	Venue	PIC
April 26	Joint Science Inauguration Ceremony	Lecture Theater A	Kan Ying Hei
May 29	Graduation Party and End of Semester Party	Common Room 5 + 6	Wong Ting Hei Matthew
August 8 – 9	Registration Day	Atrium	Cheung Chun Wai
Mid-August	Orientation Camp	HKUST Campus	Sit Hiu Chi
September 1-14	Orientation Week	Atrium	Chau Chun Yin
Early - September	Semester Commencement Dinner	TBC	Pang Chun Sum Brian
Late-September	Joint Science Singing Contest	Preliminaries: TBC Finals: Atrium	Kan Ying Hei
October – November	Subcommittee Function	TBC	Wong Ting Hei Matthew
Mid-October	Ordering of Society Jacket	N/A	Chang Yau Ming
October 22-26	HKUST Science Research Sharing	TBC	Lam Ka Chung
October 29 – November 2	Class Photo-taking	Sundial	Pang Chun Sum Brian
Mid-November	Alumni Congregation Photo Booth	Sci/Home	Kam Wa Mei
November 19 – 22	New Executive Committee Information Session	TBC	Sit Hiu Chi
November 23	Annual Dinner	Chinese Restaurant	Chan Yin Hei Brian
December 21	Christmas Party	Common Room 5 + 6	Lee Olivia Wing Kei
Late-February	Annual Election	TBC	Sit Hiu Chi
Mid-March	Annual General Meeting	TBC	Sit Hiu Chi

II. Spring 2018 Details

1) Joint Science Inauguration Ceremony

Ceremony presenting the succession of the new executive committee

Details

Person-in-charge	Kan Ying Hei (External Vice President)
Date	26 April, 2018
Time	18:00 – 22:00
Venue	Lecture Theatre A (and SCI/HOME for cocktail session)
Rehearsal Date	TBC
Objectives	<ul style="list-style-type: none">– To celebrate establishment of new science student society cabinets– To introduce new cabinets to professors, students and other guests– To strengthen connection between science department societies, students and staff– To develop cooperation between science department societies
Target	Guests and representatives of other students' societies
Expected number of participants	250

Work Schedule

Date	Description
March 2	Finalisation of science department elected cabinet
March 3 – 13	Inter-society discussion of setting for joint inauguration
March 14 – 24	Creation of promotional material
March 14 – 24	Discussion of logistics for inauguration ceremony Preparation of event materials Planning for refreshments and gifts
March 25	Invitation of guests and speakers
March 26 – 31	Intra-society preparation
April 1 – 4	Inter-society correspondence Confirmation of rundown and script
April 4 – 13	Promotion of event
April 14 – 24	Finalisation of inauguration procedure
April 25	Rehearsal session
April 26	Joint Science Inauguration Ceremony

1) Joint Science Inauguration Ceremony

Ceremony presenting the succession of the new executive committee

Event Rundown

Time	Description
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 by honourable guests
19:45 – 21:45	Speeches by 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

A party celebrating the end of the semester and the graduation of members of the IRESS

Details

Person-in-charge	Wong Ting Hei Matthew (Internal Vice President)
Date	29 May, 2018 (Subject to change)
Time	16:00 – 21:30
Venue	Common Room 5+6
Objectives	<ul style="list-style-type: none"> – To celebrate the graduation of members of the IRESS – To provide a chance for members to gather and have fun together at the end of the semester
Target	Members of the IRESS and graduating IRE students
Expected number of participants	Graduating students: 12 Other members: 20
Fees	Graduating students: \$80 Other members: \$100

Work Schedule

Date	Description
April 25	Confirmation of attendance of graduating students
April 25 – May 1	Discussion on event framework; sending invitation emails to professors
May 1 – 12	Preparation of materials
May 1 – 8	Counter for signing up
May 1 – 22	Promotion of the event
May 26 – 28	Final checking of event details
May 29	Graduation Party and End-of-Semester Party

Event Rundown

Time	Description
16:00 – 17:00	Decorating and setting up of venue
17:00 – 17:30	Reception
17:30 – 18:30	Games
18:30 – 19:30	Dinner
19:30 – 20:30	Games
20:30 – 21:00	Sharing by graduates and professors
21:00 – 21:15	Opening of time capsule
21:15 – 21:30	Photo-taking
21:30 – 22:00	Cleaning up

2) Graduation Party and End-of-Semester Party

A party celebrating the end of the semester and the graduation of members of the IRESS

Games Description

Games	Description
Sticker Stalker	<ol style="list-style-type: none">1. Every participant is given 10 stickers2. The goal is to stick all the stickers one has onto others3. If one is caught when he/she is trying to stick a sticker, he/she must take back the sticker and get one sticker from the other person4. The first participant to get rid of all stickers wins
Who am I?	(Group game) <ol style="list-style-type: none">1. A person gets a name sticker stuck on his/her forehead2. He/she must ask at most 20 yes/no questions to figure out to whom that name belongs
Likes and Dislikes	<ol style="list-style-type: none">1. Every participant writes down at least 5 things he/she likes and 5 things he/she dislikes2. The cards are then collected and read aloud3. Other participants will try to guess who that person is
Bucket Challenge	<ol style="list-style-type: none">1. 9 buckets are placed in a square, each carrying some points2. Tiles labelled 1 to 3 are placed in front of the buckets3. After throwing a die, the participant must throw a tennis ball that bounces on the labelled tile matching the number4. The team with the highest score wins.

III. Fall 2018 Activity Details

1) Registration Day

Counter promoting IRESS during Registration Day

Details

Person-in-charge	Cheung Chun Wai (General Secretary)
Date	8 – 9 August, 2018
Time	09:00 – 17:00
Venue	Atrium
Objectives	<ul style="list-style-type: none">– To establish an early contact network with freshmen for a smooth Registration Day– To provide information about the university to freshmen– To promote the IRESS Orientation Camp to freshmen– To clear any doubts in freshmen's mind
Target	HKUST freshmen and IRE admits
Expected number of participants	20

Work Schedule

Date	Description
TBC	Confirmation of counter location and details of Registration Day through society meetings
June 5 – July 31	Marketing for sponsors
July 3 – 10	JUPAS promotion through Facebook and Instagram
July 5 – 10	Inviting IRE Students to be helpers on the Registration Day
July 11 – 18	Confirm Counter Design – Counter name and banners
July 20 – 30	Preparation of Promotional materials
Late July	Confirmation of registration Day Rundown, i.e. IRE student registration time slots, school orientation date
August 1 – 5	Preparation of Orientation Camp Overview
August 1 – 5	Contact professors or staff in School of Science for IRE student list, and if possible, student contacts. Also request for a small timeslot at the end of school orientation for IRESS promotion.
August 1 – 8	Post in Facebook and Instagram, with a detailed map showing the way to our counter
August 8 – 9	Contact incoming IRE students and invite them to IRESS Counter Set up a WhatsApp group aimed for coordinating IRE Freshmen
August 8 – 9	Registration Day

2) Orientation Camp

Camp with various activities for freshman

Details

Person-in-charge	Sit Hiu Chi (President)
Vice Person-in-charge	Logistics – Pang Chun Sum Brian (Marketing Secretary) Theme games – Wong Ting Hei Matthew (Internal Vice President) Other games – Lee Olivia Wing Kei (Financial Secretary)
Date	14 – 18 August 2018
Venue	Including but not limited to HKUST Campus and Hall
Objectives	– To introduce HKUST to IRESS freshmen – To let freshmen familiarize with each other and senior students
Target	Interested persons, especially IRE freshmen and IRESS members
Expected number of participants	15-20 freshmen, 10 leaders
Fee	Freshmen and spies: \$420 Executive committee members: \$350 Leaders: \$400

Work Schedule

Date	Description	Person-in-Charge
April 9 – 20	Promoting the recruitment of leaders through social media	Chang Yau Ming
April 23 – May 4	Set up counter for application and fee collection	All executive committee members
May 7 – July 31	Marketing for sponsors	Chan Yin Hei Brian Pang Chun Sum Brian
June 4 – 8	Discussing date and details of camp Send e-mail invitation to IRE program coordinator	Chau Chun Yin
June 11 – 22	Planning activities and prepare game materials	Wong Ting Hei Matthew
June 29	Finalization of T-shirt design	Kam Wa Mei
July 2 – 13	Testing games and activities	All executive committee members
July 2 – 13	Correspondence with other societies	Kan Ying Hei
July 27	Finalization of poster design and promotion materials	Chang Yau Ming Kam Wa Mei
August 6	Printing and putting up posters around campus Print camp-books	Chang Yau Ming
August 8 – 9	Recruiting freshmen during registration day	Sit Hiu Chi
August 10 – 13	Briefing session for leaders	Sit Hiu Chi
August 12	Reminder to participants with checklist of items to bring	Cheung Chun Wai
August 13	Decoration of venue Sending final reminder to participants	Sit Hiu Chi
August 14 – 16	Orientation Camp	All executive committee members

2) Orientation Camp

Camp with various activities for freshman

Event Rundown

Day 1	Day 2	Day 3
	Breakfast 08:30 – 09:15	Breakfast 08:30 – 09:15
	City Hunt 09:15 – 12:30	Transportation to Beach 09:15 – 09:45
		Beach Games 09:45 – 11:30
		Cleaning Up 11:30 – 12:00
	Lunch 12:30 – 13:30	Transportation back to UST 12:00 – 12:30
	Assembly of Participants 12:45 – 13:00	Lunch (Chinese Restaurant) and Turtle Back 12:30 – 15:00
	Icebreaking, Team Creation and Team Games 13:00 – 17:45	
Unpacking 17:45 – 18:30	Transportation back to UST 13:30 – 14:00	
	Rest 14:00 – 14:20	
Dinner 18:30 – 19:30	Room Escape 14:20 – 18:30	
UST Night Hunt 19:30 – 22:30	Dinner (BBQ) 18:30 – 21:30	
	Time Capsule, Sweet Soup and Private Talk 21:30 – 23:00	

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 pizza

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

2) Orientation Camp

Camp with various activities for freshman

Theme Game

The theme game is based on a detective game, in which the participants must solve a crime that takes place before the Orientation Camp by collecting clues within the tasks. The format of the theme game would be a group battle.

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

The **UST Night Hunt** will begin as the participants discover that they receive a mysterious letter about an unsolved crime that occurred in UST. Only the ending of the crime is presented on the letter, with other vital details missing. Leaders would guide the participants to go around the campus, performing tasks at different checkpoints, to solve the mystery. Throughout the Night Hunt, some of the important locations around UST will be visited. It will conclude by the participants discovering another letter in the final location, and a 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, will then point to a specific room in which the **Room Escape** will take place. There will be a short break for the participants and leaders to rest, and to discuss the clues that they have obtained.

The **Room Escape** will be the final stage of the theme game. Participants will be mixed by random and separated into two different rooms with identical contents. The escape will be divided into different stages as the teams advance through the main task, and a certain number of side tasks must also be completed. The last pieces of information about the crime will be given out in the process. Both teams must pass the room escape, or else neither team wins the theme game.

Finally, the participants should piece all their clues together and find out the story.

3) Orientation Week

Promotional counter of IRESS at the beginning of Fall Semester

Details

Person-in-charge	Chau Chun Yin (General Secretary)
Date	3 – 14 September, 2018
Venue	Atrium
Objectives	<ul style="list-style-type: none">– To promote IRESS to students– To recruit new members and sub-committee members– Distribution of welfare packs to members– To promote the sense of belonging of society members through society merchandise: society T-shirt and society paper
Target	School of Science students, especially IRE students

Work Schedule

Date	Description
July 2 – August 24	Seeking sponsorship for welfare pack
July 23 – August 3	Designing society t-shirt and paper
August 6	Ordering society t-shirt and paper
August 13 – August 24	Design promotional poster
August 27 – August 31	Package sponsored products, print and put up posters, promote through social media
August 31	Set up counter and decoration
September 3–September 14	Orientation week

4) Semester Commencement Dinner

Gathering dinner for IRESS members at the beginning of a new academic year

Details

Person-in-charge	Pang Chun Sum Brian (Marketing Secretary)
Date	First week of Fall semester 2018
Time	18:00 -22:00
Venue	TBC
Objectives	<ul style="list-style-type: none"> - To reunite IRESS members after summer semester break - To facilitate better knowing and relationship between first year members and continuing members - To provide opportunities for members to share their experiences - To foster a friendly atmosphere among the society
Target	All IRESS members
Expected number of participants	Around 40

Work Schedule

Date	Description
August 22	Estimation of number of society members, revise the list of members' information, begin designing poster
August 24-26	Contacting participants for available time slots and preferred restaurant via WhatsApp, phone or email
August 27	Finalizing poster design
August 28 – 31	Confirmation and reservation of restaurant, put up posters around campus
August 28	Beginning of promotion of event
3 days before the event	Preparation of event items
1 day before the event	Reminding participants of event
TBC	Semester Commencement Dinner

Event Rundown

Time	Description
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) Sub-committee function

Function organized by new IRESS members

Details

Person-in-charge	Wong Ting Hei Matthew (Internal Vice President)
Date	October – November 2018
Time	TBC (Decided by the sub-committee)
Venue	TBC (Decided by the sub-committee)
Objectives	<ul style="list-style-type: none">– To provide a leisure activity for members of the IRESS– To recruit and train potential members of the executive committee– To establish a sense of belonging and commitment among members of the sub-committee
Target	Members of the IRESS Sub-committee (Preparation) Members of the IRESS (Event)
Expected number of participants	TBC (To be predicted by the sub-committee)
Fees	TBC (Decided by the sub-committee)

Work Schedule

Date	Description
September 1 – 30	Recruitment of members of the sub-committee
October 1 – Early November	Regular meetings for planning and preparation of materials
November 1 – 15	Sub-committee function
November 17 – 21	Evaluation

6) Ordering of Society Jacket

Designing and offering society jackets to members and non-members

Details

Person-in-charge	Chang Yau Ming (Promotion Secretary)
Date	Mid-October 2018
Time	N/A
Venue	N/A
Objectives	<ul style="list-style-type: none">- Develop a sense of belonging among members- Promote and introduce IRESS to other students
Target	IRESS members and non-members
Expected number of participants	40

Work Schedule

Date	Description
September 16 – 27	Confirmation of the final society jacket design
September 20	Confirmation of the final poster design
September 18 – 22	Contacting manufacturers for quotes and other miscellaneous items
September 25 – 29	Ordering of society jacket samples
September 30- October 2	Promoting society jackets through posters and social media
October 3 – 13	Setting up counter for members to place their orders. (A deposit will be collected at the time of order. The remainder will be collected when members receive their jackets)

7) Joint Science Singing Contest

Singing competition for Science department society members

Details

Person-in-charge	Kan Ying Hei (External Vice President)
Date	Preliminaries: Mid-October 2018 Finals: Late-October 2018
Time	Preliminaries: 19:00 – 21:00 Finals: 18:00 – 21:00
Venue	Preliminaries: TBC Finals: Atrium
Objectives	<ul style="list-style-type: none"> – To strengthen bonding between science students – To foster collaboration between science department societies – To offer an enjoyable activity for science society member
Target	Science school students
Fee	TBC

Work Schedule

Date	Description
September 3 – 16	Inter-society discussion on event framework
September 3 – October 12	Marketing for sponsorship
September 17 – 21	Invitation of guests and judges Announcement of competition to students
September 17 – 30	Preparation of materials, activities and prizes Booking event venue
September 24 – October 12	Promotion of event
October 1 – 14	Notice to contestants
October 5	Finalisation of competition rundown Finalisation of script and logistics
October 15 – 19	Preliminary singing competition
October 15 – 19	Promotion of final round
October 23 – 27	Joint Science Singing Contest

Event Rundown

Preliminaries

Time	Description
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

7) Joint Science Singing Contest

Singing competition for Science department society members

Finals

Time	Description
17:00 – 18:00	Setting up venue and equipment Briefing with contestants and judges
18:00 – 18:20	Explaining contest rundown Introducing judges
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

Person-in-charge	Lam Ka Chung (Academic Secretary)
Date	22 – 26 October, 2018
Time	TBC
Venue	TBC
Objectives	<ul style="list-style-type: none">– To feature topics of scientific research conducted by fellow students– To provide an occasion for senior students to share their research experience so that junior students can appreciate the nature of scientific research– To expose students to the research opportunities available at HKUST– To promote IRE track to non-IRE students in School of Science
Target	Students from the School of Science
Expected number of participants	15 – 30

Work Schedule

Date	Description
September 3 – 14	Invitation to senior students for research sharing
September 3 – 14	Invitation to professors to be honorary guests or guest speakers
September 17	Confirmation of speakers and their topics
September 21	Confirmation of date, time, and venue of the event
October 1	Finalization of poster design
October 7	Putting up posters
October 7 – 20	Promoting the sharing sessions to IRESS members
October 14	Printing of thank-you cards
October 15-19	Reminding speakers of presentation date and time
October 21	Reminding members to attend the event
October 22 – 26	HKUST Science Research Sharing

Event Rundown

Time	Description
18:15 – 18:45	Preparation of equipment for the sharing sessions
18:45 – 19:00	Welcoming speakers
19:00 – 19:05	Brief introduction of the speakers and their fields of research
19:00 – 19:45	Sharing by the first speaker
19:45 – 20:00	Q&A session
20:00 – 20:10	Break
20:10 – 20:15	Introduction of the second speaker
20:15 – 21:00	Sharing by the second speaker
21:00 – 21:15	Q&A session
21:15 onwards	End of sharing

9) Class Photo Taking

Photo-taking for IRESS members

Details

Person-in-charge	Pang Chun Sum Brian (Marketing Secretary)
Date	29 October, 2018 – 2 November, 2018
Time	12:30 – 14:30*
Venue	Sundial
Objectives	<ul style="list-style-type: none"> – To create and preserve a yearly record of IRESS members – To allow members to keep a precious record of their memories in the society – To enhance the sense of belonging of members
Target	IRE students and alumni, IRE faculty members and IRESS Members
Expected number of participants	Around 60 members and 5 faculty members

Work Schedule

Date	Description
September 24 – September 30	Checking availability of members and faculty members via WhatsApp
October 1 - 7	Invitation of professors, participants and photographer
October 5 - 7	Finalization of poster design Putting up posters around campus
October 8 - 14	Decision on date and rundown
October 8 - 19	Promotion to members via email and WhatsApp
October 25	Confirming time of photo-taking based on weather forecast Re-sending invitations in case of date change due to bad weather
October 28 - 29	Reminding participants of event and the dress code via email and WhatsApp
October 29 – November 2	Class Photo-taking
November 4	Finishing photo-editing
November 5	Notifying participants about ordering and collection of photos
November 5 – 9	Setting up counter for photo ordering
November 26 – 30	Distribution of photos to members

9) Class Photo Taking

Photo-taking for IRESS members

Event Rundown

Time	Description
12:30 – 13:30	Setting up venue Greeting participants and photographer
13:30 – 14:30	Taking photos with the following sequence: 1. MBMS/IRESS alumni, professors 2. Year 4 students, professors 3. Year 3 students, professors 4. Year 2 students, professors 5. Year 1 students, professors 6. Participants by majors (Physics, Mathematics, Chemistry, Life Science) 7. All participants 8. Additional free shots

*Time to be confirmed based on availability

10) Alumni Congregation Photo Booth

Counter for Photo-taking during Congregation

Details

Person-in-charge	Kam Wa Mei (Promotion Secretary)
Date	Mid-November 2018
Time	TBC
Venue	TBC
Objectives	<ul style="list-style-type: none">- To celebrate the graduation of members of IRE Programme and IRESS- To strengthen the connection between IRESS members and alumni of IRE Programme- To provide an opportunity for IRESS members gathering
Target	IRE Programme alumni, IRESS members
Expected number of participants	30 – 40

Work Schedule

Date	Description
October 1 - 31	Seeking sponsorship for welfare pack
October 16 - 27	Corresponding with School of Science about congregation details
October 23 – November 3	Designing setting and photo-taking items (e.g. posters, booth decorations and props)
October 29	Finalization of designs
October 30 – November 10	Preparation for booth and materials
November 1	Notifying alumni about photo-taking booth (e.g. invitation through emails)
November 1 - 12	Promotion of photo-taking booth (e.g. Putting up posters around campus, contact members through social media)
November 13 - 17	Alumni Congregation Photo Booth

11) New Executive Committee Information Session

Information session about IRESS executive committee

Details

Person-in-charge	Sit Hiu Chi (President)
Date	19 – 22 November, 2018
Time	19:00 – 21:30
Venue	TBC
Objectives	<ul style="list-style-type: none"> – To introduce the duties of IRESS executive committee and individual posts to members – To recruit future executive committee members
Target	IRESS members, especially Year 1 and subcommittee members

Work Schedule

Date	Description
October 26	Asking subcommittee members for availability
November 2	Confirmation of date and book venue
November 5 – 16	Preparation for information session
November 9	Finalization of poster design
November 12	Putting up posters around campus Sending invitation to IRESS members
November 19	Reminder to members through social media
November 19 – 23	New Executive Committee Information Session

Event Rundown

Time	Description
19:00 – 19:30	Setting up equipment for presentation
19:30 – 19:40	Brief introduction of IRESS
19:40 – 20:20	<p>Presentation given by current Executive Committee members in the following order:</p> <ol style="list-style-type: none"> 1. President 2. Internal Vice President 3. External Vice President 4. Financial Secretary 5. General Secretary 6. Promotion Secretary 7. Marketing Secretary 8. Academic Secretary <p>Each post will be given 5 minutes for the presentation</p>
20:20 – 21:00	Light Refreshment for IRESS members
21:00 – 21:30	Discussion among members interested in becoming future Executive Committee members

12) Annual Dinner

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

Details

Person-in-charge	Chan Yin Hei Brian (Marketing Secretary)
Date	23 November, 2018 (Subject to change)
Venue	Chinese Restaurant 南北小廚
Time	18:30-22:00
Objectives	<ul style="list-style-type: none"> - To strengthen bonding among IRESS students and faculty members of School of Science - To strengthen the sense of belonging of IRESS students - To reinforce communication among students and teaching staff - To entertain students and teaching staff
Target	IRESS members, IRE subject coordinators teaching staff of School of Science and MBMS alumni
Expected number of participants	30-50 members, 4-6 faculty members
Fee	\$160

Work Schedule

Date	Description
October 21	Sending invitation email to professors and guests
October 21	Confirmation of poster design P.S. Include payment procedure and application method in posters
October 21	Planning dinner activities, lucky draw gifts and decoration design Draft MC script
October 28	Sending invitation email to all society members P.S. Include payment procedure and application method in email
October 28	Booking of tables in Chinese restaurant P.S. Confirm if changes in number of person can be made
October 28	Confirmation of decoration and event design
November 1-2	Buying decoration items
November 5-16	Preparation of decoration, game materials, lucky draw gifts and other event items
November 8-9, 12-14	Setting up counter to receive participation fee
November 12	Print and put up posters around campus
November 12-16	Game Testing
November 16	Confirmation of number of participants Confirmation of menu and booking of the restaurant
November 19	Sending a reminder to all participants through email, WhatsApp and phone P.S. Including faculty members
November 23	Annual Dinner

12) Annual Dinner

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

Event Rundown

Time	Description
17:00-18:30	Decoration of venue
18:30-19:00	Reception and welcoming
19:00-20:30	Dining
20:30-21:00	Games
21:00-21:15	Lucky Draw
21:15-21:45	Photo Taking
21:45-22:00	Cleaning up

List of Games

Game Order	Name of game	Content of game
1	Who are you?	<ol style="list-style-type: none"> Each group of (2-3) participants are required to guess who is in/related to the photos. The group with the most number of correct answers wins.
2	Which song are you singing?	<ol style="list-style-type: none"> In each time, a person is chosen to sing a song abnormally. Each group of (2-4) participants are required to guess which song the person is singing. The group with the most number of correct answers wins.
3	Big Dimensions	<ol style="list-style-type: none"> In each group of (2-4) participants, some (1-2 participants) are going to say about the words shown on the tablet but they cannot mention the word. The other (1-2) participants are going to guess the word but are not allowed to watch the tablet. The group with the most number of correct answers wins.
4	Are you an artist?	<ol style="list-style-type: none"> In each group of (4-6) participants, they will line up and the first person will be given a word. Each participant has to tell the meaning of word to the next person by only drawing on the paper. The last person will submit the final answer. The group with the final answer which is the most similar to the word wins.

13) Christmas Party

A Christmas Party for IRESS members before the Christmas

Details

Person-in-charge	Lee Olivia Wing Kei (Financial Secretary)
Date	21 December, 2018
Time	18:00 – 21:30
Venue	Common 5+6
Rehearsal Date	December 20
Objectives	<ul style="list-style-type: none"> – To help members to release their exam pressure – To consolidate the relationships between IRESS members – To celebrate Christmas
Target	IRESS member
Expected number of participants	40

Work Schedule

Date	Description
November 17	Ask for the members' availability for proposed day
November 19	Confirm the date and book the venue
November 19-21	Discuss on the proposed rundown and games
November 21	Finalize the poster design
November 26 - December 21	Put up the posters Promote the event through social media
November 26-30	Set up counter and collect participation fee
December 2	Confirm decoration design
December 3-10	Prepare event materials
December 11-17	Order food
December 20	Rehearsal Remind the participants
December 21	Christmas Party

Event Rundown

Time	Description
16:00 – 17:30	Decoration
17:30 – 18:00	Reception
18:00 – 19:00	Games
19:00 – 20:15	Dinner
20:15 – 20:45	Gift exchange
20:45 – 21:00	Photo-taking

13) Christmas Party

A Christmas Party for IRESS members before the Christmas

Games Description

Games	Description
3!2!1!	Place a camera at the upper part of room. Divide people into 2 groups. Each group present 1 member and face to the camera at a distance. After saying 3!2! 1!, they should follow our instruction (Happy, Sad, Angry, etc), jump and do that facial expression, so that the camera can take photo. Members should show their head on the photo to get 1 point. Repeat it for total 20 rounds. The team that got the highest points wins.
Music doesn't need a word	Select some famous Christmas song. In the team pick 10 people sing and 10 people guess. Every time a person will listen to a song and sing it with "doo" sound. Other members need to guess the song's name. If the members guess right, the headphone will pass to next singer. If not, singer need to repeat the song until someone guess it right. The team who guess the 10 songs faster will win.
Drop a hint	Two groups choose a person to guess. Others need to tell the person a characteristic of the word. For example, the word is apple, the first one says red, second says fruit, the third one says hard, etc. Only have one chance to guess, if the person guesses wrong, move to another word. Right word gets 1-mark, higher marks win.
On the list	Two groups will hear a list. On the list, there will have some items that is not fit in the category, and the other words will fall in the same category. One person in each team should go and grab a water bottle and speak a word that is different from others. If the word is not in the same category, 1-mark will be given and point a person in the waiting zone to come back the team. If not, that person need to go to the waiting zone and wait others to save him.

IV. Spring 2019 Details

1) Annual Election

Election of new IRESS executive committee cabinet

Details

Person-in-charge	Sit Hiu Chi (President)
Date	Late February 2019
Venue	TBC
Objectives	<ul style="list-style-type: none">- To form new nominated cabinet(s) of executive committee- To allow members to express their attitudes towards the nominated cabinet(s) of executive committee
Target	IRESS members, especially nominated cabinet(s)

Work Schedule

Date	Description
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 1 - 10	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

Person-in-charge	Sit Hiu Chi (President)
Date	Mid-March 2019, within three weeks after confirmation of Annual election results
Venue	TBC
Objectives	<ul style="list-style-type: none">- To review the current session of executive committee- To give suggestions for the next session of executive committee
Target	IRESS members, especially executive committee and elected Cabinet

Work Schedule

Date	Description
February 25 – March 10	Preparation for annual general meeting
March 11 – 29	Annual General Meeting

Event Rundown

Time	Description
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