

Proposed Year Plan 2019 – 2020

International Research Enrichment Students' Society
Hong Kong University of Science and Technology
Students' Union
Session 2019 – 2020

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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	張焯綸	Cheung Cheuk Lun, Alan	SSCI (IRE)	Alan	20602270	clacheung
Internal Vice President	劉澤禧	Lau Chak Hei	SSCI (IRE)	7k	20409501	chlauat
External Vice President	郭旭琳	Kwok Yuk Lam	SSCI (IRE)	Shirley	20601082	ylkwokab
Financial Secretary	黃劍樂	Wong Kim Lok, Kimson	SSCI (IRE)	Kimson	20602505	klkwongaa
Promotion Secretary	陳芷晴	Chan Tsz Ching	SSCI (IRE)	Indigo	20600583	tcchanap
General Secretary & Academic Secretary	林豫生	Lam Yu Sang	SSCI (IRE)	Enoch	20598584	yslamaj
Marketing Secretary	梁家桓	Leung Ka Wun, Casey	SSCI (IRE)	Casey	20340339	kwcleung

C. Proposed Activities

I. Schedule

Date	Function	Venue	PIC
April 26	Joint Science Inauguration Ceremony	TBC	Kwok Yuk Lam
May 29	Graduation Party and End of Semester Party	Common Room 5 + 6	Lau Chak Hei
August 8 - 9	Registration Day	Atrium	Lam Yu Sang
Mid-August	Orientation Camp	HKUST Campus	Kwok Yuk Lam
September 1-14	Orientation Week	Atrium	Lam Yu Sang
Early - September	Semester Commencement Dinner	TBC	Leung Ka Wun, Casey
Late-September	Joint Science Singing Contest	TBC	Kwok Yuk Lam
October - November	Subcommittee Function	TBC	Lau Chak Hei
Mid-October	Ordering of Society Jacket	N/A	Chan Tsz Ching
October 22-26	HKUST Science Research Sharing	TBC	Wong Kim Lok, Kimson
October 29 - November 2	Class Photo-taking	Sundial	Leung Ka Wun, Casey
Mid-November	Alumni Congregation Photo Booth	TBC	Chan Tsz Ching
November 19–22	New Executive Committee Information Session	TBC	Cheung Cheuk Lun, Alan
November 23	Annual Dinner	Chinese Restaurant	Leung Ka Wun, Casey
December 21	Christmas Party	Common Room 5 + 6	Wong Kim Lok, Kimson
Late-February	Annual Election	TBC	Cheung Cheuk Lun, Alan
Mid-March	Annual General Meeting	TBC	Cheung Cheuk Lun, Alan

II. Spring 2019 Details

1) Joint Science Inauguration Ceremony

Ceremony presenting the succession of the new executive committee

Details

Person-in-charge	External Vice President—Kwok Yuk Lam
Date	24/4
Time	18:30-22:00 (18:30-19:00 cocktail session)
Venue	LTB
Rehearsal Date	18/4
Objective	<ul style="list-style-type: none"> a. To introduce our newly formed science students' society cabinets to professors, other students' society, and other guests b. To strengthen the bond within science students c. To develop the cooperative spirit of science department societies
Target	Guests and representatives of other science students' societies
Expected number of participants	250
Assigned field	Invitation and Reception (Promotion and Decoration is shared by all societies)

Work Schedule

Date	Description
After each science department societies officially announce the election result	Finalization of science department elected cabinet
Late February	Inter-society discussion of setting for joint inauguration Confirming the division of labour
Mid March	Preparation of promotional materials Planning for refreshments and gifts
Mid March	Invitation of guests and speakers
Late March	Intra-society preparation Inter-society correspondence Confirmation of rundown and script
Early April	Promotion of event Finalization of inauguration procedure
18/4	Rehearsal session
24/4	Joint Science Inauguration Ceremony

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	Internal Vice President— Lau Chak Hei
Date	29 May 2019 (TBC)
Time	16:00 - 21:30
Venue	Common Room 5+6 (TBC)
Objectives	a. To celebrate the graduation of members of the IRESS b. 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

2) Graduation Party and End-of-Semester Party

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

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

Games Description

Games	Description
Sticker Stalker	<ol style="list-style-type: none"> 1. Every participant is given 10 stickers 2. The goal is to stick all the stickers one has onto others 3. 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 person 4. The first participant to get rid of all stickers wins
Tic-Tac-Toe puzzle	<ol style="list-style-type: none"> 1. Each group will first play rock-paper-scissors, winner will write 3 signs (X/O) in the blocks first with the signs should not be aliened, the other team will write next. 2. In the next round, each team can move one of their signs to adjacent empty block, winner of rock-paper-scissors will move first. 3. The first team to complete a line will be the winner.
Song guessing	<ol style="list-style-type: none"> 1. Each team will be guessing songs from songs' lyrics which will be translated to another language 2. The team has most correct answer will be the winner.
Big Television	<ol style="list-style-type: none"> 1. 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. 2. The other (1-2) participants are going to guess the word but are not allowed to watch the tablet. 3. The group with the most number of correct answers in certain time wins.

III. Fall 2019 Activity Details

1) Registration Day

Counter promoting IRESS during Registration Day

Details

Person-in-charge	General Secretary — Lam Yu Sang
Date	8 - 9 August 2019 (TBC)
Time	09:00 – 17:00
Venue	Atrium
Objectives	<ul style="list-style-type: none"> a. To establish an early contact network with freshmen for a smooth Registration Day b. To provide information about HKUST to freshmen c. To promote the IRESS Orientation Camp to freshmen d. To clear any doubts in freshmen's mind
Expected number of participants	15
Target	HKUST Freshmen and IRE admits

Work Schedule

Date	Description
TBC	Confirmation of counter location and details for Registration Day through meetings
4 - 31 July	Marketing for Sponsors
3 - 9 July	JUPAS Promotion on Facebook and Instagram
5 - 9 July	Invitation to IRE Students for being helpers on the day of event
10 - 22 July	Confirmation of Counter design, i.e. Counter name and banners
25 - 31 July	Confirmation of registration Day Rundown, i.e. IRE student registration time slots, school orientation date
1 - 4 August	Preparation of Orientation Camp Overview and Posts on Social Media
1 - 4 August	Contact professors or staff in School of Science for IRE student list, IRE student registration time slots, school orientation date and time and, if possible, student contacts. Also request for a small time slot at the end of school orientation for IRESS promotion.
1 - 8 August	Post detailed map showing the way to our counter on Facebook and Instagram Page
7 - 8 August	Setting up of IRESS Counter
7 - 9 August	Reminders to incoming IRE students for visiting IRESS Counter Set up a WhatsApp group aimed for coordinating IRE Freshmen
8 - 9 August	Day of event

2) Orientation Camp

Camp with various activities for freshman

Details

Person-in-charge	External Vice President—Kwok Yuk Lam
Date	10/8-12/8
Venue	Including but not limited to HKUST Campus and Hall
Objectives	<ul style="list-style-type: none">a. To familiarize freshmen with HKUST, especially in the aspects which are unique to IRE studentsb. To promote unity among IRE freshmen, and familiarize them with senior IRESS membersc. To help freshmen plan their university life through sharing by senior members of IRESS
Target	<ul style="list-style-type: none">a. Interested person, especially IRE freshmenb. Members of IRESS
Expected number of participants	Leader: 10 Freshmen: 15 - 20 Spy: 1-2 Helper: 3-5
Participation Fee	Leaders: \$380 Freshmen: \$420 Spy: \$400 Helper: Free

2) Orientation Camp

Camp with various activities for freshman

Work Schedule

Date	Description	Person-in-charge
8 April to 17 April	Promoting the recruitment of leaders and spies	Cheung Cheuk Lun Alan
25 April to 3 May	Setting up counter for fee collection from leaders	All executive committee members
1 May - 31 July	Marketing for sponsors	Leung Ka Wun
23 May	Finalize T-shirt designs (one for leaders and one for freshmen) (executive committee members will be wearing exco T-shirt)	Chan Tsz Ching
Mid to late June	Game designing and activities planning	All executive committee members
13 June	Ordering of T-shirts	Leung Ka Wun
Late June to Mid July	Game testing and refinement	All executive committee members
Mid July	Preparing game materials	Wong Kim Lok Kimson
Once the date of orientation camp is confirmed	Send invitation email to IRE programme coordinator	Lam Yu Sang
After the date of orientation camp is confirmed	Briefing section for leaders	Kwok Yuk Lam
After the date of orientation camp is confirmed	Confirm hall rooms and venues	Lau Chak Hei
31 July	Confirm poster design and camp book design	Chan Tsz Ching Cheung Cheuk Lun Alan
Two weeks before camp	Printing and putting up posters	Lau Chak Hei
1-2 weeks before camp	Printing of camp book	Leung Ka Wun
1-2 weeks before camp	Booking and preparing for meals	Leung Ka Wun Wong Kim Lok Kimson
Registration Day	Recruiting freshmen during registration day	Lau Chak Hei Kwok Yuk Lam
3 days before camp	Confirm checklist for participants Send checklist to participants	Lam Yu Sang
1 day before camp	Preparing all materials needed	Lau Chak Hei

	Decoration and setting up of venue Sending final reminder to participants	Kwok Yuk Lam Lam Yu Sang
10/8-12/8	Days of event	All executive committee members

Event Rundown

Day 1	Day 2	Day 3
	Breakfast 08:30 – 09:30	Breakfast 08:30 – 09:15
	Puzzle Room 10:00 – 12:30	All In Battle and Turtle Back 09:30- 12:30
	Lunch 12:30 – 13:30	Lunch (Chinese Restaurant outside HKUST) 12:30 – 15:00
	Icebreaking, Team Creation and Team Games 14:30 – 17:30	
Assembly of Participants 14:00 – 14:30	Super-Monopoly 14:00 – 18:00	
Unpacking 17:45 – 18:30	Rest 18:00 – 18:30	
Dinner 18:30 – 19:30	Dinner (Chinese Restaurant) 18:30 – 21:30	
Checkpoint game (within HKUST) 19:30 – 22:30	Time Capsule, Sweet Soup and Private Talk 21:30 – 23:00	

2) Orientation Camp

Camp with various activities for freshman

Theme Game

The theme game is based on a gamble, in which the participants will receive betting points for the final battle. The format of the theme game would be a group battle.

The theme game consists of three main parts: **Checkpoint Games and Puzzle Room, Super-Monopoly** and **All In Battle**.

During **Checkpoint Games and Puzzle Room**, participants will receive points if they complete the games or meet certain condition, which the betting points will be used in **All In Battle**. The team who finish the faster will be given a special advantages in **Super-Monopoly**.

During **Super-Monopoly**, participants will receive points according to their overall ranking.

The **All In Battle** will be the final stage of the theme game. There will be team battle games, participants should bet in the game, the winning team will receive the 2 times the bets. Before the start of the game, each team can choose one special skills for their team, which the skills can be used during betting to help them in their betting. The winning team in **Water Games** can choose first. Participants can also buy special items by betting points that can help them to win the game.

The team have the most betting points left in the end is the final winner, which will receive a prize for that.

3) Orientation Week

Promotional counter of IRESS at the beginning of Fall Semester

Details

Person-in-charge	General Secretary — Lam Yu Sang
Date	September 2019 (TBC)
Venue	Atrium
Objectives	a. To promote IRESS to students b. To recruit new members and sub-committee members c. To develop the sense of belonging of society members through society promotion and merchandises d. To distribute welfare packs to members
Target	All science students, especially IRE students

Work Schedule

Date	Description
1 May - 31 July	Seek for sponsorship in welfare pack
22 July – 3 August	Designing and confirmation of society t-shirt and paper
5 August	Confirmation of number of members interested in society products through email and WhatsApp and preparation for ordering
7 August	Ordering of society T-shirt and paper
14-28 August	Designing and Confirmation of promotional posters
1 week before orientation week (TBC)	Printing and putting up of posters Promotion on Facebook and Instagram Page Packaging of sponsored products
1 day before orientation week (TBC)	Setting up of counter and decoration
TBC	Orientation week

4) Semester Commencement Dinner

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

Details

Person-in-charge	Marketing Secretary—Leung Ka Wun, Casey
Date	First week of Fall semester 2019
Time	18:00 -22:00
Venue	TBC
Objectives	a. To reunite IRESS members after summer semester break b. To facilitate better knowing and relationship between first year members and continuing members c. To provide opportunities for members to share their experiences d. 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 a 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

4) Semester Commencement Dinner

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

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) Joint Science Singing Contest

Singing competition for Science department society members

Details

Person-in-charge	External Vice President—Kwok Yuk Lam
Date	Heat: TBC Final: TBC
Venue	Heat: TBC Final: TBC
Objectives	a. To let science students show their talent in singing b. To strengthen the bonding between science students c. To develop the cooperative spirit among science department students' societies
Target	All students from School of Science

6) Subcommittee Function

Function organized by new IRESS members

Details

Person-in-charge	Internal Vice President—Lau Chak Hei
Date	October-November 2019
Venue	TBC
Time	TBC
Objectives	<ul style="list-style-type: none"> a. To recruit and train potential Executive Committee members b. To build up relationship and sense of belonging among freshmen c. Provide a leisure activity to members
Target	New IRESS members
Benefits	<ul style="list-style-type: none"> a. Sub-committee members will establish a good relationship with one another b. Sub-committee members will acquire a variety of skills required to become an Executive Committee member c. Sub-committee members will get to know the operation of related school offices, which is important if they become a part of the Executive Committee.
Remarks	<ul style="list-style-type: none"> 1. The whole function would be organized by the sub-committee. The person-in-charge would play a role as mentor to provide information about event management and organization in HKUST. 2. After the function, an evaluation meeting will be held by the person-in-charge.

Work Schedule

Date	Description
First week of orientation period	Recruit sub-committee members during orientation week
The week of 21 September	First meeting between the person-in-charge and the sub-committee Further meetings will be arranged
Within 2 weeks after the event	Evaluation meeting
TBC	Day of event

7) Ordering of Society Jacket

Designing and offering society jackets to members and non-members

Details

Person-in-charge	Promotion Secretary—Chan Tsz Ching
Date	October 2019
Time	N/A
Venue	N/A
Objectives	a. To develop and reinforce the sense of belonging among members b. Promoting and introduce IRESS to other students
Target	IRESS members and non-members
Expected number of participants	30

Work Schedule

Date	Description
October 6 - 7	Confirmation of the finalized design of society jacket
October 6 - 7	Confirmation of the poster design for promotion
October 6 - 7	Contacting manufacturers for quotes and other miscellaneous items
October 7 - 10	Ordering the samples of society jacket
October 12	Promotion of society jacket through posters and social media (email and Facebook)
October 14 - 18	Set up counter and google form for members to order society jacket. (A deposit will be collected at the counter. The remainder will be collected when the members receive their jackets)
October 19 - 20	Order the society jackets
October 28 - 31	Collection of society jacket

8) HKUST Science Research Sharing

Sharing sessions about scientific research projects

Details

Person-in-charge	Financial Secretary—Wong Kim Lok, Kimson
Date	21-25 October 2019
Time	18:45-21:15(TBC)
Venue	TBC
Language	English
Objectives	a. To introduce topics of scientific research done by fellow students b. To allow students to gain access to information regarding research opportunities available at and outside HKUST c. To let interested students to know more about how to plan for a career in research d. To promote IRESS and IRE track to students from School of Science
Target	All students from the School of Science
Expected number of participants	20-30
Participation Fee	Free

Work Schedule

Date	Description
September 1 -14	Invitation to senior students for research sharing
September 1 -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
September 30	Finalization of poster design
October 7	Putting up posters
October 7 - 20	Promoting the sharing sessions to IRESS members
October 12	Printing of thank-you cards
October 14 - 18	Reminding speakers of presentation date and time
October 20	Reminding members to attend the event
October 21 - 25	HKUST Science Research Sharing

8) HKUST Science Research Sharing

Sharing sessions about scientific research projects

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	Marketing Secretary—Leung Ka Wun, Casey
Date	29 October 2019- 2 November 2019
Venue	Sundial Sculpture
Time	12:30-14:30
Objectives	a. To create and preserve a yearly record of IRESS members b. To allow members to keep a precious record of their memories in the society c. To enhance the sense of belonging of members
Target	a. IRE students, faculty member and a lumni b. IRESS members
Expected number of participants	60 IRESS members 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

Rundown

Time	Description
12:30 - 13:30	<ol style="list-style-type: none">1. Set up the venue2. Meet the photographer
13:00 - 14:30	Take the photos in the following order: <ol style="list-style-type: none">1. MBMS/IRESS alumni, professors2. Year 4 students, Professors3. Year 3 students, Professors4. Year 2 students, Professors5. Year 1 students, Professors6. Participants by majors, Professors7. All participants8. 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	Promotion Secretary—Chan Tsz Ching
Date	Mid-November 2019
Time	TBC
Venue	TBC
Objectives	<ul style="list-style-type: none"> a. To celebrate the graduation of members of IRE Programme and IRESS b. To strengthen the connection between IRESS members and alumni of IRE Programme and IRESS c. To provide an opportunity for IRESS members to gather and capture their memories
Target	IRE Programme and IRESS alumni, IRESS members
Expected number of participants	30-40
Participation Fee	Rental fee of academic regalia: \$ 100/ 49 days Extension fee: \$ 100/ 7 days

Work Schedule

Date	Description
October 1-31	Seek sponsorship for welfare pack and purchase academic regalia for rental service
October 14-25	Confirmation of the congregation details with the School of Science
October 19-25	Designing setting and photo-taking items (e.g. poster, booth decorations and props)
October 28	Finalization of designs
October 26–November 3	Preparation for booth and materials
November 1-15	Notifying alumni about the photo-taking booth and rental service of academic regalia through posters and social media (email and Facebook) Start of rental service of academic regalia
November 14-15	Alumni Congregation Photo Booth

11) New Executive Committee Information Session

Information session about IRESS executive committee

Details

Person-in-charge	President—Cheung Cheuk Lun, Alan
Date	19 - 22 November 2019
Time	19:00 - 21:30
Venue	TBC
Objectives	a. To introduce the duties of IRESS executive committee and individual posts to members b. 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

11) New Executive Committee Information Session

Information session about IRESS executive committee

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. President2. Internal Vice President3. External Vice President4. Financial Secretary5. General Secretary6. Promotion Secretary7. Marketing Secretary8. 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	Marketing Secretary—Leung Ka Wun, Casey
Date	25 November 2019 (TBC)
Time	18:30 – 22:00
Venue	Chinese Restaurant (南北)
Objectives	a. To strengthen relationship and sense of belonging among student members and teaching staff of School of Science b. To reinforce communication between student members and teaching staff of School of Science
Target	IRESS members, MBMS Alumni, faculty members of IRESS
Expected number of participants	40 members, 6 faculty members
Participation Fee	\$150

Work Schedule

Date	Description
26 October	Send invitation email to professors
26 October	Confirm poster design, print and put up posters Remark: Include payment procedure and application method in posters
26 October	Prepare gifts for professors and lucky draw
2 November	Send invitation email to all society members Remark: Include payment procedure and application method in email
2 November	Book tables in the restaurant Remark: Confirm whether changes in number of person can be made
2 November	Confirm decoration design
4 November	Buy decoration items
9-13 November	Set up counter to receive participation fee
18 November	Confirm number of participants Confirm menu and booking of the restaurant
19 November	Send a reminder to all participants through email, WhatsApp and phone.
20 November	Day of event

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 - 21:40	Photo taking
21:45	Clean up

Games Description

Name of game	Content of game
One time bingo	<ol style="list-style-type: none"> 1. Each group will sent a representative to play the game. 2. Each participant will said a number from 1 to 100, an we will tell that if the number is too large or too small compare to the bingo number 3. The group guess the correct answers wins.
Collector	<ol style="list-style-type: none"> 1. In each time, we will ask for certain objects. 2. Each group need to find the objects in their group member or on their table. 3. The group that can find the objects fastest will be the winner.
Draw Something	<ol style="list-style-type: none"> 1. In each group of (4-6) participants, they will line up and the first person will be given a word. 2. Each participant has to tell the meaning of word to the next person by only drawing on the paper. 3. The last person will submit the final answer. 4. The group with the final answer which is the most similar to the word win
Who will this be?	<ol style="list-style-type: none"> 1. Every group will writes down at least 5 things he/she likes and 5 things he/she dislikes about one of their group member 2. The cards are then collected and read aloud 3. Other group will try to guess who that person is

13) Christmas Party

A Christmas Party for IRESS members before the Christmas

Details

Person-in-charge	Financial Secretary—Wong Kim Lok, Kimson
Date	20December 2019 (TBC)
Time	17:30-21:30
Venue	Common Room 5+6
Objectives	a. To consolidate and maintain bonds between IRESS members b. To celebrate Christmas c. To help members release their exam pressure
Target	Members of IRESS
Benefits	To reinforce a sense of belonging among IRESS members
Expected number of participants	40
Participation Fee	\$85

Schedule

Date	Description
17 November 2019	Confirm poster design
18 November	Print and put up posters (with venue to be confirmed) Send invitation email to IRESS members
22 November	Book venue
25 - 27 November	Set up counter to collect participation fee from members
11 December	Confirm decoration design
12 December	Confirm the number of participants, order food Prepare game materials, decoration materials and gifts
17 December	Rehearsal, test the games
18December	Send reminder to all participants <i>Remark: Each participant should prepare a gift of \$30-50 for exchange</i>
20December	Day of event

13) Christmas Party

A Christmas Party for IRESS members before Christmas

Event Rundown

Time	Description
1600 - 1730	Decorating the venue
1730 - 1745	Reception
1745 - 1845	Games
1845 - 2000	Dinner and snacks
2000 - 2030	Gift Passing
2030 - 2040	Photo taking
2040 - 2130	Free time
2130	Clean up

13) Christmas Party

A Christmas Party for IRESS members before the Christmas

Games Description

Title	Details/Rules	Estimated Time
Stick Stalker	<ol style="list-style-type: none"> 1. All participants will be given 10 stickers numbered uniquely at the beginning of the party 2. The goal is to stick all the stickers one has onto others 3. 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 person 4. The first participant to get rid of all stickers wins 	<p>Throughout the activity before gift exchanging.</p> <p>10 minutes for prize giving</p>
Wars (TBC)	<ol style="list-style-type: none"> 1. Participants will be divided into 4 groups named Country A, B, C, D. Each group forms a circle. 2. In every round, the host will call a country to attack another, e.g. A attacks C, then all residents of country C has to run into the territory of country B or D (inside their circle), and residents of country A have to catch residents of country C before they have entered country B or D. 3. People being caught have to join the attacking country after each round, and those who are saved can reform their country again. 4. Game ends when only 2 countries remain 	15 minutes
60 Seconds!	<ol style="list-style-type: none"> 1. A third-party country has deployed the most powerful nuclear bomb to your country 2. all residents must complete some 60s-challenges in order to obtain resources (e.g. food, water) for your country 3. the country that can withstand the nuclear fallout for longest wins the game 	10 minutes
Pass the BOMB!! (back-up game)	<ol style="list-style-type: none"> 1. Residents from the countries sit alternatingly 2. A random topic is drawn (e.g. Christmas) 3. A balloon that is filling up continuously is given to a resident 4. The resident needs to give out one word/phrase that is related to the drawn topic, then pass it to the next resident 5. The resident holding the ball when it pops loses, and marks are given to the opposite country 	10 minutes
Regalo Transport Inc.	<ol style="list-style-type: none"> 1. Participants will be divided into 4 groups and queue up in straight lines 2. Each group have to transport as many gifts from one side to other as possible neither using their hands nor letting 3. the gift touches the ground. Also, kicking is prohibited. 4. The gifts transported within a time limit will be awarded to the groups 	10 minutes
Gift passing	<ol style="list-style-type: none"> 1. Gifts prepared by each participant will be collected at the beginning of the party. 2. All participants will sit in a circle 3. A gift will be randomly distributed to every member 4. Let 3 people roll a die, and ask them to follow the instructions that correspond with the number rolled. (e.g. unwrap your gift/exchange your gift...) 5. Go around the circle allowing everyone to roll the die 2-3 times 6. The passing process will continue until all gifts are distributed 	15 minutes

IV. Spring 2020 Activity Details

1) Annual Election

Election of new IRESS executive committee cabinet

Details

Person-in-charge	President—Cheung Cheuk Lun, Alan
Date	Late February 2020
Venue	TBC
Objectives	a. To form new nominated cabinet(s) of executive committee b. 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	President—Cheung Cheuk Lun, Alan
Date	Mid-March 2020, within three weeks after confirmation of Annual election results
Venue	TBC
Objectives	a. To review the current session of executive committee b. 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