

Proposed Year Plan 2020 – 2021

International Research Enrichment Students' Society
Hong Kong University of Science and Technology
Students' Union

Session 2020-2021

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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	劉靜恩	Lau Ching Yan	SSCI (IRE)	Evita	20704913	cylaubk
Internal Vice President	胡愷珊	Woo Dorothy Hoi Shan	SSCI (IRE)	Dorothy	20693126	dhswoo
External Vice President	陳焯楷	Chan Cheuk Kai Kevin	SSCI (IRE)	Kevin	20694405	ckkchan
Financial Secretary	徐煜衡	Tsui Yuk Hang	SSCI	Arnold	20522652	yhtsui
Promotion Secretary	盧子裕	Lo Tsz Yu	SSCI	Brian	20700395	tyloaf
General Secretary	蔡蓓珩	Choy Sin Hang Sonia	SSCI (IRE)	Sonia	20587200	shschoy
General Secretary	黎敏慧	Lai Man Wai Katherine	SSCI (IRE)	Katherine	20694625	mwklai
Marketing Secretary	崔真浩	Cui Zhenhao	SSCI (IRE)	Barry	20704145	zcuiac
Academic Secretary	蕭智泓	Siu Chi Wang Justin	SSCI (IRE)	Justin	20696271	cwjsiu

C. Proposed Activities

I. Schedule

Date	Function	Venue	Person-in-charge
July 5 (TBC)	Graduation Party and End of Semester Party	Outside Campus	Woo Dorothy Hoi Shan
August 17	Registration Day	Online	Choy Sin Hang Sonia
Mid – August	Orientation Day	Outside Campus	Lau Ching Yan, Evita
Early September	Orientation Week	Atrium	Lai Man Wai Katherine
Early September	Semester Commencement Dinner	TBC	Cui Zhenhao, Barry
Late September	Joint Science Singing Contest	TBC	Chan Cheuk Kai Kevin
October – November	Subcommittee Function	TBC	Woo Dorothy Hoi Shan
Mid-October	Ordering of Society Jacket	N/A	Lo Tsz Yu, Brian
October 19 – 23	HKUST Science Research Sharing	TBC	Siu Chi Wang Justin
October 29 – November 2	Class Photo-taking	Sundial	Cui Zhenhao, Barry
Mid-November	Alumni Congregation Photo Booth	TBC	Lo Tsz Yu, Brian
November 16 – 19	New Executive Committee Information Session	TBC	Lau Ching Yan, Evita
November 23	Annual Dinner	UniBistro	Choy Sin Hang Sonia
December 21 (TBC)	Christmas Party	Common Room 5+6	Tsui Yuk Hang, Arnold
Late February	Annual Election	TBC	Lau Ching Yan, Evita
Mid-March	Annual General Meeting	TBC	Lau Ching Yan, Evita

II. Spring 2020 Activity Details

1) Graduation Party and End of Semester Party

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

Person-in-charge	Internal Vice President— Woo Dorothy Hoi Shan
Date	July 7 2020 (Tue)
Time	18:00 - 21:30
Venue	Golden Dragon Commercial Building, Yau Ma Tei
Objectives	a. To celebrate the graduation of members of the IRESS b. To provide games and activities for members to gather and have fun together after a semester
Target	Members of the IRESS and graduating IRESS students
Expected number of participants	Graduating students: 10 Other members: 20
Fees	Graduating students: \$80 Other members: \$90

Work Schedule

Date	Description
May 10	Discussion on event framework
June 20	Confirm attendance of graduating students
June 20 – 29	Preparation of materials, confirm order of souvenirs and collection of souvenirs
July 5 – 7	Final checking of event details
July 7	Graduation Party and End-of-Semester Party

1) 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
17:00 - 18:00	Decorating and setting up of venue
18:00 - 18:30	Reception
18:30 - 19:30	Dinner
19:30 - 20:30	Games
20:30 - 21:00	Sharing by graduates
21:00 - 21:15	Opening of time capsule and distribution of souvenirs
21:15 - 21:30	Photo-taking
21:30 - 22:00	Cleaning up

1) 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

Game	Description
Mystery Phrase	<ol style="list-style-type: none">1. This game is a game played throughout the whole night.2. Starting with all participants putting two pieces of paper into two boxes, one with their names, another one with a very strange phrase.3. Every participant then has to pick one piece of paper from each box. With the name and the phrase, each participant has to find a way to include the phrase in a conversation with that person.4. In the end of the night, every person has to try and guess who has their name on the paper and what the mystery phrase said to them was.
“Who is the undercover”	<ol style="list-style-type: none">1. Each member will be given a photo of an object, where a majority (25-30 members) of participants will be given a picture of the same object (e.g. a picture of instant noodles); where the rest (8-9 members) will be given a picture of something very similar (e.g. a picture of ramen). The minorities are called “undercovers”.2. Each member will take turns in giving a one sentence description of what the object is. After each round, the members have to vote 2 players out for who they think is the “undercover”. i.e. the people with the picture of something similar.3. At the end of the game, the “undercovers” have to vote out all the other players and the players have to find all the “undercovers”. The team that completes the task first wins.
Press conference	<ol style="list-style-type: none">1. Each group of 4-5 members will send out one representative who has to pretend to be a famous celebrity or a person in the room, but only the other group members know who the person the representative has to pretend is, while the representative doesn't know.2. A “press conference” will be held where the other members have to ask the representative questions that will likely be questions for the person they have to pretend.3. The group with the shortest time for the representative to guess who the person they have to pretend is wins.

III. Fall 2020 Activity Details

1) Registration Day

IRESS counter promoting the orientation day and welcoming freshmen

Person-in-charge	General Secretary - Choy Sin Hang Sonia
Date	August 17, 2020 (TBC)
Time	TBC
Format	Online
Objectives	<ul style="list-style-type: none">a. To establish an early contact network with freshmen for the future semester aheadb. To provide information about HKUST and IRE to freshmenc. To promote the IRESS Orientation Dayd. To clear any doubts and answer any questions that freshmen may have; to provide a transition that is as smooth as possible
Expected number of participants	20
Target	HKUST freshmen, especially IRE admits

Work schedule

Date	Description
July 7 – 15	JUPAS and DSE (July 22) results release Promotion on social media
July 31	Non-JUPAS Registration Day Welcome message and orientation details to be posted on social media
August 1 – 5	Confirmation of Registration Day rundown (IRE student registration time slots, exact dates for freshmen orientation and activities)

1) Registration Day

IRESS counter promoting the orientation camp and welcoming freshmen

Work Schedule (continued)

Date	Description
August 6 – 10	Preparation of Orientation Day overview for counter; Posts on social media related to JUPAS results release (Aug 10), including pointers on how to find us on Registration Day; Contact School of Science professors/staff for IRE student list, student registration time slots, school orientation date/time, and student contacts if possible; Request for a small time slot at the end of school orientation for IRESS promotion
August 15 – 16	Reminders to incoming IRE students to join IRESS ocamp/promotion to freshmen; Ask other societies to refer IRE students back to us; Set up a WhatsApp group aimed for coordinating IRE freshmen
August 17	Registration Day

2) Orientation Day Camp

Day Camp with various activities for freshmen

Person-in-charge	President – Lau Ching Yan, Evita
Date	Mid-August to Late August (TBC)
Venue	Including but not limited to HKUST Campus
Objectives	<ul style="list-style-type: none">a. To familiarize students with HKUST, especially in the aspects of 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 persons, especially IRE freshmenb. Members of IRESS
Expected number of participants	Leader: 15-20 Freshmen / Spy: 15-20
Participation Fees	Freshmen: \$100 Leaders and Spies: \$130 Executive Committee members: \$130

2) Orientation Day Camp

Day Camp with various activities for freshmen

Work schedule

Date	Description	Person-in-charge
Late April – Mid May	Promoting the recruitment of leaders and spies	Lo Tsz Yu, Brian Choy Sin Hang Sonia Lai Man Wai Katherine
May 1 – July 31	Marketing for sponsors	Cui Zhenhao, Barry
Once the date of the event is confirmed	Send invitation email to IRE program coordinator	Siu Chi Wang Justin
Mid June – Mid July	Game designing and activities planning	All executive committee members
Late June	Finalize T-shirt designs (one for leaders and one for freshmen)	Lo Tsz Yu, Brian
Early July	Ordering of T-shirts	Cui Zhenhao, Barry
Mid July – Late July	Game testing and refinement	All executive committee members
Mid July – Late July (subject to offices' announcements)	Confirm venues	Woo Hoi Shan, Dorothy
Late July	Confirm camp book design	Lo Tsz Yu, Brian
Late July – Mid August	Fee collection from leaders	Tsui Yuk Hang, Arnold
Late July – Early August	Preparing game materials	All executive committee members
Early August	Briefing session for leaders	Chan Cheuk Kai Kevin
Registration Day (Online)	Recruiting freshmen during Registration Day	All executive committee members
Two weeks before event	Printing of camp book	Cui Zhenhao, Barry
1-2 weeks before event	Booking for meals	Woo Hoi Shan Dorothy Chan Cheuk Kai Kevin
3 days before event	Form Whatsapp group of participants Confirm checklist for participants Send checklist to participants	Choy Sin Hang Sonia Lai Man Wai Katherine
1 day before event	Final check of all materials needed	Tsui Yuk Hang, Arnold Choy Sin Hang Sonia
	Decoration and setting up of venue	Chan Cheuk Kai Kevin Woo Hoi Shan Dorothy
	Sending final reminder to participants	Lai Man Wai Katherine
Mid-August – Late August(TBC)	Days of event	All executive committee members

2) Orientation Day Camp

Day Camp with various activities for freshmen

Event rundown

Plan A (both days are on campus)

Day 1	Day 2
Briefing for Leaders 11:30 – 12:00	
Assembly of Participants 13:00 – 13:30 Atrium	Assembly of Participants 13:00 – 13:30 Atrium
Icebreaking 13:45 – 15:15 Common Room	Warm-up Games 13:45 – 14:30 Common Room <i>Mass Games</i>
Group Battles 15:15 – 16:45 Common Room	Puzzle Room / Detective Games 14:45 – 16:15 Classrooms
	Preparation for Water Games 16:15 – 16:45
Campus Hunt 17:00 – 19:00 HKUST Campus	Water Games <i>Indoor Mass Games</i> 16:45 – 19:15 Football Court
Dinner (Pizza) and Sharing by Senior Members 19:15 – 20:45 Common Room	Dismissal 19:15 – 19:30
Time Capsule 20:45 – 21:15 Common Room	
Dismissal 21:15 – 21:30 Atrium	
Ghost Story Tour (optional) HKUST Campus	

Remark: Contingency plans for outdoor activities are written in italic.

2) Orientation Day Camp

Day Camp with various activities for freshmen

Event rundown

Plan B (only one day on campus)

Day 1 (off campus)	Day 2 (on campus)	
	Assembly of Participants 13:00 – 13:30 Atrium	
Briefing for leaders 14:15 – 14:45	Warm-up Games 13:45 – 14:30 Common Room	
Assembly of Participants 14:45 – 15:00	Puzzle Room / Detective Games 14:45 – 16:15 Classrooms	
Icebreaking 15:00 – 16:00 Indoor Sports Court		
Group Battle 16:00 – 18:00 Indoor Sports Court	Campus Hunt 16:30 – 18:30 HKUST Campus	
Dismissal 18:15 – 18:30	Dinner (Pizza) and Sharing by Senior Members 18:45 – 20:15 Common Room	
		Time Capsule and Turtle Back 20:15 – 21:15 Common Room
		Dismissal 21:15 – 21:30 Atrium
		Ghost Story Tour (optional) HKUST Campus

2) Orientation Week

Promotional Counter of IRESS at the beginning of Fall semester

Person-in-charge	General Secretary – Lai Man Wai Katherine
Date	September 2020 (TBC)
Venue	Atrium
Objectives	a. To promote IRESS to students b. To recruit new members and sub-committee members c. To develop sense of belonging of society members through society promotion and merchandises d. To distribute welfare packets to members
Target	All science students, especially IRE students

Work schedule

Date	Description
May 1 – July 31	Seek for sponsorship in welfare pack
July 20 – August 1	Designing and confirmation of society t-shirt and products
August 3	Confirmation of number of members interested in society products through email and Whatsapp and email
August 7	Ordering of Society t-shirt and other society products
1 week before orientation week (TBC)	Preparation of member recruitment form Packaging of sponsored products Promotion on Facebook and Instagram page
1 day before orientation week (TBC)	Setting up of counter and decoration Remind members of the event through Whatsapp messages Ask Sci-home for information of new IRE students
(TBC)	Orientation Week

3) Semester Commencement Dinner

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

Person-in-charge	Marketing Secretary—Cui Zhenhao, Barry
Date	1 st – 3 rd week of Fall Semester
Time	TBC
Venue	TBC
Objectives	<ul style="list-style-type: none"> 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 28	Estimation of number of society members, revise the list of members' information, begin designing poster
August 30 – September 3	Contacting participants for available time slots and preferred restaurant via WhatsApp, phone or email
September 4	Finalizing poster design
September 5 – 8	Confirmation and reservation of restaurant, put up posters around campus
September 6	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
TBC	Gathering at Atrium (TBC)
	2 Executive Committee members leave for restaurant
	Leaving for restaurant
	2 Executive Committee members stay at Atrium (TBC) to pick up latecomers
	Dinner

5) Joint Science Singing Contest

Singing competition for Science department society members

Person-in-charge	External Vice President – Chan Cheuk Kai Kevin
Date	Heat: TBC; Final: TBC
Venue	Heat: TBC; Final: TBC
Judges to be invited	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

Person-in-charge	Internal Vice President—Woo Dorothy Hoi Shan
Date	October-November 2019
Venue	TBC
Time	TBC
Objectives	<ul style="list-style-type: none"> a. To recruit Sub Committee members 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"> a. 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. b. 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 O-week .
The last week of September	First meeting between the person-in-charge and the sub-committee; other meetings are held and organized by the sub-committee
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

Person-in-charge	Promotion Secretary – Lo Tsz Yu, Brian
Date	October 2020
Time	N/A
Venue	N/A
Objective	a. To reinforce the sense of belonging among members b. Promote and introduce IRESS to other students
Target	IRESS members and non-members
Expected number of participants	30

Work schedule

Date	Description
October 1 – 7	Confirmation of final design of society jacket
October 8 – 12	Confirmation of the poster / Instagram post design for promotion
October 8 – 16	Contacting manufacturers for quotes
October 12 – 16	Promotion of society jacket through social media (email, Facebook, Instagram)
October 12 – 16	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 jacket)

8) HKUST Science Research Sharing

Sharing Session about Scientific Research Projects

Details

Person-in-charge	Academic Secretary - Siu Chi Wang, Justin
Date	19-23 October 2020
Time	18:45-21:15 (TBC)
Venue	TBC
Language	English
Objectives	<ol style="list-style-type: none">Introduce scientific research topics conducted by fellow studentsProvide students with information about research opportunities in and outside of HKUSTLet students gain some knowledge about planning for a research career
Target	IRESS members and non-members
Expected Number of Participants	20-30
Participation Fee	Free

Work Schedule

Date	Description
September 1 – 14	Invite senior students for research sharing
September 17	Confirm the schedule of speakers and their topics
September 21	Confirm the date, time and venue
September 30	Finalize the poster design
October 7	Put up posters
October 7 – 18	Promote the sharing session to IRESS members
October 12	Printing of thank-you cards
October 14 – 18	Remind speakers of the date, time and venue of the sharing session
October 18	Remind members to attend the event
October 19 – 23	HKUST Research Sharing

8) HKUST Science Research Sharing

Sharing Session about Scientific Research Projects

Event Rundown

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

9) Class Photo Taking

Photo-taking for IRESS members

Person-in-charge	Marketing Secretary— Cui Zhenhao, Barry
Date	October 29 – November 2
Venue	Sundial Sculpture
Time	12:30 - 14:30
Objectives	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. IRE students, faculty member and alumni b. IRESS members
Expected number of participants	60 IRESS members 5 faculty members

Work Schedule

Date	Description
September 20 – September 30	Checking availability of members and faculty members via WhatsApp Discussing which professors would be invited Assign Executive Committee members to meet up with professors on the day of the event
October 1 – 7	Invitation of professors, participants and photographer
October 5 – 7	Finalization of poster design Putting up posters around campus Booking the Piazza
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

9) Class Photo Taking

Photo-taking for IRESS members

Work Schedule (continued)

Date	Description
November 6	Finishing photo-editing
November 7	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

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 of Photo-taking during Congregation

Person-in-charge	Promotion Secretary – Lo Tsz Yu, Brian
Date	Mid-November 2020
Time	N/A
Venue	N/A
Objective	a. To celebrate the graduation of members of the IRE program b. To strengthen the connection between IRESS members and alumni of the IRE program
Target	IRE program graduates and alumni, IRESS members
Expected number of participants	25 – 35

Work schedule

Date	Description
October 1 – 31	Seek sponsorship for welfare pack
October 16 – 25	Confirmation of the congregation details with the School of Science
October 16 – 25	Design settings and photo-taking items
October 28	Finalization of designs
October 26 – November 3	Promotion of Alumni Congregation Booth to both IRE program alumni and IRESS members (including email, Facebook, Instagram and poster)
November 14 – 15	Alumni Congregation Photo Booth

11) New Executive Committee Information Session

Information session about IRESS executive committee

Person-in-charge	President – Lau Ching Yan, Evita
Date	November 16 – 19 2020
Time	18:30 – 20:30
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 booking of venue
November 5 – 15	Preparation for information session
November 6	Finalization of poster design
November 9	Putting up of posters around campus, sending invitation to IRESS members, promoting on social media
November 15	Reminder to subcommittee member via Whatsapp and to all members through social media
November 16 – 19	New Executive Committee Information Session

12) Annual Dinner

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

Person in charge	General Secretary - Choy Sin Hang Sonia
Date	November 23, 2020
Time	18:30-22:00
Venue	UniBistro
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, IRE and MBMS alumni, faculty members of IRESS
Expected number of participants	45
Participation fee	\$150

Work schedule

October 27	Send invitation email to professors; Confirm poster design, print and put up posters; • Include payment procedure and application method in posters Prepare gifts for professors and lucky draw
November 1	Send invitation email and Whatsapp message to all society members; • Include payment procedure and application method in email Book tables in the restaurant; • Confirm whether changes in number of people can be made Confirm decoration designs and buy decoration items
November 9 – 16	Set up counter to receive participation fee
November 21	Confirm number of participants; Confirm menu and booking of the restaurant
November 22	Send reminder to all participants via email and WhatsApp
November 23	Day of event

13) Christmas Party

A Christmas Party for IRESS members before Christmas

Person-in-charge	Financial Secretary-Tsui Yuk Hang, Arnold
Date	December 21, 2020 (TBC)
Time	17:30-21:00
Venue	Common Room 5+6
Objectives	a. To consolidate and maintain bonds between IRESS members b. To celebrate Christmas c. To reinforce a sense of belonging among IRESS members
Target	Members of IRESS
Benefits	To help members release their exam pressure
Expected number of participants	40
Participation Fee	\$85

Work Schedule

Date	Description
November 16	Confirm poster design
November 17	Print and put up posters (with venue to be confirmed) Send invitation email to IRESS members
November 24	Book venue
November 25 – 27	Set up counter to collect participation fee from members
December 13	Confirm decoration design
December 14	Confirm the number of participants, order food Prepare game materials, decoration materials and gifts
December 18	Rehearsal, test the games
December 20	Send reminder to all participants
December 21	Day of event

13) Christmas Party

A Christmas Party for IRESS members before Christmas

Event Rundown

Time	Description
16:00-17:30	Decorating the venue
17:30-17:45	Reception
17:45-19:00	Games
19:00-20:10	Dinner and snacks
20:10-20:30	Games
20:30-20:50	Gift exchanging
20:50-21:00	Photo taking
21:00-21:30	Free time
21:30	Clean up

Games Description (Participants are divided into four teams)

Title	Details/Rules	Estimated Time
Mission to be done	<ol style="list-style-type: none">1. All teams need to write a list of dares not more than 10 for the opponents.2. All teams are required to finish several missions.3. The number of missions finished by opponents will be the number of dares that the team needs to do4. Missions may include Sudoku, Build up a half meter high tower by Poker cards.	40 minutes
Execution	<ol style="list-style-type: none">1. Each participant will be stuck to a string at the back of their high hip.2. Each team need to send out 2 participants to have a 2 vs 2 vs 2 vs 2 battle.3. Participants can eliminate others by pulling the string away from their opponents' body4. There will be at least 5 battles. Participants are allowed to join more than once and everyone must participate at least once.5. The number of survivors will be regarded as the score of the team.	25 minutes

13) Christmas Party

A Christmas Party for IRESS members before Christmas

Games Description (continued)

Title	Game Description	Estimated Time
Seven Hand Eight foot	<ol style="list-style-type: none">1. There will be 2 stages for the game (static and dynamic)2. There will be a requirement of how many hands and feet are allowed to touch the floor.3. The team needs to fulfill the requirement for 3 seconds. For stage 2, the team is required to finish the requirement and move from point A to point B.	20 minutes
The Werewolves of Miller's Hollow (Back up game)	<ol style="list-style-type: none">1. Participants will be divided into different groups based on number of members2. Characters will be randomly assigned to each player. Play the card game based on the rules.	
Gift passing	<ol style="list-style-type: none">1. Every participant has to prepare a gift with a small description (within 10 words)2. Every member will be assigned a number3. 3 members are drawn out in each round and they can choose their gift based on the description. This continues until everyone has picked their gift.	10 minutes

IV. Spring 2021 Activity Details

1) Annual Election

Election of new IRESS executive committee members

Person-in-charge	President – Lau Ching Yan, Evita
Date	Late February 2021
Venue	TBC
Objectives	a. To form new nominated cabinet(s) of IRESS executive committee b. To allow members to express their attitudes towards the nominated cabinet(s) so as to elect new IRESS executive committee cabinet
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 election board
Early to Mid-February	Promotion period
Late February	Annual Election

2) Annual General Meeting

Meeting about executive committee and society constitution

Person-in-charge	President – Lau Ching Yan, Evita
Date	Mid-March 2021, within three weeks after confirmation of Annual Election results
Venue	TBC
Objectives	a. To review the current session of the 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 the minutes of the previous AGM, Annual Report and Annual Financial Report
	Proposing and vote for the Honorary Members of the previous session
	Adopting the results of the Annual Election
	Adopting the Year Plan and Financial Budget of the new session