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# Proposed Year Plan 2021 – 2022

International Research Enrichment Students' Society Hong Kong

University of Science and Technology Students' Union

Session 2021-2022

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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 endeavors to advance the scientific knowledge of its members.

Integrating experience from MBMS graduates, advice from senior IRE students and vitality of their younger peers, the IRESS, HKUSTSU shall continue to nurture a bright future in the sciences.

## Aims

To promote friendship and the coordination among its members;

To promote social, cultural and science interests among its members;

To provide welfare to its members;

To promote the unity and sense of belonging of the members;

To develop its own style, spirit and traditions;

To communicate with the Faculty members of IRE and MBMS;

To promote teamwork among IRE and MBMS members;

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
<b>President</b>	司徒進	Szeto Chun	SSCI (IRE)	Vinson	20766947	cszetoaa
<b>Internal Vice President</b>	王俊熙	Wong Chun Hei	MATH (PMA)	Burton	20612873	chwongcj
<b>External Vice President</b>	楊煒浩	Yeung Wai Ho	SSCI (IRE)	Thomas	20777829	whyeungae
<b>Financial Secretary</b>	林欣怡	Lam Yan Yi	SSCI (IRE)	Chloe	20765606	yylamar
<b>General Secretary</b>	余卓勤	Yue Cheuk Kan	SSCI (IRE)	Kelvin	20765905	ckkyue
<b>General Secretary</b>	何行知	Ho Hang Chi	SSCI (IRE)	Calvin	20777427	hchoap
<b>Marketing Secretary</b>	祝穎怡	Chuk Wing Yi	SSCI (B)	Musica	20773483	wychuk
<b>Academic Secretary</b>	劉苑盈	Lau Yuen Ying	SSCI (B)	Cathy	20775182	yylauad

## C. Proposed Activities

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The prolonged pandemic has put our members in seclusion and limited our social activities. To reunite everyone, we plan to hold various activities in the upcoming year, including as the Research Sharing, Annual Dinner, and Graduation Party and End of Semester Party. Besides, other events such as Orientation Camp and Talk Show with Professors will also be held, to help members form stronger bonds with professors and freshmen next year.

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# I. Schedule

Date	Function	Venue	Person-in-charge
Mid-April to Late April 2021 (TBC)	Joint Science Inauguration Ceremony	HKUST Campus	Yeung Wai Ho, Thomas
May 2021 (TBC)	Talk Show (with professor)	HKUST Campus	Ho Hang Chi, Calvin
Early June 2021	Graduation Party and End of Semester Party	TBC	Wong Chun Hei, Burton
August 16, 2021 (TBC)	Registration Day	HKUST Campus/online	Lau Yuen Ying, Cathy
Mid-August to Late August 2021 (TBC)	Orientation Camp	Including but not limited to HKUST Campus	Szeto Chun, Vinson
1st – 3rd week of Fall Semester (September 7-27, 2021)	Start of Semester Dinner	TBC	Chuk Wing Yi, Musica
September 2021 (TBC)	Orientation Week	Atrium	Yue Cheuk Kan, Kelvin
October 2021	Distribution of Society Products	HKUST Campus	Wong Chun Hei, Burton
October – November 2021	Class Photo Taking	Sundial	Chuk Wing Yi, Musica

Mid-November 2021	Alumni Congregation Photo Booth	HKUST Campus	Chuk Wing Yi, Musica
November 2021	Subcommittee Function	TBC	Ho Hang Chi, Calvin
Early December 2021	New Executive Committee Information Session	TBC	Szeto Chun, Vinson
Early December 2021	Annual Dinner	TBC	Ho Hang Chi, Calvin
December 22, 2021 (TBC)	Christmas Party	TBC	Lam Yan Yi, Chloe
18 - 20 January 2022 (TBC)	Research Sharing	TBC	Lau Yuen Ying, Cathy
Late February 2022	Annual Election	TBC	Szeto Chun, Vinson
Mid-/late March 2022	Annual General Meeting	TBC	Szeto Chun, Vinson

# 1. Joint Science Inauguration Ceremony

An inter-society ceremony that marks the transition of cabinets.	
Person-in-charge	External Vice President - Yeung Wai Ho, Thomas
Date	Mid-April to Late April 2021 (TBC)
Venue	HKUST Campus
Objectives	To serve as a ceremony that formalize the transition of cabinets To boost the team spirit and sense of responsibility of the succeeding executive committee members
Target	Current and succeeding executive committee members of all 4 Science societies Other members of the Science societies
Expected number of participants	Current executive committee members: 40-45 Succeeding executive committee members: 40-45 Other members of the Science societies: 20-30
Participation Fees	None

## Work Schedule

Date	Description
Mid-March	First contact of external vice presidents – confirm date of first meeting and set the agenda
Mid-March	First meeting, agenda including but not limited to: <ul style="list-style-type: none"> <li>• Dress code</li> <li>• Wording of the oath</li> <li>• Hand gesture while taking the oath</li> <li>• Differences of tradition between societies for oath taking</li> </ul>

	<ul style="list-style-type: none"> <li>• Availability of current and succeeding executive committee members (for rehearsal and ceremony)</li> <li>• Details on speech-giving of current presidents</li> <li>• Activities after inauguration (e.g. party, dinner)</li> <li>• Details of promotion (method, platform, design)</li> <li>• Details of photo-taking</li> </ul>
Late March	Subsequent meetings for confirmation of all details
Early April	Dissemination of information to current and succeeding executive committee members + preparation work
Early April	Promotion of the event
Early April	Final checking of event details
Mid-April	Joint Science Inauguration Ceremony
The day after Ceremony	Release of photos

Remark: In the unfortunate case of pandemic being at peak, Joint Science Inauguration Ceremony will be cancelled to reduce the risk of infection.

## 2. Talk Show (with professor)

Dialogue with professors, accepting live questions.	
Person-in-charge	General Secretary – Ho Hang Chi
Date	February 2021 (TBC)
Venue	HKUST Campus
Objectives	To allow students to ask professors questions concerning their studies and their academic lives. To allow students to gain an insight into how professors studied when they were students/get advice on how to study in Science subjects. To strengthen relationship between students and professors
Target	All science students, especially IRE students

### Work schedule

Date	Description
Jan 1 – 15	Contact various professors to ask if they are willing to join the talk show
Jan 15 – 22	After confirming the professors who will be joining the talk show, some questions will be drafted (in case there are no questions from the audience)
1 week before the event	Notify members through email, WhatsApp, Signal of the date, time and venue of the event. Post an Instagram post notifying all members of the event and encouraging them to join.
1-2 days before the event	Post Instagram story/stories collecting questions from students.
(TBC)	Talk show

Remarks:

1. The talk show will be interactive in nature, meaning the audience can ask questions to the professors. However, some questions will be prepared beforehand for the professors.

2. If pandemic situations permit, the show will be held in a lecture theatre/classroom. If not, we will use the Instagram live function and broadcast the show live through the official Instagram page (@iress\_irenovatus). An Instagram story will be posted the day before the event to collect any questions. (Students can also use the chat box function in Instagram live to ask questions during the live broadcast.)

### 3. 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 — Wong Chun Hei Burton
Date	Early June 2021
Time	18:00-22:00
Venue	Flat B, 12/F, Takad Centre, 135 Wai Yip Street, Kwun Tong
Objectives	To celebrate the graduation of members of the IRESS To provide games and activities for members to gather and entertain 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 3	Invitation and confirmation of attendance of graduating students
May 3 – May 10	Discussion on event framework
May 3 – 6	Counter for signing up
May 3 – June 3	Promotion of the event
June 3 – 6	Final checking of event details
June 6	Graduation Party and End-of-Semester Party

## 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 (TBC)
20:30 - 21:00	Sharing by graduates
21:00 - 21:15	Opening of time capsule and/or distribution of souvenirs
21:15 - 21:30	Photo-taking
21:30 - 22:00	Cleaning up

Remark: In the unfortunate case of pandemic being at peak, Graduation Party and End of Semester Party will be cancelled to reduce the risk of infection.

## 4. Registration Day

IRESS counter promoting the orientation camp and welcoming freshmen.	
Person-in-charge	Academic Secretary - Lau Yuen Ying, Cathy
Date	August 14, 2021
Time	9:00-16:00
Format	SCIHOME
Objectives	<p>To establish an early contact network with freshmen for the future semester ahead</p> <p>To provide information about HKUST and IRE to freshmen</p> <p>To promote the IRESS Orientation Camp</p> <p>To answer any questions raised by freshmen</p>
Expected number of participants	<p>IRE freshmen: 20-25</p> <p>Helpers: 5-6 (from different majors)</p>
Target	HKUST freshmen, especially IRE admits

## Work Schedule

Date	Description
June 24 – 30	<ul style="list-style-type: none"> <li>Request for the permission to use SCIHOME as the venue for promoting IRESS</li> <li>Request for a time slot at the end of school orientation for IRESS promotion (both face-to-face and online)</li> </ul>
July 1 – 21	July 21 - DSE results release <ul style="list-style-type: none"> <li>Post on social media related to DSE results release (information related to admission of IRE program)</li> </ul>
July 22 – August 6	<ul style="list-style-type: none"> <li>Recruiting helpers</li> <li>Preparation of IRESS and Orientation Camp overview (e.g. PowerPoint, Orientation Camp books, Leaflet with IRESS Instagram and Facebook QR codes)</li> <li>Book Learning Common as a reserve</li> </ul>
August 7 – 12	Aug 12 - JUPAS results release <ul style="list-style-type: none"> <li>Contact School of Science for IRE student list, their contacts and send email to promote our society to all freshmen from the School of Science if possible</li> <li>Post on social media related to JUPAS results release</li> <li>Post on social media about how to find SCIHOME on Registration Day</li> </ul>
August 13	<ul style="list-style-type: none"> <li>Set up a WhatsApp/Signal group for coordinating IRE freshmen</li> </ul>
August 14	Registration Day <ul style="list-style-type: none"> <li>Promotion of IRESS and IRESS orientation camp at the end of school orientation</li> <li>Invitation of joining WhatsApp/Signal group to IRE freshmen</li> </ul>

	Time	Details
	9:00 – 10:00	- Executive committee members stay at SCIHOME for welcoming freshmen and chatting with them
	10:00 – 11:00	[IRE talk at SCIHOME, 10:00-11:00] - Executive committee members stay at SCIHOME and wait for the promotion session after orientation talk
	11:00 – 12:00	- Helpers, executive committee members and IRE freshmen have chats in SCIHOME
	12:00 – 13:00	- Lunchtime
	13:00 – 14:00	- Campus tour
	14:00 – 16:00	- Helpers, executive committee members and IRE freshmen have chats in SCIHOME
<b>August 15 onwards</b>	<ul style="list-style-type: none"> <li>• Promotion to freshmen to join IRESS and IRESS orientation camp</li> <li>• Delivering sources to freshmen to promote IRESS (e.g. CHEM1020, PHYS1112)</li> </ul>	

Remark: In the unfortunate case of pandemic being at peak, this event might be cancelled in accordance to the school policy.

## 5. Orientation Camp

<b>Camp that holds various activities for freshmen.</b>	
<b>Person-in-charge</b>	President – Szeto Chun, Vinson
<b>Date</b>	29/8/2021-31/8/2021
<b>Venue</b>	JC Sai Kung Outdoor Training Camp
<b>Objectives</b>	<p>To familiarize students with HKUST, especially in the aspects of which are unique to IRE students</p> <p>To promote unity among IRE freshmen, and familiarize them with senior IRESS members</p> <p>To help freshmen plan their university life through sharing by senior members of IRESS</p>
<b>Target</b>	<p>Interested persons, especially IRE freshmen</p> <p>Members of IRESS</p>
<b>Expected number of participants</b>	<p>Executive committee: 8</p> <p>Leader: 15-20</p> <p>Freshmen: 15-20</p> <p>Spy: 3</p>
<b>Participation Fees</b>	\$700

## Work Schedule

Date	Description	Person-in-charge
Late April – Mid-May	Promoting the recruitment of leaders and spies	Yue Cheuk Kan, Kelvin Ho Hang Chi, Calvin
May 1 – June 31	Marketing for sponsors	Chuk Wing Yi, Musica
Mid-June - mid-July	Game designing and activities planning  Confirm venues (including booking of meals)	All executive committee members
June 29 - July 1	Finalize T-shirt designs (one for leaders and one for freshmen)	Lam Yan Yi, Chloe
Early July	Ordering of T-shirts	Chuk Wing Yi, Musica
July 7 – Late July	Game testing and refinement	All executive committee members
Late July - August 10	Confirm camp book design	Lam Yan Yi, Chloe
Late July – Mid-August	Fee collection from leaders (Payme)	Lam Yan Yi, Chloe
Late July – Early August	Preparing game materials	All executive committee members
July 22 - August 5 (TBC)	Briefing session for leaders	Yeung Wai Ho, Thomas
August 10	Printing of camp book	Lau Yuen Ying, Cathy

<b>August 14 (Registration Day , Online + F2F)</b>	Recruiting freshmen during registration Day	All executive committee members
<b>August 27</b>	Official deadline of participant application	Yue Cheuk Kan, Kelvin
<b>August 28</b>	Form Signal group of participants Confirm checklist for participants Send checklist to participants	Ho Hang Chi, Calvin Yue Cheuk Kan, Kelvin
<b>1 day before camp</b>	Final check of all materials needed	Lam Yan Yi, Chloe Ho Hang Chi, Calvin
	Sending final reminder to participants	Yue Cheuk Kan, Kelvin
<b>August 29 – August 31</b>	Days of event	All executive committee members

## Event rundown

Plan A (both days are on campus)

Day 1	Day 2	Day 3
Send Briefing for Leaders 11:30 – 12:00	Assembly of breakfast participants 08:00 - 08:10 Dorm	Exco: Collection + marking of answer from detective game II Others: packing and preparation for check-out 10:30 - 11:00
Assembly of Participants 12:30 - 13:30 Diamond Hill Station Exit C	Breakfast 08:15 - 08:45 Canteen	
Transportation (96R) 13:30 - 15:00 (buffer included) Destination: camp site	Rest 09:00 - 09:50 Dorm	Announcement of result + prize-giving 11:30 - 12:00
	Group battle 10:00 - 12:00 Activity Room	Check out 12:30 - 13:00
Ice-Breaking 15:00 – 17:00 Activity room	Lunch 12:00 - 12:45 Canteen	
	Rest and preparation of detective game II (City orientation) 12:45 - 13:45	
Time capsule + Chit-chat + Resting 17:00 – 18:00 Camp site		
Dinner 18:00 – 18:45 Canteen	City Orientation (+dinner) 14:00 - 21:30 (22:30) HK	

	Rest 22:30-00:00	
Chit chat + board game 19:15 - 20:00 Camp site	Campus	
Detective game I 20:00 - 21:30 Camp site	Final hint + discussion + room game + sleep 00:00 - ?	
Rest and Room game 21:30 - ?		

Remark: If the pandemic deteriorates, plan B will be adopted to reduce the chance of disease transmission.

Plan B (Online mode)

Day 1	Day 2
Briefing for leaders 13:00-13:30	Assembly of participants 14:00-14:30
Assembly of participants 13:45-14:15	Separate group 14:30-14:40
Separate group 14:15-14:20	Black magic, Werewolf, Q/A 14:40-18:00
Ice breaking game (Never had I ever, etc.) 14:20-15:30	Dismiss
Mass game (Group battle) 15:30-17:00	Situation puzzle/Chit chat/Sharing 21:00-02:00
Grouping 17:00-18:00	
Dismiss	
Room game 21:30-02:00 (Joint group, optional) First impression, psychologist	

## 6. Start of Semester Dinner

Gathering dinner for IRESS members at the beginning of a new academic year.	
Person-in-charge	Marketing Secretary – Chuk Wing Yi, Musica
Date	1st – 3rd week of Fall Semester (September 7-27, 2021)
Time	TBC
Venue	TBC
Objectives	To enhance relationship between new members and existing members To establish a friendly atmosphere in the society To reunite IRESS members after summer break To provide opportunities for members to share their valuable experiences
Target	All IRESS members
Expected number of participants	Around 40-50

## Work Schedule

Date	Description
Late August	Invitation of society members Revise the participants' information Begin designing IG posts
August	Contacting participants for available time slots and preferred restaurant
September	Finalizing post design
Early September	Confirmation and reservation of restaurant promotion of event
A week before the event	Preparation of event items
1-5 days before the event	Reminding participants of event
TBC	Start of Semester Dinner

## 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

Remark: Depending on the pandemic severity, this event might be cancelled due to the government's restriction on gathering.

## 7. Orientation Week

Promotional counter of IRESS at the beginning of fall semester.	
Person-in-charge	General Secretary – Yue Cheuk Kan, Kelvin
Date	September 2021 (TBC)
Venue	Atrium
Objectives	<ul style="list-style-type: none"> <li>To promote IRESS to students</li> <li>To recruit new members and sub-committee members</li> <li>To develop sense of belonging of society members through society promotion and merchandises</li> <li>To distribute welfare packets to members</li> </ul>
Target	All science students, especially IRE students

### Work schedule

Date	Description
May 1 – July 31	Seek for sponsorship in welfare package
July 20 – August 1	Designing, confirmation and ordering of society T-shirt
August 3	Confirmation of number of members interested in society products through email and Whatsapp/Signal
August 7	Ordering of society paper
1 week before orientation week (TBC)	<ul style="list-style-type: none"> <li>Preparation of member recruitment form</li> <li>Packaging of sponsored products</li> <li>Promotion on Facebook and Instagram page</li> </ul>
1 day before orientation week (TBC)	<ul style="list-style-type: none"> <li>Setting up of counter and decoration</li> <li>Remind members of the event through Whatsapp/Signal messages</li> <li>Ask Sci-home for information of new IRE students</li> </ul>
(TBC)	Orientation Week

## 8. Distribution of Society Products

<b>Designing and selling society products to members and non-members.</b>	
<b>Person-in-charge</b>	Internal Vice President – Wong Chun Hei, Burton
<b>Date</b>	October 2021
<b>Time</b>	N/A
<b>Venue</b>	HKUST Campus
<b>Objective</b>	To induce a sense of belonging to members Promote and introduce IRESS to other students Generate small profit as financial support to IRESS
<b>Target</b>	IRESS members and non-members
<b>Expected number of participants</b>	50

### Work Schedule

<b>Date</b>	<b>Description</b>
Early September	Collection of ideas for society product (type, design) among members
Early September	Discussion of feasibility and price-performance ratio of popular suggestions
Mid-September	Finalizing the design of society product
Mid-September	Contacting manufacturers for quotes
Mid-September	Discussion of price setting
Late September	Set up Google form for members to order society product (deposit needed)
Late September	Promotion of society product through social media (email, Facebook, Instagram)
Late September	Payment and collection of products

Early/Mid-October	Collect availability of cabinet members for holding counters
Mid-October	Confirmation of dates for counters
Mid-October	Announcement of counter dates
Mid-October	Set up counters for distributing society products

## 9. Class Photo Taking

Photo-taking for IRESS members.	
Person-in-charge	Marketing Secretary — Chuk Wing Yi, Musica
Date	October – November 2021
Venue	TBC
Time	November (TBC)
Objectives	<p>To update the yearly record of IRESS members</p> <p>To keep a precious record of their memories in the society</p> <p>To cultivate the sense of belonging of members</p> <p>To allow members to gather face to face each other after the pandemic</p>
Target	<p>IRE students, faculty member and alumni</p> <p>IRESS members</p>
Expected number of participants	<p>60 IRESS members</p> <p>5 faculty members</p>

## Work Schedule

Date	Description
<b>Mid-September</b>	Checking availability of members and faculty members Discussion on inviting professor Arrange who to meet up with professors on the day of the event
<b>Early October</b>	Invitation of professors, participants and photographer
<b>1-2 weeks after</b>	Finalization of poster design promotion of the event in/outside campus (email) Booking the venue
<b>Mid-October</b>	Decision on date and rundown
<b>After confirmation of date and other details</b>	Notify members about the details of event
<b>A week before the photo taking</b>	Confirming time of photo-taking based on weather forecast Re-sending invitations in case of date change due to bad weather
<b>2-5 days before photo taking</b>	Reminding participants of event and the dress code
<b>Early November</b>	Class Photo-taking
<b>Two weeks after photo taking</b>	Finishing photo-editing Notifying participants about ordering and collection of photos
<b>Mid-November</b>	Photo ordering (link for ordering/setting counter, details TBC)
<b>Late November – early December</b>	Distribution of photos to members

## Rundown

Time	Description
12:00-14:00	Set up the venue Meet the photographer
14:00-17:00	Take the photos in the following order: All participants Participants by majors, professors MBMS/IRESS alumni, professors Year 4 students, professors Year 3 students, professors Year 2 students, professors Year 1 students, professors Additional free shots

\*Time to be confirmed based on availability.

Remark: Depending on the pandemic severity, this event might be cancelled due to the government's restriction on gathering.

## 10. Alumni Congregation Photo Booth

Counter of photo-taking during congregation.	
<b>Person-in-charge</b>	Marketing Secretary – Chuk Wing Yi, Musica
<b>Date</b>	Mid-November 2021
<b>Time</b>	N/A
<b>Venue</b>	HKUST Campus
<b>Objective</b>	To celebrate the graduation of members of the IRE program To strengthen the connection between IRESS members and alumni of the IRE program To allow the IRESS members to have a record of memory
<b>Target</b>	IRE program graduates and alumni, IRESS members
<b>Expected number of participants</b>	25 – 35

### Work schedule

Date	Description
<b>October</b>	Seek sponsorship for welfare pack
<b>Early October</b>	Confirmation of the congregation details with the School of Science
<b>Mid-October</b>	Design settings and photo-taking items
<b>Late October</b>	Finalization of designs
<b>Early November</b>	Promotion of Alumni Congregation Booth to both IRE program alumni and IRESS members
<b>Mid-November</b>	Alumni Congregation Photo Booth

Remark: Depending on the pandemic severity, this event might be cancelled due to the government's restriction on gathering.

# 11. Subcommittee Function

Function organized by new IRESS members.	
Person-in-charge	General Secretary - Ho Hang Chi, Calvin
Date	November 2021
Venue	TBC
Time	TBC
Objectives	<p>To recruit Sub Committee members and train potential Executive Committee members</p> <p>To build up relationship and sense of belonging among freshmen</p> <p>Provide a leisure activity to members</p>
Target	New IRESS members and freshmen
Benefits	<ul style="list-style-type: none"> <li>- Sub-committee members will establish a good relationship with one another</li> <li>- Sub-committee members will acquire a variety of skills required to become an Executive Committee member</li> <li>- 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.</li> <li>- 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.</li> </ul>
Remarks	<p>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.</p> <p>After the function, an evaluation meeting will be held by the person-in-charge.</p> <p>If the pandemic has subsided by Nov 2021, the Sub-Committee function will hopefully be held on campus. If not, Zoom will be used as the platform for the function.</p>

## 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 (hosted by person-in-charge)
TBC	Day of event

Remark: When mass gathering is prohibited due to pandemic, all meetings and the event will be held online.

## 12. New Executive Committee Information

Information session about IRESS executive committee.	
Person-in-charge	President – Szeto Chun, Vinson
Date	Early December 2021
Time	TBC
Venue	TBC
Objectives	To introduce duties of IRESS executive committees and individual posts to members To recruit future executive committee members
Target	IRESS members, especially Year 1 and subcommittee members

### Work schedule

Date	Description
Early December	Asking subcommittee members for availability
Early December	Confirmation of date and booking of venue
Mid-December	Preparation for information session
Mid-December	Sending invitation to IRESS members, promoting on social media
Mid-December	Reminder to subcommittee member via Whatsapp and to all members through social media
Mid-December	New Executive Committee Information Session

Remark: When mass gathering is prohibited for reasons of pandemic, this event will be conducted via Microsoft Teams.

## 13. Annual Dinner

Dinner for IRESS members and invited faculty members of School of Science	
Person in charge	General Secretary - Ho Hang Chi, Calvin
Date	Early December 2021
Time	TBC
Venue	TBC
Objectives	<p>To strengthen relationship and sense of belonging among student members and teaching staff of School of Science</p> <p>To allow freshmen to get to know each other and allow freshmen to talk with and build up relationships more senior students.</p> <p>To reinforce communication between student members and teaching staff of School of Science</p>
Target	IRESS members, IRE and MBMS alumni, faculty members of IRESS
Expected number of participants	30
Participation fee	\$100

## Work schedule

Date	Description
<b>Early November</b>	Send invitation email to professors; Confirm post design, publish posts; Include payment procedure and application method in post Prepare gifts for professors and lucky draw
<b>Mid- November</b>	Send invitation email, Whatsapp and Signal 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
<b>Mid- November</b>	Set up counter to receive participation fee
<b>Late November</b>	Confirm number of participants; Confirm menu and booking of the restaurant
<b>Early December</b>	Send reminder to all participants via email, WhatsApp and Signal
<b>Early December</b>	Day of event

Remark: If the pandemic situation does not improve by the time the annual dinner is held, the dinner will be cancelled.

# 14. Christmas Party

A Christmas party for IRESS members.	
Person-in-charge	Financial Secretary - Lam Yan Yi, Chloe
Date	December 22, 2021 (TBC)
Time	TBC
Venue	TBC
Objectives	To consolidate and maintain bonds between IRESS members To celebrate Christmas 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	30
Participation Fee	\$80

## Work Schedule

Date	Description
November 16	Confirm poster design
November 17	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

Remark: This event will adopt the online rundown if the pandemic makes it necessary.

## Event Rundown (for physical Christmas Party)

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
<b>Mission to be done</b>	<p>All teams need to write a list of dares not more than 10 for the opponents.</p> <p>All teams are required to finish several missions.</p> <p>The number of missions finished by opponents will be the number of dares that the team needs to do</p> <p>Missions may include Sudoku, Build up a half meter high tower by Poker cards.</p>	40 minutes
<b>Execution</b>	<p>Each participant will be stuck to a string at the back of their high hip.</p> <p>Each team need to send out 2 participants to have a 2 vs 2 vs 2 vs 2 battle.</p> <p>Participants can eliminate others by pulling the string away from their opponents' body</p> <p>There will be at least 5 battles. Participants are allowed to join more than once and everyone must participate at least once.</p> <p>The number of survivors will be regarded as the score of the team.</p>	25 minutes

Games Description (continued)

Title	Game Description	Estimated Time
<p><b>Seven Hand Eight foot</b></p>	<p>There will be 2 stages for the game (static and dynamic)</p> <p>There will be a requirement of how many hands and foots are allowed to touch the floor.</p> <p>The team needs to fulfill the requirement for 3 seconds.</p> <p>For stage 2, the team is required to finish the requirement and move from point A to point B.</p>	<p>20 minutes</p>
<p><b>The Werewolves of Miller’s Hollow (Back up game)</b></p>	<p>Participants will be divided into different group based on number of members</p> <p>Characters will be randomly assigned to each player.</p> <p>Play the card game based on the rules.</p>	
<p><b>Gift passing</b></p>	<p>Every participant has to prepare a gift with a small description (within 10 words)</p> <p>Every member will be assigned a number</p> <p>3 members are drawn out in each round and they can choose their gift based on the description. This continues until everyone has picked his/her gift.</p>	<p>10 minutes</p>

## Event Rundown (for online Christmas Party)

Time	Description
20:00-20:15	Welcoming
20:15-22:00	Games*
22:00-22:15	Lucky Draw**
22:15-22:25	Photo taking (Screenshots)
22:25-22:30	End

\*Adjustments will be made on games.

\*\*Gift passing will be replaced by Lucky Draw of gifts prepared by executive committee members.

# 15. Research Sharing

Sharing session about Scientific research topics.	
Person-in-charge	Academic Secretary - Lau Yuen Ying, Cathy
Date	18 - 20 January 2022 (TBC)
Time	18:45 - 21:15 (TBC)
Venue	TBC
Language	English
Objectives	To introduce scientific research topics conducted by fellow students To provide students with information about research opportunities inside and outside HKUST To provide students with ideas for their research planning
Target	IRESS members and non-members
Expected Number of Participants	20-30
Participation Fee	Free

## Work Schedule

Date	Description
December 1 - 14	Invitation of senior students/alumni to share about their research experience
December 17	Confirmation of the schedule and sharing topics
December 21	Confirmation of the date, time and venue
December 30	Finalization of the poster and thank-you cards design
January 7 – 17	Promotion of the sharing session on media
January 11-14	Reminders to speakers about the date, time and venue of the sharing session
January 17	Reminders to members to attend the event
January 18 - 20	Science Research Sharing

## Event Rundown

Time	Description
18:15 – 18:45	Preparation of equipment for the sharing session
18:45 – 19:00	Welcoming speakers and audience
19:00 – 19:05	Introduction of the first speakers
19:05 – 19:45	Sharing from the first speaker
19:45 – 20:00	Q&A session
20:00 – 20:15	Intermission/Break
20:15 – 20:20	Introduction of the second speaker
20:20 – 21:00	Sharing from the second speaker
21:00 – 21:15	Q&A session
21:15 onwards	End of sharing session

Remark: The whole event will be held online via Microsoft Teams when the pandemic worsens.

# 16. Annual Election

Election of new IRESS executive committee members.	
Person-in-charge	President – Szeto Chun, Vinson
Date	Late February 2022
Venue	TBC
Objectives	To form new nominated cabinet(s) of IRESS executive committees To allow members to express their views towards the nominated cabinet(s) in order to elect new IRESS executive committee cabinet
Target	IRESS members, especially nominated cabinet(s)

## Work Schedule

Date	Description
November 26 – December 16	Recruitment and formation of potential nominated cabinet(s)
December 17 – 30	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

Remark: Depending on the pandemic severity, this event might be conducted using Qualtrics forms for online voting.

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## 17. Annual General Meeting

Meeting for reviewing the work of the current and succeeding executive committees under the regulation of society constitution	
Person-in-charge	President – Szeto Chun, Vinson
Date	Mid-/late March 2022, within three weeks after confirmation of Annual Election results
Time	TBC
Venue	TBC
Objective	To review the performance of the current executive committee To evaluate the performance and year plan of the succeeding executive committee To reinforce the society constitution
Target	IRESS current and succeeding executive committee members, IRESS members

## Work Schedule

Date	Description
Mid-March, right after confirmation of Annual Election results	Collection of availability of current and succeeding executive committee member, as well as IRESS members
Within one week after confirmation of Annual Election results	Confirmation and announcement of details of the first meeting
Within three weeks after confirmation of Annual Election results	Meetings for reviewing the current executive committee
Mid-April	Meetings for evaluating the succeeding executive committee

Remark: This event will be switched to online mode if the pandemic worsens.