

Proposed Year Plan 2022–2023

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

Session 2022-2023

Table of Content

A. Information about IRESS, HKUSTSU	3
B. Proposed Executive Committee Members	5
C. Proposed Activities	6
I. Schedule	6
II. Spring 2022 Activity Details	7
1) Joint Science Inauguration Ceremony	7
2) Chitchat with Professors	9
3) Graduation Party and End of Semester Party	11
III. Fall 2022 Activity Details	13
1) Registration Day	13
2) Orientation Camp	15
3) Start of Semester Dinner	20
4) Orientation Week	22
5) Senior Sharing	24
6) Joint Science singing contest	25
7) Alumni Congregation Photo Booth	27
8) Subcommittee Function	28
9) Annual Dinner	29
10) Christmas Party	31
11) New Executive Committee Information Session	33
IV. Spring 2023 Activity Details	34
1) Research Sharing	34
2) Annual Election	35
3) Annual General Meeting	36

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

1. To promote friendship and the coordination among its members;
2. To promote social, cultural and science interests among its members;
3. To provide welfare to its members;
4. To promote the unity and sense of belonging of the members;
5. To develop its own style, spirit and traditions;
6. To communicate with the Faculty members of IRE and MBMS;
7. To promote teamwork among IRE and MBMS members;
8. 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	楊俊軒	Yang Chun Hin	SSCI(IRE)	Tony	20858403	chyangab
Internal Vice President	翁震宇	Weng Chun Yu	SSCI(IRE)	Carter	20865327	cyweng
External Vice President	穆法罕	Farhan Ishraq	SSCI(IRE)	Ishraq	20853556	ifarhan
Financial Secretary	黃樂賢	Wong Lok Yin	SSCI(IRE)	Happy	20853439	lywongaw
General Secretary	樊嘉卓	Fan Ka Cheuk	SSCI(IRE)	Thomas	20868020	kcfanab
Marketing Secretary	莊汶欣	Chong Man Yan	SSCI(IRE)	Natalie	20860963	mychonga a
Academic/ Promotion Secretary	香梓鋒	Heung Tsz Fung	SSCI(IRE)	Sunny	20851156	tfheung

C. Proposed Activities

I. Schedule

Date	Function	Venue	Person-In-Charge
Mid-April to Late April 2022(TBC)	Joint Science Inauguration Ceremony	HKUST Campus	Farhan Ishraq
May 2022(TBC)	Chitchat with Professors	HKUST Campus/ Online	Heung Tsz Fung, Sunny
Early June 2022	Graduation Party and End of Semester Party	TBC	Weng Chun Yu, Carter
August,2022	Registration Day	HKUST Campus/ Online	Heung Tsz Fung, Sunny
Mid to Late August,2022	Orientation Camp	Jockey Club Sai Kung Outdoor Training Camp	Yang Chun Hin, Tony
1st- 3rd week of fall semester	Start of Semester Dinner	TBC	Weng Chun Yu, Carter
September 2022	Orientation Week	Atrium(TBC)	Fan Ka Cheuk, Thomas
Late September 2022 (TBC)	Senior Sharing	HKUST Campus/ Online	Wong Lok Yin, Happy
TBC	Joint Science singing contest	TBC	Farhan Ishraq
Mid November 2022	Alumni Congregation Photo Booth	HKUST Campus	Chong Man Yan, Natalie
Late November 2022	Subcommittee Function	TBC	Fan Ka Cheuk, Thomas
Early December 2022	Annual Dinner	TBC	Weng Chun Yu, Carter
Mid December 2022	Christmas Party	TBC	Wong Lok Yin, Happy
Late December 2022	New Executive Committee Information Session	TBC	Yang Chun Hin, Tony
Early January 2023	Research Sharing	HKUST Campus/ Online	Heung Tsz Fung, Sunny
Late February 2023	Annual Election	TBC	Yang Chun Hin, Tony
March 2023	Annual General Meeting	TBC	Yang Chun Hin, Tony

1. Joint Science Inauguration Ceremony

An inter-society ceremony that marks the transition of cabinet	
Person-in-charge	External Vice President — Farhan Ishraq
Date	Mid-April to Late April 2022(TBC)
Time	TBC
Venue	HKUST Campus
Objectives	<ol style="list-style-type: none"> 1. To serve as a ceremony that formalize the transition of cabinets 2. To boost the team spirit and sense of responsibility of the succeeding executive committee members
Target	<p>Current and succeeding executive committee members of all 4 Science societies</p> <p>Other members of the Science societies</p>
Expected number of participants	<p>Current executive committee members: 40-45</p> <p>Succeeding executive committee members: 40-45</p>

Work schedule

Date	Description
Late February	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: <ol style="list-style-type: none"> 1. Mode of ceremony 2. Wording of the oath 3. Hand gesture while taking the oath 4. Differences of tradition between societies of oath taking 5. availability of current and succeeding executive committee members (for rehearsal and ceremony) 6. Details on speech-giving of current presidents 7. Details of promotion (method, platform, design)
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 to late April	Joint Science Inauguration Ceremony

Remark: The event might be cancelled in case of worsening of the pandemic.

2. Chitchat with Professors (Joint Science)

Talking with professors about topics outside academic	
Person-in-charge	Academic Secretary — Heung Tsz Fung, Sunny
Date	TBC
Time	TBC
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To strengthen the relationship between students and professors 2. To allow students to receive advice from professors
Expected number of participants	60-80
Target	Members of IRESS and other Science Societies

Work Schedule

Date	Description
Late February	First contact of external vice presidents – confirm date of first meeting and set the agenda
TBC	First meeting, agenda including but not limited to: <ol style="list-style-type: none"> 1. Mode of event 2. Schedules 3. Sharing Topics 4. Professors to be invited 5. Details of promotion (method, platform, design)
30-45 days before the event	Invitation of professors
25 days before the event	Confirmation of the schedule and sharing topics
21-24 days before the event	Confirmation of date, venue and time
20 days before the event	Finalization of the poster and thank-you cards design
3-13 days before the event	Promotion of the event on social

Spring 2022

	media
1-2 days before the event	Reminders to professors about the date, time and venue of the sharing session Remind members to attend the event
Date of the event	Chitchat with professors

Remark: In the unfortunate case of the pandemic being at peak, this event might be cancelled, or the format may change, in accordance with the school policy.

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 — Weng Chun Yu
Date	Early June, 2022
Time	18:00-22:00
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To celebrate the graduation of members of the IRESS 2. To provide games and activities for members to gather and entertain together after a semester
Target	Graduating IRESS students and members of the IRESS
Expected number of participants	Graduating students: 10 Other members: 20
Fees	Graduating students: (\$80) Other members: (\$90)

Work schedule

Date	Description
May	Promotion of the event
Early May	<ol style="list-style-type: none"> 1. Confirmation of the attendance of graduating students 2. Counter for signing up 3. Discussion on event framework
Mid May	Preparation of materials, confirm order of souvenirs and collection of souvenirs
Early June	Final Checking of event details Graduation Party and End of Semester Party

Spring 2022

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 the time capsule and distribution of souvenirs
21:15-21:30	Photo-taking
21:30-22:00	Cleaning up

Remark: The event might be cancelled in case of worsening of the pandemic.

4. Registration Day

IRESS counter promoting the orientation camp and welcoming freshmen	
Person-in-charge	Academic Secretary — Heung Tsz Fung, Sunny
Date	Mid-August 2022 (TBC)
Time	TBC
Format	TBC
Objective	<ol style="list-style-type: none"> 1. To establish an early contact network with freshmen for the future semester ahead 2. To provide information about HKUST and IRE to freshmen 3. To promote the IRESS Orientation Camp and the Talk Show for freshmen
Expected number of participants	20
Target	HKUST freshmen, especially IRE admits

Work Schedule

Date	Description
June 20 - July 14	<ol style="list-style-type: none"> 1. Confirm date, time and format of registration day with School of Science 2. Request for permission to use SCIHOME as the venue for promoting IRESS (If the format is face-to-face) 3. Request for a time slot at the end of school orientation for IRESS promotion
July 15 - 23	July 20 - DSE results release Provide useful information on social media about the IRE program

<p>July 24 - August 9</p>	<ol style="list-style-type: none"> 1. Preparation of IRESS and Orientation Camp overview (e.g., PowerPoint, Orientation Camp books, Leaflet with IRESS Instagram and Facebook QR codes) 2. Recruit helpers if necessary
<p>August 10 - Date of the event</p>	<p>August 10 - JUPAS results release</p> <ol style="list-style-type: none"> 1. 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 2. Provide information on social media related to JUPAS results release 3. Provide information on social media about the Registration Day 4. Set up a WhatsApp/Signal group for coordinating IRE freshmen
<p>Date of the event</p>	<p>Registration day</p> <ol style="list-style-type: none"> 1. Promotion of IRESS and IRESS orientation camp at the end of school orientation 2. Invitation to join WhatsApp/Signal group to IRE freshmen
<p>After Registration Day</p>	<ol style="list-style-type: none"> 1. Provide more information about IRESS and IRESS orientation camp via WhatsApp/Signal Group

Remark: In the unfortunate case of the pandemic being at peak, this event might be cancelled, or the format may change, in accordance with the school policy.

Moreover, the date in the schedule is subject to change with the school's arrangement of registration day, and with any delay in DSE and JUPAS results release, in accordance with the announcement of relevant authorities.

5. Orientation Camp

Camp that holds various activities for freshmen	
Person-in-charge	President — Yang Chun Hin, Tony
Date	27/8/2022 - 29/8/2022
Venue	The Hong Kong Federation of Youth Groups - Jockey Club Sai Kung Outdoor Training Camp
Objective	<ol style="list-style-type: none"> 1. To familiarize students with HKUST, especially in the aspects of which are unique to IRE students 2. To promote unity among IRE freshmen, and familiarize them with senior IRESS members 3. To help freshmen plan their university life through sharing by senior members of IRESS
Target	<ol style="list-style-type: none"> 1. Interested persons, especially IRE freshmen 2. Members of IRESS
Expected number of participants	Executive committee: 7 Leader: 15-20 Freshmen: 15-20 Spy: 3
Participation Fee	\$600 (TBC)

Work Schedule

Date	Description	Person-in-charge
Late April - Mid-May	Promoting the recruitment of leaders and spies	Fan Ka Cheuk, Thomas Heung Tsz Fung, Sunny Wong Lok Yin, Happy
May 1 - June 30	Marketing for sponsors	Chong Man Yan, Natalie
Mid-June - mid-July	<ol style="list-style-type: none"> 1. Game designing and activities planning 2. Confirm venues (including booking of meals) 	All executive committee members
Late June	Finalize T-shirt designs (one for leaders and one for freshmen)	Chong Man Yan, Natalie
Early July	Ordering of T-shirts	Weng Chun Yu, Carter
Mid July - Early August	Game testing and refinement	All executive committee members
Late July	Confirm camp book design	Chong Man Yan, Natalie
Early August - Mid August	Fee collection from leaders	Wong Lok Yin, Happy
Early August	Preparing game materials	All executive committee members
	Briefing session for leaders	Farhan Ishraq
Second week of August	Printing of camp book	Weng Chun Yu, Carter
Registration Day	Recruiting freshmen during registration Day	All executive committee members
August 25	Official deadline of participant application	Wong Lok Yin, Happy
August 26	<ol style="list-style-type: none"> 1. Form WhatsApp group of participants 2. Confirm checklist for participants 3. Send checklist to participants 	Fan Ka Cheuk, Thomas Farhan Ishraq
1 day before camp	Final check of all materials needed	All executive committee members

Fall 2022

1 day before camp	Sending final reminder to participants	Heung Tsz Fung, Sunny
August 27 - 29	Days of event	All executive committee members

Event Rundown

Plan A (Both days are on camp site)

Day 1	Day 2	Day 3
Send Briefing for Leaders 11:30 - 12:00	Assembly of breakfast and participants 08:15 - 08:20 Dorm	Calculation of marks by EXCOS Others: packing and preparation for check-out 10:00 - 11:00 Dorm
Assembly of Participants 12:45 - 13:15 Diamond Hill Station Exit C	Breakfast 08:30 - 09:20 Canteen	
Transportation (Bus 96R) 13:15 - 15:00 (Buffer included) Destination: Camp site	Rest 09:30 - 10:00 Dorm	Announcement of result + prize-giving 11:30 - 12:00 Camp site
Ice-Breaking 15:00 - 17:00 Activity room	Group battle 1 10:00 - 11:30 Activity Room	
Time Capsule + chit-chat + Resting 17:00 - 18:00 Activity Room	Lunch 11:40 - 12:40 Canteen	Check out 12:30 - 13:30
Dinner (BBQ) 18:00 - 19:30 Barbecue Site	Rest and Preparation of Detective game (City Hunt) 12:45 - 14:00 Activity Room	
Chit chat + board game 19:30 - 20:30 Camp site	City Hunt (And Dinner) 14:00 - 21:00 (22:00) Hong Kong	
Detective game I 20:30 - 21:30 Camp site	Rest 22:00 - 23:00 Dorm	
Rest and Room game 21:30 - ? Dorm	Room game 23:00 - ? Dorm	

Remark: If the pandemic deteriorates, plan B will be adopted.

Fall 2022

Plan B (Online mode)

Day 1	Day 2
Briefing for leaders 12:30 - 13:00	Assembly of participants 13:00 - 14:00
Assembly of participants 13:15 - 13:45	Form groups 14:00 - 14:10
Form groups 13:45 - 14:00	Detective games 14:15 - 17:00
Ice-breaking game 14:00 - 15:00	Sharing of senior and Q&A 17:00 - 18:00
Mass game – Group battle 15:00 - 17:30	Dismiss
Chit chat 17:30 - 18:00	
Dismiss	
Room game (Joint group, optional) 21:30 - 02:00	Situation puzzle and chit chat 21:00 - 02:00

6. Start of Semester Dinner

Gathering dinner for IRESS members at the beginning of a new academic year.	
Person-in-charge	Internal Vice President — Weng Chun Yu
Date	Early September, 2022
Time	TBC
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To reunite IRESS members after summer semester break 2. To enhance relationship between first year members and other members 3. To provide opportunities for members to share their experiences 4. To foster a friendly atmosphere among the society
Target	All IRESS members
Expected number of participants	40 - 50

Work schedule

Date	Description
Late August	Estimating number of participants,
	revising members' information
	designing poster
	Contacting participants for available timeslots and preferred restaurant
Early September	Finalizing poster design
	Confirming and reserving restaurant
	Promoting the event
	Preparing event items
	Reminding participants of event
	Start of Semester Dinner

Event Rundown

Time	Description
TBC	Gathering at Atrium 2 Executive Committee members leave for restaurant
	Leaving for restaurant 2 Executive Committee members stay at Atrium to pick up latecomers
	Dinner

Remark: The event might be cancelled in case of worsening of the pandemic.

7. Orientation Week

Promotional counter of IRESS at the beginning of fall semester	
Person-in-charge	General Secretary — Fan Ka Cheuk, Thomas
Date	Mid-September, 2022 (TBC)
Venue	Atrium
Objective	<ol style="list-style-type: none"> 1. To promote IRESS to students 2. To recruit new members and sub-committee members 3. To develop sense of belonging of society members through society promotion and merchandises 4. To distribute society products and welfare packets to members
Target	All science students, especially IRE students and IRE freshman

Work Schedule

Date	Description
February -March	Collect the society products of the previous year, collect ideas and feedbacks for new types of society products among members.
May 1 - July 31	Seek for sponsorship in welfare package
July 20 - August 15	Designing and confirmation of society products
Late August	Contact manufacturers for quotes and discussion of price setting
1 week before orientation week (TBC)	Preparation of member recruitment form and product order form Promotion on social media
1 day before orientation week (TBC)	Setting up of counter and decoration Remind members of the event through WhatsApp/Signal messages Ask Sci-home for information of new IRE students
Middle of September (TBC)	Orientation Week
The End of orientation week	Confirmation of number of members interested in society products
Late September	Payment and collection of products

Fall 2022

Mid-October	Confirmation of dates for counters
Mid-October	Announcement of counter dates, setting up counters to distribute society products.

Remark: In the unfortunate case of pandemic being at peak and students are forbidden from going to school, the society products might be delivered to students' address.

8. Senior Sharing

Year 1 Students talking with senior students for information and experience	
Person-in-charge	Financial Secretary —Wong Lok Yin, Happy
Date	26 September, 2022 (TBC)
Time	19:00 - 20:00 (TBC)
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To allow new students to ask senior students questions concerning their studies and academic pathways. 2. To strengthen relationship between new students and other IRE students
Expected number of participants	15 - 20
Target	Mainly year 1 IRE students

Work Schedule

Date	Description
August 16 - 30	Invitation of senior students to share their school life
September 5	Confirmation of the schedule
September 11	Confirmation of date, venue and time
September 12 - 22	Promotion of the talk show on media
September 23 - 25	Reminders to the speaker about the date, time and venue and remind year 1 students to attend the event
September 26	Talk show for freshmen

Remark: In the unfortunate case of pandemic being at peak, this event might be cancelled, or the format may change, in accordance with the school policy.

9. Joint Science singing contest

Singing contest for members in all Science societies	
Person-in-charge	External Vice President — Farhan Ishraq
Date	TBC
Time	TBC
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To foster friendly relationships and sense of belonging among science students 2. To entertain Science students
Target	All members of Science societies
Expected number of participants	500
Fees	Contestant fee: TBC Audience tickets: TBC

Work schedule

Date	Description
Late February	First contact of external vice presidents – confirm date of first meeting and set the agenda
TBC	First meeting, agenda including but not limited to: <ol style="list-style-type: none"> 1. Mode of event 2. Prizes 3. Judges 4. Details of contest timeline 5. Contest scoring scheme 6. Details of promotion (method, platform, design) 7. Entertainment during contest final event
TBC	Send invitation via social media to all society members. Include payment procedure and application method Set up counter to receive participation fee
TBC	Confirm number of participants Confirm tournament rundown

Fall 2022

	Send invitation emails to judges
TBC	Hold preliminary rounds
TBC	Hold meeting with other society external vice-presidents to discuss: 1. Pre-event promotion Final event rundown and logistics
TBC	Prepare for contest final event, including but not limited to: 1. Pre-event promotion 2. Book venue for final event 3. Invite special guests/judges
TBC	Execute promotion plan on campus and/or on social media
TBC	Hold final event
Day after event final	Release of final event photos

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	
Person-in-charge	Marketing Secretary — Chong Man Yan, Natalie
Date	Mid-November 2022
Time	TBC
Venue	HKUST Campus/ Online
Objective	1. To celebrate the graduation of members of the IRE program. 2. Strengthen the connection between IRESS members and alumni of the IRE program. 3. To allow the IRESS members to have a record of memory
Target	IRE program graduates and alumni, IRESS members
Expected number of participants	20-30

Work Schedule

Date	Description	Contingency plan for pandemic
October	Seek sponsorship for welfare pack	Cancellation of welfare packs
Early October	Confirmation of congregation details with the School of Science.	Consider the possibility of online photo session.
Mid-October	Design settings and photo-taking items	Design online photo session background.
Late October	Finalizing the designs. Deciding the time slot of the counter and collect availability of cabinet members for assistance at the booth.	
Early November	Promotion of Alumni Congregation Booth to IRE program alumni and IRE members	
Mid-November	Alumni Congregation Photo Booth	Online Congregation Photo Session. (if possible)

11. Subcommittee Function

Function organized by new IRESS members	
Person-in-charge	General Secretary — Fan Ka Cheuk, Thomas
Date	Late November, 2022
Time	TBC
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To recruit Sub Committee members and train potential Executive Committee members 2. To build up relationship and sense of belonging among freshmen Provide a leisure activity to members 3. To allow Sub Committee members to learn how to hold an activity
Target	IRESS students and freshman
Remarks	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. After the function, an evaluation meeting will be held by the person-in-charge. If the pandemic has subsided by Nov 2022, the Sub-Committee function will hopefully be held on campus. If not, Zoom will be used as the platform for the function.

Work Schedule

Date	Description
September 15 - October 31	Recruit sub-committee members during O-week
3 weeks before event(TBC)	Hold meetings between Person-in-charge and Subcommittee members
TBC	Day of event
Within 2 weeks after the event (TBC)	Evaluation meeting (Hosted by person-in-charge)

12. Annual Dinner

Dinner for IRESS members and invited faculty members of School of Science	
Person-in-charge	Internal Vice President — Weng Chun Yu
Date	Early December, 2022
Time	TBC
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To strengthen relationship and sense of belonging among student members and teaching staff of School of Science 2. 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	40
Fees	\$80

Work schedule

Date	Description
Early November	<ol style="list-style-type: none"> 1. Send invitation email to professors 2. Confirm post design, publish posts 3. Include payment procedure and application method in post 4. Prepare gifts for professors and lucky draw
Mid-November	<ol style="list-style-type: none"> 1. Send invitation email, WhatsApp and Signal message to all society members, included payment procedure and application method in email 2. Book tables in the restaurant 3. Confirm whether changes in number of people can be made 4. Confirm decoration designs and buy decoration items
Mid-November	

Fall 2022

	Set up counter to receive participation fee
Late November	Confirm number of participants Confirm menu and booking of the restaurant
Early December	Send reminders to all participants via email, WhatsApp and Signal
	Annual Dinner

Remark: The event might be cancelled in case of worsening of the pandemic.

13. Christmas Party

A Christmas party for IRESS members	
Person-in-charge	Financial Secretary – Wong Lok Yin, Happy
Date	Mid December 2022
Time	17:30 - 21:30
Venue	TBC
Objectives	To consolidate and maintain bonds between IRESS members To celebrate Christmas To reinforce the sense of belonging among IRESS members To help members release pressure after exam
Target	IRESS members
Expected number of participants	30
Fees	\$90

Work schedule

Date	Description
Mid-November	Confirm poster design
	Send invitation email to IRESS members
Late November	Book venue
	Set up counter to collect participation fees from members
Mid-December	Confirm decoration design
	Confirm the number of participants, order food
	Prepare game materials, decoration materials and gifts
	Rehearsal, test the games
	Send reminder to all participants
	Christmas Party

Event Rundown

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

Remark: The event might be cancelled in case of worsening of the pandemic.

14. New Executive Committee Information Sessions

Information session about IRESS executive committee.	
Person-in-charge	President — Yang Chun Hin, Tony
Date	Late December 2022
Time	TBC
Venue	TBC
Objective	1. To introduce duties of IRESS executive committees and individual posts to members 2. To recruit future executive committee members
Target	IRESS members, especially Year 1 and subcommittee members

Work Schedule

Date	Description
Mid-December	Asking subcommittee members for availability
Mid-December	Preparation for information session
Mid-December	Confirmation of date and booking of venue
Late December	Promoting and sending invitation to IRESS members
Late December	Reminder to subcommittee member and to all members
Late December	New Executive Committee Information Session

Remark: The event will be conducted via Zoom in case of worsening of the pandemic.

15. Research Sharing

Sharing session about Scientific research topics.	
Person-in-charge	Academic Secretary — Heung Tsz Fung, Sunny
Date	9 - 13 January 2023 (TBC)
Time	18:00 - 21:00 (TBC)
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To introduce scientific research topics conducted by fellow students 2. To provide students with information about research opportunities inside and outside HKUST 3. To provide students with ideas for their research planning
Expected number of participants	15-25
Target	IRESS members and non-members
Participation Fee	Free

Work Schedule

Date	Description
December 1 - 15	Invitation of alumni/ professors to share their research experience
December 19	Confirmation of the schedule and sharing topics
December 21	Confirmation of date, venue and time
December 25	Finalization of the poster and thank-you cards design
January 1 - 6	Promotion of the sharing session on media
January 7 - 8	Reminders to speakers about the date, time and venue of the sharing session Remind members to attend the event
January 9 - 13	Research Sharing

Remark: In the unfortunate case of pandemic being at peak, this event might be cancelled, or the format may change, in accordance with the school policy.

16. Annual Election

Election of new IRESS executive committee members	
Person-in-Charge	President — Yang Chun Hin, Tony
Date	Late February 2023
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To form new nominated cabinet(s) of IRESS executive committees 2. To allow members to express their views towards the nominated cabinet(s) to elect new IRESS executive committee cabinet
Target	IRESS members, especially nominated cabinet(s)

Work Schedule

Date	Description
November 25 - December 15	Recruitment and formation of potential nominated cabinet(s)
December 15 - 29	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.

17. Annual General Meeting

Meeting for reviewing works of the current and succeeding executive committees under the regulation of society constitution	
Person-in-charge	President — Yang Chun Hin, Tony
Date	Mid-/late March 2023, within three weeks after confirmation of Annual Election results
Time	TBC
Venue	TBC
Objective	<ol style="list-style-type: none"> 1. To review the current session of the executive committee 2. To evaluate the performance and year plan of the succeeding executive committee 3. To reinforce the society constitution
Target	IRESS members, especially the current and the succeeding executive committee

Work Schedule

Date	Description
Mid-March, right after confirmation of Annual Election results	Collection of availability of current and succeeding executive committee members, 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.