



**Proposed Year Plan 2023–2024**  
**International Research Enrichment**  
**Students’ Society**  
**Hong Kong University of Science**  
**and Technology Students’ Union**  
**Session 2023-2024**

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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**

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	李欣儀	Lee Yan Yee	SSCI (IRE)	YY	20952182	yyleeam
Internal Vice President	唐鄴恆	Tong Sin Hang	SSCI (IRE)	Candy	20962577	shtongaa
External Vice President	盧力勤	Lo Lik Kan Nicholas	SSCI (IRE)	Nic	20782460	lknlo
Financial Secretary	黃建嘉	Wong Kin Ka	SSCI (IRE)	Adam	20953007	kkwongbo
General Secretary	鄭皓天	Cheng Hou Tin	SSCI (IRE)	Max	20949898	htchengag
Promotion Secretary	麥濔冰	Mak Ho Bing	SSCI (A)	Bing	20965878	hbmak
Academic Secretary	張汶彥	Cheung Man Yin	SSCI (IRE)	Jett	20952015	mycheungai

## C. Proposed Activities

### I. Schedule

Date	Function	Venue	Person-In-Charge
Mid-April to Late April 2023(TBC)	Joint Society Inauguration Ceremony	HKUST Campus	Lo Lik Kan Nicholas, Nic
Early June 2023	Graduation Party and End of Semester Party	TBC	Tong Sin Hang, Candy
Early to Mid-August 2023	Registration and Orientation Day	HKUST Campus	Cheng Hou Tin, Max
Mid to Late August 2023	Orientation Camp	Including but not limited to HKUST Campus	Lee Yan Yee, YY Mak Ho Bing, Bing
Early September 2023	Start of Semester Dinner	TBC	Tong Sin Hang, Candy
September 2023	Orientation Week	Atrium	Wong Kin Ka, Adam Mak Ho Bing, Bing
Late September 2023	Senior Sharing	HKUST Classroom	Cheung Man Yin, Jett
Mid-November 2023	Chitchat with Professors	HKUST Classroom	Cheung Man Yin, Jett
Late December 2023	Sub-committee Function (Christmas Party)	TBC	Tong Sin Hang, Candy
Early January 2024	New Executive Committee Information Session	Online	Tong Sin Hang, Candy
Mid-January 2024	Research Sharing	Online	Cheung Man Yin, Jett
Early February 2024	Annual Dinner	TBC	Tong Sin Hang, Candy
Late February 2024	Annual Election	TBC	Lee Yan Yee, YY
March 2024	Annual General Meeting	HKUST Campus	Lee Yan Yee, YY

## II. Spring 2023 Activity Details

### 1. Joint Society Inauguration Ceremony

An inter-society ceremony that marks the transition of cabinet	
Person-in-charge	External Vice President — Lo Lik Kan Nicholas, Nic
Date	Mid-April to Late April 2023(TBC)
Time	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 IRESS and other societies Other members of the societies
Expected number of participants	Current executive committee members: 20-30 Succeeding executive committee members: 20-30 Other participants: 50-100

### Work Schedule

Date	Description
Late February	First contact of external vice presidents – confirm date of first meeting and set the agenda

Mid-March	<p>First meeting, agenda including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Mode of ceremony</li> <li>2. Wording of the oath</li> <li>3. Differences of tradition between societies of oath taking</li> <li>4. availability of current and succeeding executive committee members (for rehearsal and ceremony)</li> <li>5. Details on speech-giving of current presidents</li> <li>6. Details of promotion (method, platform, design)</li> </ol>
Late March	Subsequent meetings for confirmation of all details
Early April	Dissemination of information to current and succeeding executive committee members and preparation work
Early April	Promotion of the event
Early April	Final checking of event details
Mid-April to late April	Joint Society Inauguration Ceremony

Remark: The event may be cancelled if other societies are not willing to organize the event.

## 2. Graduation Party and End of Semester Party

<b>A party celebrating the end of the semester and the graduation of members of the IRESS</b>	
<b>Person-in-charge</b>	Internal Vice President — Tong Sin Hang, Candy
<b>Date</b>	Early June 2023
<b>Time</b>	18:00-22:00
<b>Venue</b>	TBC
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To celebrate the graduation of members of the IRESS</li> <li>2. To provide games and activities for members to gather and entertain together after a semester</li> </ol>
<b>Target</b>	Graduating IRESS students and members of the IRESS
<b>Expected number of participants</b>	Graduating students: 10 Other members: 20
<b>Fees</b>	Graduating students: (\$75) Other members: (\$100)

### Work Schedule

<b>Date</b>	<b>Description</b>
May	Promotion of the event
Early May	<ol style="list-style-type: none"> <li>1. Invitation and confirmation of the attendance of graduating students and their opinions on the photo booth</li> <li>2. Booking of venue</li> <li>3. Counter for signing up</li> <li>4. Discussion on event framework</li> <li>5. Preparation, testing and refinement of games</li> <li>6. Design setting and photo-taking items for the photo booth</li> </ol>

Mid May	Preparation of materials, confirm order of souvenirs and collection of souvenirs, finalize the design of the photo booth
Early June	Final Checking of event details
1-3 day before the event	Reminding participants of event

## Event Rundown

<b>Time</b>	<b>Description</b>
17:00-18:00	Decorating and setting up of venue and photo booth
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

### III. Fall 2023 Activity Details

#### 3. Registration and Orientation Day

<b>An orientation activity promoting the orientation camp and welcoming freshmen</b>	
<b>Person-in-charge</b>	General Secretary — Cheng Hou Tin, Max
<b>Date</b>	Early to Mid-August 2023
<b>Time</b>	TBC
<b>Venue</b>	HKUST Campus
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. To establish an early contact network with freshmen for the future semester ahead</li> <li>2. To provide information about HKUST and IRE to freshmen</li> <li>3. To promote the IRESS Orientation Camp for freshmen</li> </ol>
<b>Expected number of participants</b>	20
<b>Target</b>	HKUST freshmen, especially IRE admits

#### Work Schedule

<b>Date</b>	<b>Description</b>
TBC	Confirmation of counter location and details of Registration Day through society meetings
Early June to Late July	Marketing for sponsors
Late June	<ol style="list-style-type: none"> <li>1. Confirm date, time and format of registration day with School of Science</li> <li>2. Request for permission to use the venue of orientation talk as the venue for promoting IRESS</li> <li>3. Request for a time slot at the end of school orientation for IRESS promotion</li> </ol>

Mid-July	Confirm counter design – counter name and banner				
July 19	July 19 – Release of HKDSE result Provide useful information on Facebook and Instagram about the IRE program				
July 19 - August 8	<ol style="list-style-type: none"> <li>1. Preparation of IRESS and Orientation Camp overview (e.g., PowerPoint, Orientation Camp books, Leaflet with IRESS Instagram and Facebook QR codes)</li> <li>2. Recruit helpers if necessary</li> </ol>				
August 9 – August 11	<p>August 9 – Release of JUPAS result</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Provide information on social media related to release of JUPAS results</li> <li>3. Provide information on social media about the Registration and Orientation Day, including a map and/or a video from North Entrance to our counter and the venue for orientation talk</li> <li>4. Set up a WhatsApp group for coordinating IRE freshmen</li> <li>5. Sent private messages to freshmen who follow the IG orientation page by HKUSTSU to promote the registration day, orientation day and orientation camp</li> </ol>				
TBC	<p>Registration Day</p> <ol style="list-style-type: none"> <li>1. Promotion of IRESS at the counter</li> <li>2. Signing up of orientation camp</li> </ol>				
TBC	<p>Orientation day</p> <ol style="list-style-type: none"> <li>1. Promotion of IRESS and IRESS orientation camp at the end of school orientation</li> <li>2. Invitation to join WhatsApp group to IRE freshmen</li> </ol> <table border="1" data-bbox="630 1724 1316 1982"> <thead> <tr> <th>Time</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>9:00-10:00</td> <td>Executive committee members stay at the venue of orientation talk for welcoming freshmen and chatting with them</td> </tr> </tbody> </table>	Time	Details	9:00-10:00	Executive committee members stay at the venue of orientation talk for welcoming freshmen and chatting with them
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9:00-10:00	Executive committee members stay at the venue of orientation talk for welcoming freshmen and chatting with them				

	10:00-11:00	[IRE talk, 10:00-11:00] Executive committee members stay at the venue and wait for the promotion session after orientation talk
	11:00-12:00	Helpers, executive committee members and IRE freshmen have chats in the venue
	12:00-13:00	Lunch time
	13:00-14:00	Campus tour
After Orientation day	<ol style="list-style-type: none"> <li>1. Provide more information about IRESS and IRESS orientation camp via WhatsApp/Signal Group</li> <li>2. Delivering sources to freshmen to promote IRESS (e.g. CHEM1020, PHYS1112)</li> </ol>	

Remark: The date in the schedule and the arrangement is subject to change with the school's arrangement of registration day and orientation talk. It also depends on whether DSTO allows student societies to set up physical counter at atrium during registration day.

## 4. Orientation Camp

<b>Camp that holds various activities for freshmen</b>	
<b>Person-in-charge</b>	President — Lee Yan Yee, YY Promotion Secretary — Mak Ho Bing, Bing
<b>Date</b>	Mid to Late August, 2023
<b>Venue</b>	Including but not limited to HKUST Campus
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. To familiarize students with HKUST, especially in the aspects of which are unique to IRE students</li> <li>2. To promote unity among IRE freshmen, and familiarize them with senior IRESS members</li> <li>3. To help freshmen plan their university life through sharing by senior members of IRESS</li> </ol>
<b>Target</b>	<ol style="list-style-type: none"> <li>1. Interested persons, especially IRE freshmen</li> <li>2. Members of IRESS</li> </ol>
<b>Expected number of participants</b>	Executive committee: 7 Leader: 10-15 Freshmen: 15-20 Spy: 4
<b>Participation Fee</b>	Executive committee members and freshmen: (\$300) Leaders and spy: (\$270)

## Work Schedule

<b>Date</b>	<b>Description</b>	<b>Person-in-charge</b>
Late April - Mid-May	Promoting the recruitment of leaders and spies	Cheng Hou Tin, Max Mak Ho Bing, Bing
Early May – Late June	Marketing for sponsors	Wong Kin Ka, Adam

Mid-June - mid-July	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 EXCOs, one for leaders and one for freshmen)	Mak Ho Bing, Bing
Early July	Ordering of T-shirts	Wong Kin Ka, Adam
Mid July - Early August	Game testing and refinement	All executive committee members
Late July	Confirm camp book design	Mak Ho Bing, Bing
	Photo taking of EXCOs with EXCO T-shirt	All executive committee members
	Preparing self-introduction of EXCOs for promotion	All executive committee members
Early August - Mid August	Fee collection from leaders	Wong Kin Ka, Adam
Early August	Preparing game materials	All executive committee members
	Briefing session for leaders	Tong Sin Hang, Candy
6-9 August	Promotion on Instagram	Mak Ho Bing, Bing
9-11 August	Recruiting freshmen during Orientation Day	All executive committee members
3 days before camp	Official deadline of participant application	Wong Kin Ka, Adam
	Grouping of participants	
2 days before camp	Form WhatsApp group of participants Confirm checklist for participants Send checklist and camp book to participants	Tong Sin Hang, Candy

1 day before camp	Final check of all materials needed	All executive committee members
	Sending final reminder to participants	Cheng Hou Tin, Max
Days of event	Orientation Camp	All executive committee members

## Event Rundown

Day 1	Day 2	Day 3
Send Briefing for Leaders 11:30 - 12:00	Breakfast 08:00 - 09:00 LG7	Breakfast, packing and preparation for check-out 09:00 - 11:00 Hall
Assembly of Participants 14:30 - 15:00 Atrium	Transportation (91) 09:00-10:00 Destination: Clear Water Bay Second Beach	Announcement of result and prize-giving 11:00 - 11:15 Hall common
Ice-Breaking and team games 15:00 - 17:30 Classroom/common room	Preparation for beach game 10:00 - 10:30 Clear Water Bay Second Beach	Turtle Back 11:15 - 12:15 Hall common
Check in and unpacking 17:30 - 18:30 Hall	Beach game 10:30 - 12:00 Clear Water Bay Second Beach	Check out 12:15 - 12:45
Dinner (BBQ) 18:30 - 21:30 Lower Barbecue Site	Cleaning up, Transportation back to UST, Lunch and Rest 12:00-14:30	
Rest and room game 21:30 onwards Hall common	Campus hunt (With Hop Sze Restaurant as the last checkpoint) 14:30 -18:30 HKUST Campus	

	Dinner 18:30 - 21:00 Hop Sze Restaurant	
	Transportation 21:00 - 21:30 Destination: HKUST	
	Time capsule 21:30 - 22:00 Hall common	
	Rest and Room game 22:00 onwards Hall common	

## 5. Start of Semester Dinner

<b>Gathering dinner for IRESS members at the beginning of a new academic year.</b>	
<b>Person-in-charge</b>	Internal Vice President — Tong Sin Hang, Candy
<b>Date</b>	Early September 2023
<b>Time</b>	TBC
<b>Venue</b>	TBC
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To reunite IRESS members after summer semester break</li> <li>2. To enhance relationship between first year members and other members</li> <li>3. To provide opportunities for members to share their experiences</li> <li>4. To foster a friendly atmosphere among the society</li> </ol>
<b>Target</b>	All IRESS members
<b>Expected number of participants</b>	40 - 50

## Work Schedule

<b>Date</b>	<b>Description</b>
Mid-August	Estimating number of participants,
	revising members' information
	designing promotion materials
	Contacting participants for available timeslots and preferred restaurant
Late August	Finalizing design of promotion materials
	Confirming and reserving restaurant
	Promoting the event
1-2 days before the event	Reminding participants of event
Date of event	Start of Semester Dinner

## Event Rundown

<b>Time</b>	<b>Description</b>
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
	Bill settlement and photo taking

## 6. Orientation Week

<b>Promotional counter of IRESS at the beginning of fall semester</b>	
<b>Person-in-charge</b>	Financial Secretary — Wong Kin Ka, Adam Promotion Secretary — Mak Ho Bing, Bing
<b>Date</b>	Mid-September 2023
<b>Venue</b>	Atrium
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. To promote IRESS to students</li> <li>2. To recruit new members and sub-committee members</li> <li>3. To develop sense of belonging of society members through society promotion and merchandises</li> <li>4. To sell society products to members</li> </ol>
<b>Target</b>	All science students, especially IRE students and IRE freshman

## Work Schedule

<b>Date</b>	<b>Description</b>
February - March	Collect the society products of the previous year, collect ideas and feedbacks for new types of society products among members.
Early July	Seek sponsorship for welfare pack
Mid-July to Early August	Designing and confirmation of society products
Early August	Contact manufacturers for quotes and discussion of price setting
1 week before orientation week	Preparation of member recruitment form and product order form Promotion on social media
1-2 day before orientation week	Setting up of counter and decoration Remind members of the event through WhatsApp/Signal messages

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

## 7. Senior Sharing

<b>Year 1 Students talking with senior students for information and experience</b>	
<b>Person-in-charge</b>	Academic Secretary — Cheung Man Yin, Jett
<b>Date</b>	Late September 2023
<b>Time</b>	19:00-21:00
<b>Venue</b>	HKUST Classroom
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. To allow new students to ask senior students questions concerning their studies and academic pathways</li> <li>2. To strengthen relationship between new students and other IRE students</li> </ol>
<b>Expected number of participants</b>	15 - 20
<b>Target</b>	Mainly year 1 IRE students

## Work Schedule

<b>Date</b>	<b>Description</b>
Late August	Invitation of senior students to share their school life
Early September	Confirmation of the schedule
	Confirmation of date, venue and time
Mid-September	Promotion of the talk show on social media
Late September	Reminders to the speaker about the date, time and venue and remind year 1 students to attend the event
	Senior sharing

Remark: We may organize senior sharing more frequently if possible.

## 8. Chitchat with Professors

<b>Talking with professors about topics outside academic</b>	
<b>Person-in-charge</b>	Academic Secretary — Cheung Man Yin, Jett
<b>Date</b>	Mid-November 2023
<b>Time</b>	TBC
<b>Venue</b>	HKUST Classroom
<b>Objective</b>	<ol style="list-style-type: none"><li>1. To strengthen the relationship between students and professors</li><li>2. To allow students to receive advice from professors</li></ol>
<b>Expected number of participants</b>	20-30
<b>Target</b>	IRESS members and non-members

## Work Schedule

<b>Date</b>	<b>Description</b>
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 card design
3-13 days before the event	Promotion of the event on social media Draft some questions to ask the professors in case no one ask questions
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 Post Instagram story/stories collecting questions from students
Date of the event	Chitchat with professors

Remark: We may organize Chitchat with Professors more frequently if possible.

## 9. Sub-committee Function (Christmas Party)

<b>A Christmas party for IRESS members organized by new IRESS members</b>	
<b>Person-in-charge</b>	Internal Vice President — Tong Sin Hang, Candy
<b>Date</b>	Late December 2023
<b>Time</b>	17:30 - 21:30
<b>Venue</b>	TBC
<b>Objectives</b>	<p>To consolidate and maintain bonds between IRESS members</p> <p>To celebrate Christmas</p> <p>To reinforce the sense of belonging among IRESS members</p> <p>To help members release pressure after the final exam</p> <p>To recruit sub-committee members and train potential Executive Committee members</p> <p>To allow sub-committee members to learn how to hold an activity</p>
<b>Target</b>	IRESS members
<b>Expected number of participants</b>	30
<b>Remarks</b>	The sub-committee members would design the games and promotion materials and make decisions on the food. The executive committee members, especially the person-in charge, would book the venue, observe the meetings of sub-committee members and assist them when necessary. After the function, an evaluation meeting will be held by the person-in-charge.
<b>Participation fee</b>	\$100

## Work Schedule

<b>Date</b>	<b>Description</b>
September – Mid-November	Recruit sub-committee members
Mid-November	First meeting between person-in-charge and sub-committee members Book venue
Mid-November – Late December	Observe the meeting between sub-committee members and help them if needed
Late December	Christmas Party
Early January	Evaluation meeting (Hosted by person-in-charge)

## Event Rundown

<b>Time</b>	<b>Description</b>
16:00-17:30	Decorating the venue
17:30-17:45	Reception and collection of participation fee
17:45-19:00	Dinner
19:00-20:30	Games
20:30-21:00	Gift exchange
21:00-21:15	Photo taking
21:15-21:30	Free time
21:30	Clean up

## IV. Spring 2024 Activity Details

### 10. New Executive Committee Information Session

<b>Information session about IRESS executive committee.</b>	
<b>Person-in-charge</b>	Internal Vice President — Tong Sin Hang, Candy
<b>Date</b>	Early January 2024
<b>Time</b>	TBC
<b>Venue</b>	Online
<b>Objective</b>	1. To introduce duties of IRESS executive committees and individual posts to members 2. To recruit future executive committee members
<b>Target</b>	IRESS members, especially Year 1 and sub-committee members

## Work Schedule

<b>Date</b>	<b>Description</b>
Late December	<ol style="list-style-type: none"><li>1. Asking sub-committee members for availability</li><li>2. Preparation for information session</li><li>3. Confirmation of date</li></ol>
Early January	<ol style="list-style-type: none"><li>1. Promoting and sending invitation to IRESS members</li><li>2. Reminder to sub-committee member and to all members</li><li>3. New Executive Committee Information Session</li></ol>

## 11. Research Sharing

<b>Sharing session about Scientific research topics.</b>	
<b>Person-in-charge</b>	Academic Secretary — Cheung Man Yin, Jett
<b>Date</b>	Mid- January 2024
<b>Time</b>	TBC
<b>Venue</b>	Online
<b>Objective</b>	<ol style="list-style-type: none"><li>1. To introduce scientific research topics conducted by fellow students</li><li>2. To provide students with information about research opportunities inside and outside HKUST</li><li>3. To provide students with ideas for their research planning</li></ol>
<b>Expected number of participants</b>	15-25
<b>Target</b>	IRESS members and non-members

## Work Schedule

<b>Date</b>	<b>Description</b>
Late November	Invitation of senior students, alumni, professors to share their research experience
Mid-December	Confirmation of the schedule and sharing topics
Mid-December	Confirmation of date, venue and time
Late December	Finalization of the promotion materials and thank-you cards design
Early January	Promotion of the sharing session on social media
Early January	Reminders to speakers about the date, time and venue of the sharing session Remind members to attend the event
Mid-January	Research Sharing

Remark: we may organize research sharing more frequently if possible.

## 12. Annual Dinner

<b>Dinner for IRESS members</b>	
<b>Person-in-charge</b>	Internal Vice President — Tong Sin Hang, Candy
<b>Date</b>	Early February 2024
<b>Time</b>	TBC
<b>Venue</b>	TBC
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To strengthen relationship and sense of belonging among members</li> <li>2. To reunite members after the winter break</li> <li>3. To allow freshmen to talk with and build up relationships with more senior students.</li> </ol>
<b>Target</b>	IRESS members
<b>Expected number of participants</b>	40

## Work Schedule

<b>Date</b>	<b>Description</b>
Early January	<ol style="list-style-type: none"> <li>1. Prepare promotion materials</li> <li>2. Contacting participants for available timeslots and preferred restaurant</li> </ol>
Mid-January	<ol style="list-style-type: none"> <li>1. Send invitation email, WhatsApp and Signal message to all society members</li> <li>2. Book tables in the restaurant</li> <li>3. Confirm whether changes in number of people can be made</li> </ol>

1-2 days before annual dinner	1. Confirm number of participants 2. Send reminder to participants
Early February	Annual dinner

### 13. Annual Election

<b>Election of new IRESS executive committee members</b>	
<b>Person-in-Charge</b>	President — Lee Yan Yee, YY
<b>Date</b>	Late February 2024
<b>Venue</b>	TBC
<b>Objective</b>	<ol style="list-style-type: none"><li>1. To form new nominated cabinet(s) of IRESS executive committees</li><li>2. To allow members to express their views towards the nominated cabinet(s) to elect new IRESS executive committee cabinet</li></ol>
<b>Target</b>	IRESS members, especially nominated cabinet(s)

## Work Schedule

<b>Date</b>	<b>Description</b>
Early January	Recruitment and formation of potential nominated cabinet(s) Formation of election board
Mid-January	Introduction of promotion period
Mid-January - Late January	Facilitation of promotion period Confirmation of time of promotion period and polling day
Early February	Nomination period
Early to Mid-February	Promotion period
Mid-February	Receiving proposed year plan from nominated cabinet(s) and sending it to members through email Notice on election day
Late February	Annual Election and vote counting Announcement of election result

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

## 14. Annual General Meeting

<b>Meeting for reviewing works of the current and succeeding executive committees under the regulation of society constitution</b>	
<b>Person-in-charge</b>	President — Lee Yan Yee, YY
<b>Date</b>	Mid-/late March 2024, within three weeks after confirmation of Annual Election results
<b>Time</b>	TBC
<b>Venue</b>	HKUST Campus
<b>Objective</b>	<ol style="list-style-type: none"> <li>1. To review the current session of the executive committee</li> <li>2. To evaluate the performance and year plan of the succeeding executive committee</li> <li>3. To reinforce the society constitution</li> </ol>
<b>Target</b>	IRESS members, especially the current and the succeeding executive committee

### Work Schedule

<b>Date</b>	<b>Description</b>
Late February, 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