



Proposed Year Plan 2024–2025

**International Research Enrichment
Students' Society**

**Hong Kong University of Science
and Technology Students' Union
Session 2024-2025**

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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 research career. The IRESS, HKUSTSU also aspires to facilitate communication between the School of Science and its students and promote the IRE program to students at the Hong Kong University of Science and Technology. With a 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 the vitality of their younger peers, the IRESS, HKUSTSU shall continue to nurture a bright future in the sciences.

Aims

1. To promote friendship and coordination among its members;
2. To promote social, cultural, and scientific 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 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. 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	盧澧鋒	Lo Lai Fung Louis	SSCI (IRE)	Louis	21061588	lflo
Internal Vice President	許哲琨	XU Chit Kwan DAVID	SSCI (IRE)	David	21059157	ckdxu
External Vice President	溫邦藝	Wan Pong Ngai	SSCI (IRE)	Peter	21061588	pnwan
Financial Secretary	李宗熹	Lee Jason Chung Hei	SSCI (IRE)	Jason	21064437	chleebz
General Secretary	王澤昊	Wong Jonathan Chak Ho	SSCI (IRE)	Jonathan	21050278	jchwongaa
General Secretary	林靖堯	Lam Ching Yiu	SSCI (A)	Lam	21062738	cylamby
Academic Secretary	廖家鉉	Liu Ka In	SSCI (IRE)	Raymond	21049619	kiliu
Academic Secretary	立志張衡	Keskinoglu Elbek Javokhir	SSCI (A)	Elbek	20993588	ejkeskinoglu

C. Proposed Activities

I. Schedule

Date	Function	Venue	Person-In-Charge
26th April 2024	Joint Society Inauguration Ceremony	HKUST Campus	Wan Pong Ngai, Peter
Early June 2024	Graduation Party and End of Semester Party	TBC	Wong Jonathan Chak Ho
8-9 August 2024	Registration and Orientation Day	HKUST Campus	Lo Lai Fung Louis
Mid to Late August 2024	Orientation Camp	Including but not limited to HKUST Campus	Lo Lai Fung Louis, XU Chit Kwan David
Early September 2024	Start of Semester Dinner	TBC	Wong Jonathan Chak Ho
September 2024	Orientation Week	Atrium	Xu Chit Kwan, David
Late September 2024	Senior Sharing	HKUST Classroom	Liu Ka In, Raymond
Early November 2024	New Executive Committee Information	Online	Xu Chit Kwan David
Late December 2024	Sub-committee Function (Christmas Party)	TBC	Lee Jason Chung Hei
Mid-January 2025	Research Sharing	Online	Keskinoglu Elbek Javokhir
Early February 2025	Annual Dinner	TBC	Lam Ching Yiu
Late February 2025	Annual Election	TBC	Lo, Lai Fung Louis
March 2025	Annual General Meeting	HKUST Campus	Lo, Lai Fung Louis

II. Spring 2024 Activity Details

1. Joint Society Inauguration Ceremony

An inter-society ceremony that marks the transition of cabinet	
Person-in-charge	External Vice President — Wan Pong Ngai, Peter
Date	26 th April 2024
Time	TBC
Venue	LT-A
Objectives	To serve as a ceremony that formalizes the transition of cabinets To boost the team spirit and sense of responsibility of the succeeding executive committee members To bolster relationships between IRESS and other science societies.
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 with external vice presidents – confirm the date of the first meeting and set the agenda

Mid-March	<p>First meeting, agenda including but not limited to:</p> <ol style="list-style-type: none"> 1. Mode of ceremony 2. Wording of the oath 3. Differences in tradition between societies of oath-taking 4. availability of current and succeeding executive committee members (for rehearsal and ceremony) 5. Details on speech-giving of current presidents 6. 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 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

2. 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	General Secretary —Wong Jonathan Chak Ho
Date	Early June 2024
Time	18:00-22:00
Venue	TBC – most likely in UST
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: ~\$100 Non-members and walk-in participants: ~\$120

Work Schedule

Date	Description
Late April	Ask graduating students for their preferred dates and other details
May	Promotion of the event
Early May	<ol style="list-style-type: none"> 1. Invitation and confirmation of the attendance of graduating students and their opinions on the photo booth 2. Booking of venue 3. Counter for signing up 4. Discussion on event framework 5. Preparation, testing, and refinement

	of games 6. Design setting and photo-taking items for the photo booth
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 days before the event	Reminding participants of the event

Event Rundown

Time	Description
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 / Buffer

III. Fall 2024 Activity Details

3. Registration and Orientation Day

An orientation activity promoting the orientation camp and welcoming freshmen	
Person-in-charge	President — Lo Lai Fung Louis
Date	8-9 August 2024
Time	10:00-18:00
Venue	HKUST Campus
Objective	<ol style="list-style-type: none">1. To introduce IRESS to IRE freshmen and other students of SSCI who are interested in applying for IRE in year 22. To foster relationships and contact networks between them and IRE3. Familiarize them with the UST campus4. To give support and answers to questions from freshman
Expected number of participants	20
Target	HKUST freshmen, especially IRE admits

Work Schedule

Date	Description
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"> 1. Confirm the date, time, and format of registration day with the School of Science 2. Request for permission to use the venue of orientation talk as the venue for promoting IRESS 3. Contact Science Home to discuss the arrangement of Orientation Day
Late June to Mid-July	<p>Prepare for promotion material:</p> <ol style="list-style-type: none"> 1. Confirm counter design – counter name and banner 2. Designing IG posts with information (e.g., about IRE, important websites, facilities, introduction to restaurants) 3. Self-introduction of exco
July 17	<p>July 19 – Release of HKDSE result Provide useful information on Facebook and Instagram about the IRE program</p>
July 17 - August 6	<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 3. Design a route for the Campus Tutor
August 7 – August 9	<p>August 7 – Release of JUPAS result</p> <ol style="list-style-type: none"> 1. Contact the School of Science for the IRE student list, and their contacts and send an email to promote our society to all freshmen from the School of Science if possible 2. Provide information on social media related to the release of JUPAS results 3. Provide information on social media about the Registration and Orientation Day, including a map and/or a video from the North Entrance to our counter and the venue for the orientation talk 4. Set up a WhatsApp group for coordinating IRE freshmen 5. Sent private messages to freshmen who follow the IG orientation page by HKUSTSU to

	<p>promote the registration day, orientation day, and orientation camp</p> <p>6. Hold a campus tour for IRE freshmen</p>														
TBC	<p>Registration Day</p> <ol style="list-style-type: none"> 1. Promotion of IRESS at the counter 2. Signing up for orientation camp 														
TBC	<p>Orientation 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 group to IRE freshmen <table border="1" data-bbox="630 723 1313 1585"> <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 to welcome freshmen and chat with them</td> </tr> <tr> <td>10:00-11:00</td> <td>[IRE talk, 10:00-11:00] Executive committee members stay at the venue and wait for the promotion session after the orientation talk</td> </tr> <tr> <td>11:00-12:00</td> <td>Helpers, executive committee members, and IRE freshmen have chats in the venue</td> </tr> <tr> <td>12:00-13:00</td> <td>Lunchtime</td> </tr> <tr> <td>13:00-14:00</td> <td>Campus tour</td> </tr> <tr> <td>14:30-18:00</td> <td>Board game time and free time</td> </tr> </tbody> </table>	Time	Details	9:00-10:00	Executive committee members stay at the venue of orientation talk to welcome freshmen and chat 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 the orientation talk	11:00-12:00	Helpers, executive committee members, and IRE freshmen have chats in the venue	12:00-13:00	Lunchtime	13:00-14:00	Campus tour	14:30-18:00	Board game time and free time
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14:30-18:00	Board game time and free time														
After Orientation day	<ol style="list-style-type: none"> 1. Provide more information about IRESS and IRESS orientation camp via WhatsApp/ Signal Group 2. Delivering sources to freshmen to promote IRESS (e.g. MATH1023, PHYS1312) 														

Remarks: The date in the schedule and the arrangement are 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 a physical counter at the atrium during registration day.

4. Orientation Camp

A camp that holds various activities for freshmen	
Person-in-charge	President and Internal Vice President — Lo Lai Fung Louis, XU Chit Kwan David
Date	Mid to Late August 2024
Venue	Including but not limited to HKUST Campus
Objective	<ol style="list-style-type: none"> 1. To familiarize students with HKUST, especially in the aspects 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: 8 Leader: 10-15 Freshmen: 15-20 Spy: 4-5
Participation Fee	Executive committee members and freshmen: (\$600) Leaders and spy: (\$500)

Work Schedule

Date	Description	Person-in-charge
Mid-April – Early May	Negotiating the venue used for orientation camp with other science school student societies	Wan Pong Ngai, Peter

Late April - Mid-May	Promoting the recruitment of leaders and spies	Lo Lai Fung Louis, Xu Chit Kwan David
Late May	Confirm venues and booking of meals	Xu Chit Kwan David, Lam Ching Yiu
Early May – Late June	Marketing for sponsors	Lo Lai Fung Louis, Wong Jonathan Chak Ho
Early June	1. Game designing and activities planning	All executive committee members
Mid-June - Late June	1. Finalize T-shirt designs for committee members, leaders, and freshmen 2. Ordering T-shirts	Liu Ka In, Raymond, Xu Chit Kwan, David
Late June – Mid-July	1. Game testing and refinement 2. Preparing game materials	All executive committee members
Late July	1. Confirm camp book design 2. Photo taking of EXCOs with EXCO T-shirt 3. Preparing self-introduction of EXCOs for promotion	All executive committee members
Early August - Mid-August	Fee collection from leaders	Lee Chung Hei, Jason
Early August	Briefing session for leaders	Lo Lai Fung Louis, Liu Ka In, Raymond
Early August	Promotion on Instagram	Xu Chit Kwan, David
During Orientation Day	Recruiting Freshmen during Orientation Day	All executive committee members

3 days before camp	<ol style="list-style-type: none"> 1. Official deadline for participant application 2. Grouping of participants 3. Form a WhatsApp group of participants 4. Confirm the checklist for participants 5. Send checklist and camp book to participants 	Lam Ching Yiu
2 days before camp	Final check of all materials needed	All executive committee members
1 day before camp	Sending a final reminder to participants	Lam Ching Yiu
Days of event	Orientation Camp	All executive committee members

Event Rundown

Day 1	Day 2	Day 3
Send Briefing for Leaders 09:30 - 10:00	Breakfast (Only for woke up participants, guided by the leaders) 09:30 - 10:30 LG7	Breakfast, packing, and preparation for check-out 09:30 - 10:45 LG1, Hall
Assembly of Participants 11:00 - 11:30 Sci-Home	Board games and other games 10:30 - 12:00 Hall Common	Check out 10:45 - 11:15
Ice-breaking and team games 11:30 - 13:00 Classroom/ Common room	Lunch 12:30 - 13:30 (Tentative, depends on the leaders)	Announcement of result and prize presentation 11:15 - 11:30 Classroom/ Common room

Lunch 13:00 - 14:00 (Tentative, depends on the leaders)	Preparation for the beach game 14:00 - 14:30 Clear Water Bay Second Beach (Tentative, subject to change)	Turtle Back 11:30 - 12:30 Classroom/ Common room
Check-in and unpacking 14:00 - 15:00 Hall 5 (Tentative)	Beach game 14:30 - 16:30 Clear Water Bay Second Beach (Tentative, subject to change)	Lunch 12:30 - 13:30 (Tentative, depends on the leaders)
Campus Hunt 15:30 - 19:00 HKUST Campus	Cleaning up, Transportation back to campus, and rest 16:30 - 18:00	
Dinner (BBQ) 19:30 - 21:30 Lower Barbeque Site	Dinner 18:00 - 19:30 China Garden (Tentative, subject to change)	
Rest and room game 21:00 - Hall Common	Time capsule 20:00 - 20:30 Hall Common	
	Rest and Room game 20:30 onwards Hall Common	

5. Start of Semester Dinner

Gathering dinner for IRESS members at the beginning of a new academic year.	
Person-in-charge	General Secretary — Wong Chak Ho, Jonathan
Date	The first week of the Fall semester - Early September 2024
Time	Start from 19:00
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To reunite IRESS members after the summer semester break 2. To enhance the 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	Post on IG and WhatsApp to inform members of the event
Early September	Check the number of participants that are joining

Event Rundown

Time	Description
TBC	Gathering at Atrium 2 Executive Committee members leave for the restaurant
	Leaving for restaurant 2 Executive Committee members stay at the Atrium to pick up latecomers
	Dinner
	Bill settlement and photo-taking

6. Orientation Week

Promotional counter of IRESS at the beginning of the fall semester	
Person-in-charge	Internal Vice-President – Xu Chit Kwan David
Date	Mid-September 2024
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 a sense of belonging among society members through society promotion and merchandise 4. To sell society products 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, and collect ideas and feedback 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's 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 days 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 the 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

Year 1 Students talking with senior students for information and experience	
Person-in-charge	Academic Secretary — Liu Ka In, Raymond
Date	Early October 2024
Time	About 19:00-21:00
Venue	HKUST Classroom
Objective	To allow freshmen to learn about topics related to undergrad and postgrad research, both local and overseas
Expected number of participants	15 - 20
Target	Mainly year 1 IRE students

Work Schedule

Date	Description
Late August	Invitation of senior students to share their school life and experience in applying for graduate schools
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

8. New Executive Committee Information

Session

Information session about IRESS executive committee.	
Person-in-charge	Internal Vice President — XU Chit Kwan, David
Date	Early November 2024
Time	TBC
Venue	Online
Objective	<ol style="list-style-type: none">1. To introduce duties of IRESS executive committees and individual posts to members2. To recruit future executive committee members
Target	IRESS members, especially Year 1 and sub-committee members

Work Schedule

Date	Description
Late December	<ol style="list-style-type: none">1. Asking sub-committee members for availability2. Preparation for information session3. Confirmation of date
Early January	<ol style="list-style-type: none">1. Promoting and sending invitations to IRESS members2. Reminder to sub-committee members and all members3. New Executive Committee Information Session

9. Sub-committee Function (Christmas Party)

A Christmas party for IRESS members organized by new IRESS members	
Person-in-charge	Financial Secretary — Lee Jason Chung Hei
Date	Late December 2024
Time	16:00 - 21:45
Venue	TBC
Objectives	<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>
Target	IRESS members
Expected number of participants	30
Remarks	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.
Participation fee	\$100

Work Schedule

Date	Description
September – Early-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

Time	Description
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
21:30-21:45	Clean up

Remarks: The event rundown may be changed depending on sub-committee members' decisions.

IV. Spring 2025 Activity Details

10. Research Sharing

Sharing sessions about Scientific research topics.	
Person-in-charge	Academic Secretary — Keskinoglu Elbek Javokhir
Date	Mid- January to Mid- February 2025
Time	TBC
Venue	Online
Objective	<ol style="list-style-type: none">1. To introduce scientific research topics conducted by fellow students2. To provide students with information about research opportunities inside and outside HKUST3. To provide students with ideas for their research planning
Expected number of participants	15-25
Target	IRESS members and non-members

Work Schedule

Date	Description
Late November	Invitation of senior students, alumni, and 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 card design
Early January	Promotion of the sharing session on social media
Early January to Early February	Reminders to speakers about the date, time, and venue of the sharing session Remind members to attend the event
Mid-January to Mid-February	Research Sharing

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

11. Annual Dinner

Dinner for IRESS members	
Person-in-charge	General Secretary — Lam Ching Yiu
Date	Early February 2025
Time	TBC
Venue	TBC
Objectives	<ol style="list-style-type: none"> 1. To strengthen relationships and a sense of belonging among members 2. To reunite members after the winter break 3. To allow freshmen to talk with and build up relationships with more senior students.
Target	IRESS members
Expected number of participants	50

Work Schedule

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

Early February	Annual Dinner
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12. Annual Election

Election of new IRESS executive committee members	
Person-in-Charge	President — Lo, Lai Fung Louis
Date	Late February 2025
Venue	TBC
Objective	<ol style="list-style-type: none">1. To form new nominated cabinet(s) of IRESS executive committees2. 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
Early January	Recruitment and formation of potential nominated cabinet(s) Formation of election board
Mid-January	Introduction of the promotion period
Mid-January - Late January	Facilitation of promotion period Confirmation of the time of the 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 the situation, this event might be conducted using Qualtrics forms for online voting.

13. Annual General Meeting

Meeting for reviewing works of the current and succeeding executive committees under the regulation of society constitution	
Person-in-charge	President —Lo, Lai Fung Louis
Date	Mid-/late March 2025, within three weeks after confirmation of Annual Election results
Time	TBC
Venue	HKUST Campus
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
Late February, right after confirmation of the Annual Election results	Collection of availability of current and succeeding executive committee members, as well as IRESS members
Within one week after confirmation of the 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