

Agenda

Central Committee Meeting #10 – 3rd May Friday 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

1. Procedural Matters
 - 1.1. Acknowledgement of Indigenous Owners
 - 1.2. Official Welcome
 - 1.3. Attendance
 - 1.4. Apologies
 - 1.5. Adoption of Agenda

2. Confirmation of Previous Minutes

3. Matters Arising from Previous Minutes

4. Proposal
 - 4.1 ISA Appreciation Night Semester 1 2019 Proposal
 - 4.2 Mental Resilience Workshop Semester 1 2019 Proposal
 - 4.3 Exam Pack Giveaway Semester 1 2019 Proposal
 - 4.4 Exam Pack Giveaway Customised Goods Semester 1 2019 Proposal

5. Reports
 - 5.1 The Summit 2019 Final Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting 9 –12th April Friday 2019

Date : 12th April 2019

Time : 16 30

Venue : PAR-Old Physics-G16 (Jim Potter Room)

6) Procedural Matters

7) Acknowledgement of Indigenous Owner

8) Official Welcome

9) Attendance and apologies

Absent with Apologies

Exco : -

Directors : Hana AGUSTINE

Officers : Bellivia MILLENIA, Elisabeth NG, Zhen Torng LEE

Absent without Apologies

Exco : -

Directors : -

Officers : Irene Yun Xin LEE

Late with Apologies

Exco : -

Directors : -

Officers : Xiaohan (Daisy) WU, Po-Han (Terry) KUNG, Michael William GUMARDI, Harikrishnan KOLAMVEETIL

Late without Apologies

Exco : Ren Jie (Jack) PHANG

Directors : -

Officers : -

Leaving Early with Apologies

Exco : Wei Jen (Dylan) LAU
Directors : Sher Lynn LIM
Officers : Sherlyne Jennifer SANTOSA, Natassia Thanh MINHTRI

Motion 1

Move that Standing Orders be adopted for CCM #9 at **16 49**.

Mover : Li Shern (Gladys) LEE

Seconder : Natassia Thanh MINHTRI

CARRIED without contention.

10) Adoption of Agenda

Motion 2

Move that the Agenda for CCM #9 be adopted.

Mover : Desmond Wen Zhen CHEW

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

11) Matters Arising from Previous Minutes

12) Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #8 be accepted and confirmed as a true and accurate record.

Mover : Archit AGRAWAL

Seconder : Pik Yu (Phoebe) TEH

CARRIED without contention.

Motion 4

Move that the representatives from ASEAN Students of Melbourne, Bollywood Club and ICSS be granted observer status & speaking rights.

Mover : Yaan Kit NG

Seconder : Sher Lynn LIM

CARRIED without contention.

Motion 5

Move that standing orders be suspended to discuss the Grant Application at **16 42**.

Mover : Hwei Shin (Cynthia) LEOW

Seconder : Sherlyne Jennifer SANTOSA

Motion 6

Move that the ASEAN Students of Melbourne be awarded a grant of AUD \$100 for “Night Market” event.

Mover : Siobhan LIM

Seconder : Kenny Wei Kiat WONG

1 abstention, CARRIED.

Motion 7

Move that the Bollywood Club be awarded a grant of AUD \$177.20 for “Trivia Night” event.

Mover : Xinling LU

Seconder : Harikrishnan KOLAMVEETIL

3 abstentions, CARRIED.

Motion 8

Move that the ICSS be rejected a grant for “Welcoming Night” event.

Mover : Ren Jie (Jack) PHANG

Seconder : Jenn Lin TAY

2 abstentions, CARRIED.

Motion 9

Move that the standing orders be resumed at **17 43**.

Mover : Ajinkya DHAMALE

Seconder : Xiaohan (Daisy) WU

CARRIED without contention.

Motion 10

Move that the Annual General Election 2019 Proposal be accepted.

Mover : Yaan Kit NG

Seconder : Olivia IRISH

CARRIED without contention.

Motion 11

Move that the Night Market 2019 Proposal be accepted.

Mover : You Qi (Yuki) NG

Seconded : Michael William GUMARDI

CARRIED without contention.

Motion 12

Move that the ISA Big Day Out and Induction Semester 1 2019 Final Report be accepted.

Mover : Hwei Shin (Cynthia) LEOW

Seconded : Archit AGRAWAL

CARRIED without contention.

Motion 13

Move that the Games Night 2019 Final Report be accepted.

Mover : Li Shern (Gladys) LEE

Seconded : Kevin KALIP

CARRIED without contention.

Motion 14

Move that the International Student Survey 2018 Final Report be accepted.

Mover : You Qi (Yuki) NG

Seconded : Xiaohan (Daisy) WU



CARRIED without contention.

8. Other matters

Motion 15

Move that CCM #9 be adjourned at **18 57**.

Mover : Weiryn TAN

Seconder : Yaan Kit NG

Motion CARRIED.

Prepared by,

**Kar Mem (Krystal) NGOOI
Secretary 2018/2019
UMSU International**

ISA Appreciation Night Semester 1 2019 Proposal

Central Committee Meeting #10 – 3rd May 2019

6) Introduction

Date: Saturday 18th of May 2019

Time: 5:00 pm - 9.30 pm

Venue: European Bier Cafe (Undecided)

Participants: Office bearers 2018/2019 and ISAs of Semester 2 2018

Appreciation Night is an event to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout the semester. There will be various activities such as games, award ceremony and performances throughout the night. This activity is organized by the Human Resources team.

7) Scope of Appreciation Night

In total, there will be around 85 possible attendees for Appreciation Night.

- 47 graduating ISAs and 33 OBs
- 5 ISAs for decoration/games/performances

8) Budget Allocation

A total of \$4600 is allocated for the event.

Below is a temporary breakdown of the budget.

Items	Costs
Venue Hire and Food	\$3700
Prizes and Souvenirs	\$600
Decorations	\$300

9) Timeline

Period	Task
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Week 8	<ul style="list-style-type: none"> - Confirm venue - Confirm theme of the event - Recruit New ISAs for appreciation night committee and performances - Print and get signatures for Certificates
Week 9	<ul style="list-style-type: none"> - Confirm Activities and Performances - Buy Gifts and Prizes for ISAs - Decoration Finalization
Week 10	<ul style="list-style-type: none"> - Begin purchasing all required items - Venue Inspection for activities - Finalize Performances and Games

10) Event Flow

Time	Event
5:00 pm	Organizing team and performers arrive at venue for set up and preparation
6:00 pm	Graduating ISAs and OBs Arrive
6:30 pm	Begin game 1
7:00 pm	Dinner with performances
8:15 pm	Lucky Draw, Best dressed OB and ISA announced
8:30 pm	Trivia Games
9:00 pm	President speech and certificates Handling
9:30 pm	Group Picture and End

11) Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

Prepared by,

James Bima NOTOWIDJOJO
Human Resources Director 2018/2019
UMSU International

Mental Resilience Semester 1 2019 Proposal
 Central Committee Meeting #10 – 3rd May 2019

1. Introduction

Mental Resilience Workshop is a new initiative aiming at increasing students' awareness on mental well-being, improving students' mental health literacy, and assisting students in developing mental resilience. This year, the workshop focuses on understanding healthy/unhealthy relationships with family, friends, and partners. The session involves two parts: first, an introductory presentation, during which participants gain insight into respective topics; second, a practical component in which participants apply previously learned skills/knowledge to practice scenarios and activities.

2. Event Details

Workshop Topic: Relationships and Boundaries: Family, Friends, and Significant Others

Date & Time: Monday 13/05, 1:15 - 2:45 pm

Location: Arts West North Wing 361

Attendance: max. 30 people

Session Theme and Objectives:

This workshop hopes to improve the quality of students' interpersonal relationships. The session will discuss about what constitutes "unhealthy relationships" and how to improve them, in contexts of friendships, familial relationships and romantic relationships. Issues such as boundaries, respect, and effective communication will be discussed.

3. Workshop Overview

3.1 Workshop Structure

3.1.1 Session Structure

The workshop will be 1.5 hrs long in duration. This is made up of three sections:

- a. 35 minutes introductory presentation,
- b. 15 minutes refreshment break,
- c. 40 minutes practical activities.

3.1.2 Event Flow

Time	Activity
1:00 - 1:05 pm	Event Setup
1:05 - 1:15 pm	Registration
1:15 - 1:50 pm	Introductory Presentation
1:50 - 2:05 pm	Refreshment Break
2:05 - 2:45 pm	Practical Session

2:45 - 3:00 pm	Event Pickup
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Note: Grey-out time slots indicate periods outside of the workshop time frame.

3.2 Workshop Content & Activities

Section	Content & Activities
Introductory Presentation	<ul style="list-style-type: none"> • Respect, consent, boundaries etc. in relationships. • Characteristics and problems of “unhealthy relationships”. • Strategies to improve interpersonal relationships. • Effective/assertive communication skills. • Resources for more information or support services.
Practical Session	<ul style="list-style-type: none"> • Reflect on and identify problems common in interpersonal relationships. • Apply previously learned skills/knowledge to practical scenarios and other activities.

4. Preparation Timeline

Time	Tasks
Summer Break	<ul style="list-style-type: none"> • Brainstorm about workshop structure and topic
Week 2 - 6	<ul style="list-style-type: none"> • Contacting potential speaker(s) • Research for potential venue(s)
Week 6	<ul style="list-style-type: none"> • Finalise session speaker(s) and session content • Confirm event venue(s) • Liaise with Media and Communications Department on publicity material
Week 8	<ul style="list-style-type: none"> • Registration open • Start online and physical publicity • Finalise gift and refreshment
Week 9	<ul style="list-style-type: none"> • Registration closed towards end of week • Send out confirmation/rejection emails • ISAs briefing • Send out reminder emails
Week 10	<ul style="list-style-type: none"> • Workshop on Monday • Collect and compile event feedback

5. Budget Breakdown

The total budget allocated to the workshop will be AUD200. A detailed expenditure breakdown for the session is stated below:

Item	Budget Allocation
Light Snack + Tea	AUD150
Appreciation Gift(s)	AUD30
Miscellaneous(e.g. incense, candles)	AUD20

6. Department Task Delegation

Office Bearer(s)	Tasks
Zhen Torng Lee, Po-Han Kung (Terry)	<ul style="list-style-type: none"> • Event Coordinator • Report to VP and Director of the planning progress • Liaise with potential guest speaker(s) • Compose feedback form and organise suggestions for final report
Jack Phang	<ul style="list-style-type: none"> • Compose registration form • Monitor registration • Compose and send acceptance, rejection and reminder emails to the participants
Desmond Chew	<ul style="list-style-type: none"> • Arrange workshop refreshment • Obtain appreciation gifts for speaker(s)
Siobhan Lim, Michael Gumardi	<ul style="list-style-type: none"> • Compose publicity guideline • Liaise with Human Resource Department in ISA task allocation • Coordinate ISA task allocation on event days

8. Conclusion

This concludes the proposal for Mental Resilience Workshop Semester 1, 2019. As this workshop is a new initiative by the Education and Welfare Department, we especially value suggestions from both internal and external members of the community. Please feel free to approach any of the E&W member shall you have any concerns, questions, and advice.

Prepared by,

Zhen Torng LEE and Po-Han (Terry) KUNG
Education and Welfare Officers 2018/2019
UMSU International

Exam Pack Giveaway Customised Goods Semester 1 2019 ProposalCentral Committee Meeting #10 – 3rd May 2019

1. Introduction

This report covers the expenses for customised goods ordered for the upcoming Exam Pack Giveaway Semester 1 2019

2. Proposed Goods

Items	Quantity	Price per unit (\$)	Amount (\$)
Clear Pencil case	500	1.00	500

3. Conclusion

This concludes my report. The customised items are to be given out in the goodie bags during Exam Pack Giveaway Semester 1 2019, together with the remaining goods from the SummerFest 2019 and previous semesters. Please feel free to approach the Media and Communications team should you have any queries or concerns. Thank you.

Prepared by,

Hana AGUSTINE
Media & Communications Director 2018/2019
UMSU International

Exam Pack Giveaway Semester 1 2019 Proposal

Central Committee Meeting #10 – 3rd May 2019

1. Introduction

Exam Pack Giveaway (EPG) is an exam booster event for university students before SWOTVAC and the examination period, which will be carried out in conjunction with Meet and Greet by the HR department. This event is open to all University of Melbourne students, which includes undergraduate, graduate, honours, study abroad and PHD students. However, the exam support pack will only be given out to the students who have liked and followed our social media accounts.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and flyer design. This will minimise the waste produced by students and also maximize our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

The details of the event will be as follow:

Date: 22nd May 2019 (Wednesday, Week 11)

Time: 12pm - 2pm

Location: North Court

2. Objectives

This event aims to:

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International.
- To motivate students by giving out support pack and enlighten their mood for exam preparation.

3. Scope of Event

The target audience for this event will approximately be 600 students. The 2018/2019 Educational and Welfare Office Bearers will be coordinating this event, and the newly elected 2019/2020 Education and Welfare Office Bearers will also be encouraged to attend this event. This is because it gives them the chance to directly experience the organisation and running of an Education and Welfare event under the guidance of the 2018/2019 office bearers.

4. Timeline

Week	Tasks
Week 10	Purchase of items for exam support packs
Week 11	Exam Pack Giveaway Event Day

5. Budget

A total 2,600 AUD (exc. GST) is allocated for this event. This includes 2,000 AUD allocated from the budget and an extra 600 AUD from the budget surplus of our previous events.

a. Breakdown for Planned Exam Support Pack

Items left over from the previous EPG (due to overlap with sponsored items) and those purchased from the previous EPG's budget include:

Item	Quantity
Transparent Pencil Case	300
Pens	284

As such, a total of 2,600 dollars have been allocated to this section in order to purchase new items for the event, and also to readjust the inventory in order to cater to the higher number of target audience. The estimated expenditure list is as follows:

Item	Quantity	Cost (AUD)
Muji Pens	270	402.75
Transparent Pencil Case	210	282.04
Highlighters	300	300.00
Sweets Party Bag Bundle	7 bundles (616 pieces)	140.00
Up n Go	50 boxes (12 * 50 = 600)	650.00
Hand warmers	120 packs (120 * 5 = 600)	336.00

Uncle Toby's	40 boxes (600 bars)	240.00
Potato Chips (snack-sized)	30 boxes (600 packets)	147.00
Speaker (from AVM)	1	55.00
Total Amount		2,552.79

The exam pack is planned to include the following sponsored items and UMSU International merchandises.

Item	Cost (AUD)
Bookmarks (from UMSU POC Department)	0
Indomie (Original, Hot & Spicy, Cup Chicken Soup, Cup Beef Soup)	0
Chitato Chips	0
Storage Space Vouchers	0
Zero Gradi Vouchers	0
Tealive 1-for-1 Vouchers	0
Quizzlet One-Month Free Premium Membership Voucher	0
UMSU Intl merchandises: <ul style="list-style-type: none"> - Notebook - Folders - Bottle - Umbrella - Keep Cups - Tote bag 	0

b. Breakdown for Meat and Greet (Covered by HR)

A total of 470 dollars have been allocated to this section, which is not included in the given budget.

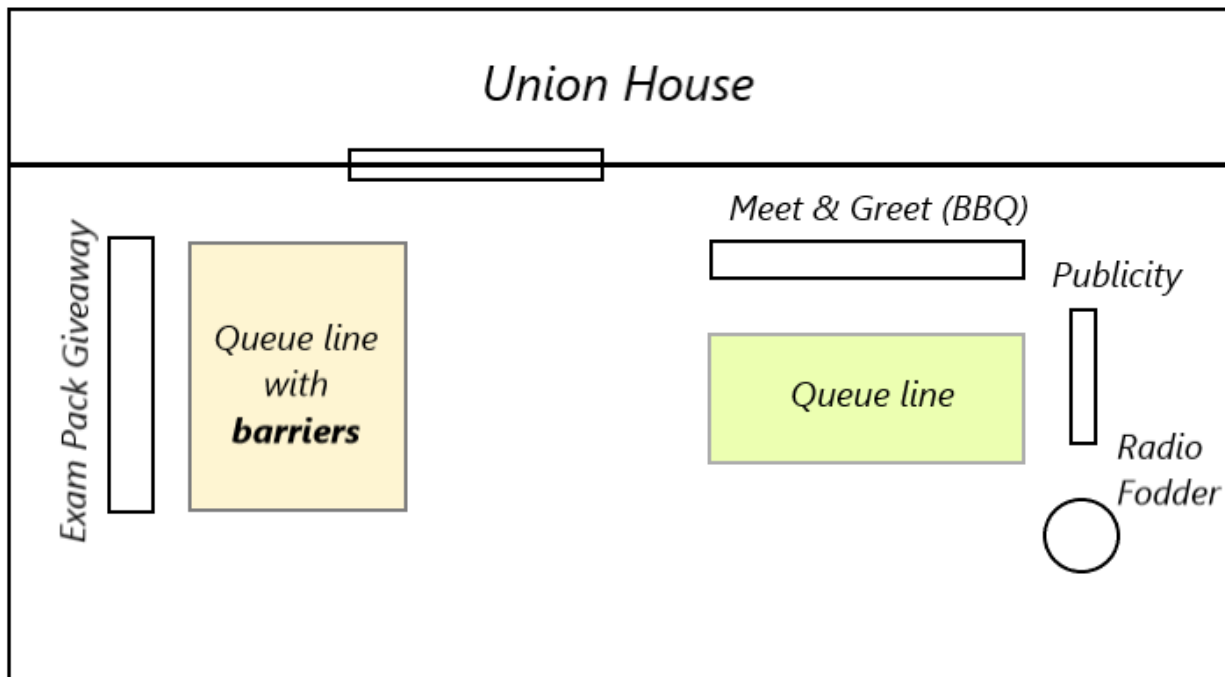
Item	Quantity	Unit Cost (AUD)	Total Cost (AUD)
White Bread	15	1.25	18.75
Wholemeal Bread	12	1.50	18
Beef and Chicken Sausages	15 (kg) + 10 (kg)	8/per kg	200
Vegetarian Patties	15	4	60
Hash Browns	8	24	24
BBQ Hire	3	30	90.00
Others (sauces, serviettes, gloves, cooking oil)			50
Total			460.75

6. Delegation of Task and Logistics

Task	Coordinators
Purchasing the featured items and overseeing the entire event	OBs from the Education and Welfare department
Publicity for UMSU INTL, line control, and management of the item displays	International Student Ambassadors (ISA)
Meat and Greet	HR team

Time	Activities
Pre-event	<ul style="list-style-type: none"> - Crowd control will begin 30 minutes prior. - The music will be set up 30 minutes prior by AV Melbourne. - ISAs and OBs will come to the event place an hour earlier to set up for Exam Pack Giveaway and Meet and Greet.
During the event	<ul style="list-style-type: none"> - Physical barriers will be placed to form the queue line for getting the exam support pack. - OBs have to ensure that students have liked UMSU INTL's social media accounts before collecting the items. - Each student can take at most one of each item displayed on the table
Post event	<ul style="list-style-type: none"> - Clean up for the event

7. Event layout plan





8. Conclusion

This concludes our proposal for the Exam Pack Giveaway Semester 1, 2019. Should you have any concerns or inquiries, please do not hesitate to contact the Education and Welfare Department.

Prepared by,

Olivia IRISH
Director (Education and Welfare) 2018/2019
UMSU International

The Summit 2019 Final Report

Central Committee Meeting #10 – 3rd May 2019

1. Introduction

UMSU International’s “The Summit: Improvise. Adapt. Overcome.” is an annual networking and professional conference that connect the current and aspiring student leaders with industrial professionals and inspirational leaders. Through a series of presentations, workshop and a panel discussion, we aim to engage the delegates to have a discussion over the employability challenges among the university student community, especially towards the international students. A variety of delegates from different universities, organization, clubs and societies will be invited to produce diverse discussions.

2. Objectives

- a. Inspire and motivate current and aspiring students’ leaders to make a positive impact in their communities
- b. Equip student leaders with the skills necessary for the challenges of an employment market in constant changes
- c. Provide a platform for student leaders to engage in discussion and problem-solving on the challenges

3. Event Overview

a. Event Summary

The Summit: Improvise. Adapt. Overcome	
Date	13th April 2019 (Saturday)
Time	9:00 AM - 5:30 PM
Venue	Woodward Conference Room, Level 10, Law Building

b. Participants

Number of participants registered	131
Number of RSVP	87
Number of show up	68
Participating rate	78%
Clubs and Organization	20

c. Speakers

Due to a miscommunication between one of the speakers and the organising committee, the speaker was ill-prepared for the session. The speaker had been allocated to join the panel session, and fortunately, the speaker (Mr Josh) conducted the workshop following the session are able to help as a replacement speaker.

However, the speaker had failed to show up for the event due to a sudden notice in the middle of the event. With another panellist reported an absence due to sickness, the organising had a made decision to invite Ms Olena to replace the empty slot for the panel session.

Herby is the list of the speakers and their topic of presentation:

Speaker	Topic
Ethan Donati	“How to win in this modern world?”
Wesa Chau	“Cultural intelligence in the working place”
Josh Farr	“Student Employment”
	“Workshop: Authentic leadership”
Matt De Bono	“Entrepreneurship in this rapid world”

d. Panellist

Topic: Now or Never: Preparing for the Inevitable
Jonas Larsen (Moderator)
Daniel Nguyen
Zoe Alexiades
Olena Nguyen

4. Agenda

The event was carried according to the following agenda with changes made to compensate for the sudden re-allocation of speakers and a minimal variation (± 5 minutes) for the duration of each session. The event ended at 4:50 PM

Time	Itinerary
0815 - 0900	Venue setup
0900 - 0930	Registration
0930 - 0945	Opening address Speaker: Ren Jie Phang (Vice President of UMSU International)
0945 - 1030	Keynote 1 Topic: How to win in the modern world? Speaker: Ethan Donati (Managing Director and Founder of My Millions Dollar Funnels)
1030 - 1100	Morning Tea
1100 - 1145	Plenary Session 1 Topic: Cultural Intelligence in Australia's Workplace Speaker: Wesa Chau (Director of Cultural Intelligence)
1145 - 1230	Plenary Session 2 Topic: Student Employment in Australia Speaker: Josh Farr (Founder of Campus Consultancy)
1230 - 1300	Lunch
1300 - 1430	Workshop 1 Topic: Leadership Speaker: Josh Farr (Founder of Campus Consultancy)
1430 - 1445	Break
1445 - 1545	Panel Discussion Topic: Now or Never: Preparing for the Inevitable Panellist: Daniel Nguyen, Zoe Alexiades, Olena Nguyen Moderator: Jonas Larsen
1545 - 1645	Keynote 2 Topic: Adapting to Changes in Entrepreneurship Speaker: Matt De Bono (Founder at SparkStarter)

1645 - 1700	Closing address Speaker: Olivia Irish (Education & Welfare Director, UMSU International)
1700 - 1730	Networking with Evening Tea

5. Timeline

a. Proposed preparation timeline

Period	Task
Summer Break +Week 1	<ul style="list-style-type: none"> • Discussion and of the overall theme and aims • Shortlisted speaker and
Week 2	<ul style="list-style-type: none"> • Send out the invitation to the internal and external organisation
Week 3	<ul style="list-style-type: none"> • Emcee recruitment • Gift confirmed for the speakers
Week 4	<ul style="list-style-type: none"> • Emcee audition • Progressively update the website and facebook page about the speaker and panellist • Draft of program booklet to be completed • Physical publicity commence
Week 5	<ul style="list-style-type: none"> • Confirm program booklet • Confirm student delegate from the invited organisation • Emcee script to be confirmed • Stationery for the event to be bought
Week 6	<ul style="list-style-type: none"> • Venue visit if necessary • Briefing for volunteers • Final confirmation emails to speakers, panellist, volunteers and delegates

b. Actual preparation timeline

Period	Task
Summer Break +Week 1	<ul style="list-style-type: none"> • Overall theme confirmed
Week 2	<ul style="list-style-type: none"> • Send out the invitation to the internal and external organisation
Week 3	<ul style="list-style-type: none"> • Emcee recruitment

Week 4	<ul style="list-style-type: none"> • Gift confirmed for the speakers • Emcee audition • Progressively update the website and facebook page about the speaker and panellist • Physical publicity commence
Week 5	<ul style="list-style-type: none"> • Gift confirmed for the speakers • Confirm student delegate from the invited organisation • Emcee script to be confirmed • Finalisation for all speakers and panellists
Week 6	<ul style="list-style-type: none"> • Program booklet confirmed and sent for printing • Stationery for the event to be bought • Venue inspection • Briefing for volunteers • Final confirmation emails to speakers, panellist, volunteers and delegates

6. Finance

The budget allocated for The Summit 2019 is 16070 (incl. GST)

Category	Allocated	Items	True Expenditure (with GST)
Venue	10000	Woodward Conference Centre for 100 attendees	10164
Appreciation gift	2000		
		Braun Buffel Cardholders	888.4
		Koko Black	205.2
		Organising Committee and Volunteer Appreciation	200
Program booklet	650	Booklet for 110 copies	490.6
Stationery	100		
		Printing	8.32
		Name Tags Holder	83.88
		Pens	21
Videographer	300		300
Other	3020		

		Wesa	330
		Josh	605
		Water	3.2
SUM	16070		13299.6
Budget Surplus			2770.4

The budget surplus will be brought forward to the Professional Mingle, Semester 2, 2019

7. Student Feedback

A feedback paper was given during the 15 minutes break to the delegates to garner their feedback for further reference. 45 responses were collected

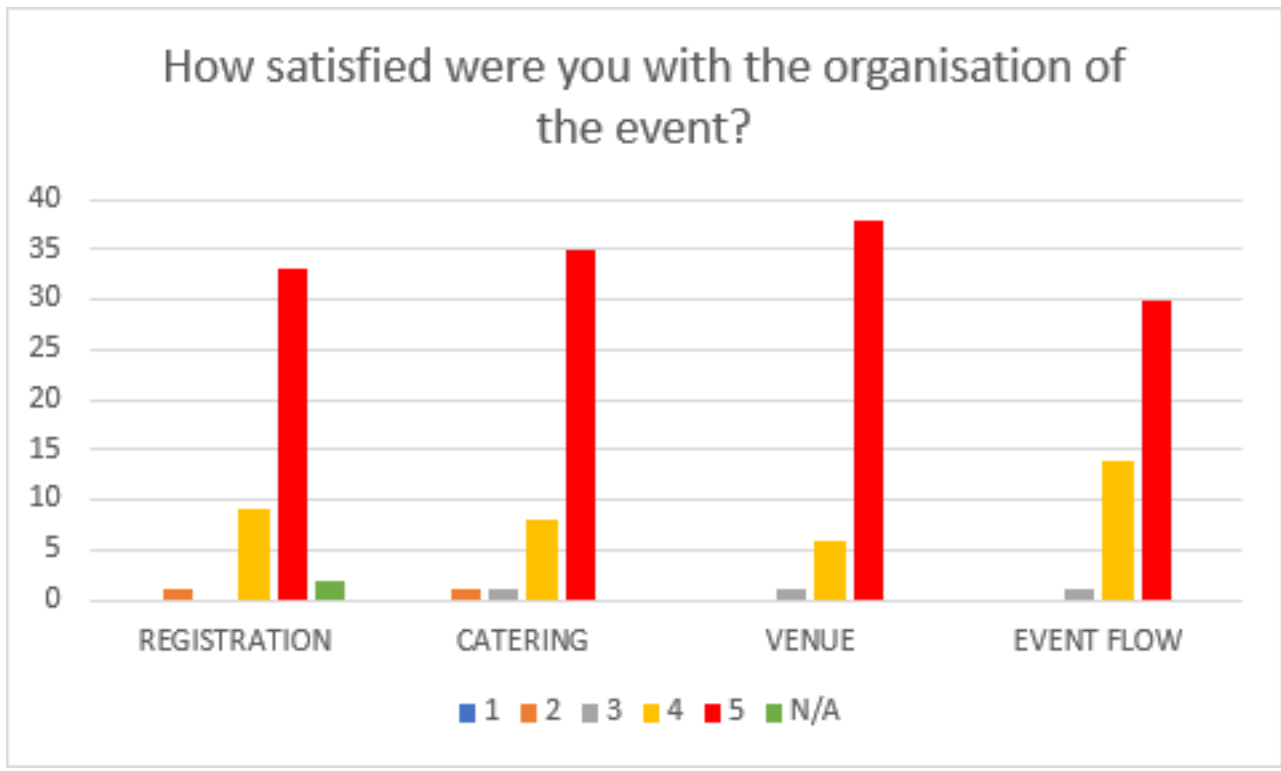
- a. How satisfied were you with the event?



- b. What were your key takeaways from this event?
 1. Goal setting
 2. Personal leadership

3. Be proactive in achieving the goals
4. “Visualise the failure and associated feelings so that I can try to avoid it”
5. “A hint to fixing self-awareness; A push to cultivate further cultural intelligence; A push to achieve my goals and understand what employers are looking for.”

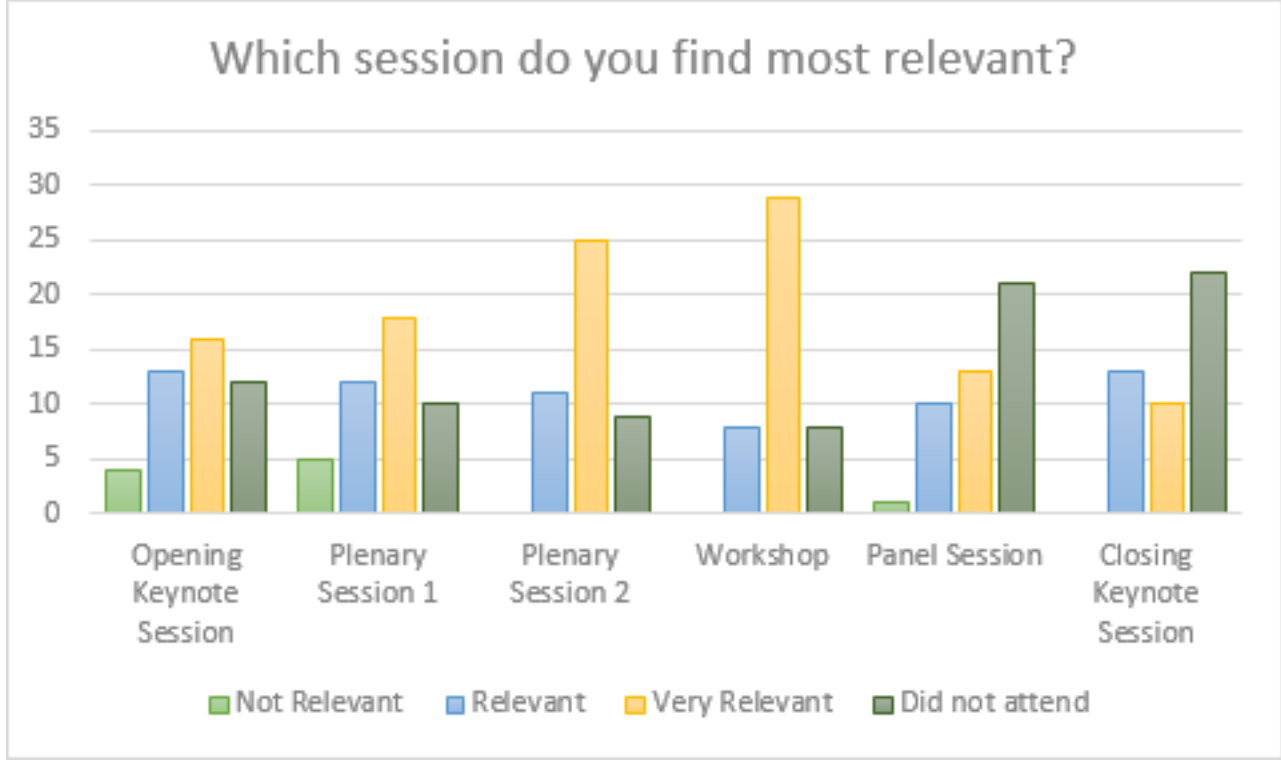
c. How satisfied were you with the organisation of the event?



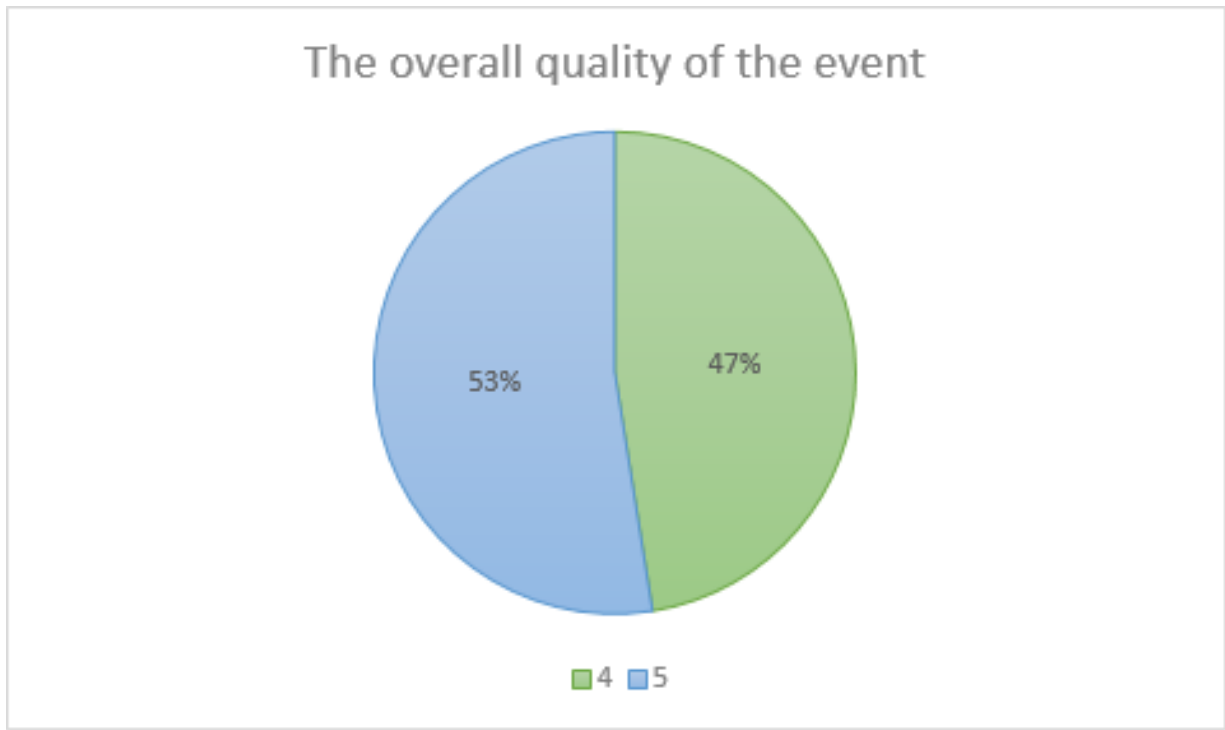
d. Additional feedback on event organisation

1. Wonderful flow of the event
2. Great venue choice for the event
3. Feedback forms should be given out at the end of the event
4. Introduction of more interactive session/workshops
5. Shorter event duration
6. More networking opportunities
7. Should be held in a better venue
8. The cultural intelligence session can be more interesting
9. Lack of cutlery during the refreshment sessions
10. Would be great if there is more information on social media before hand

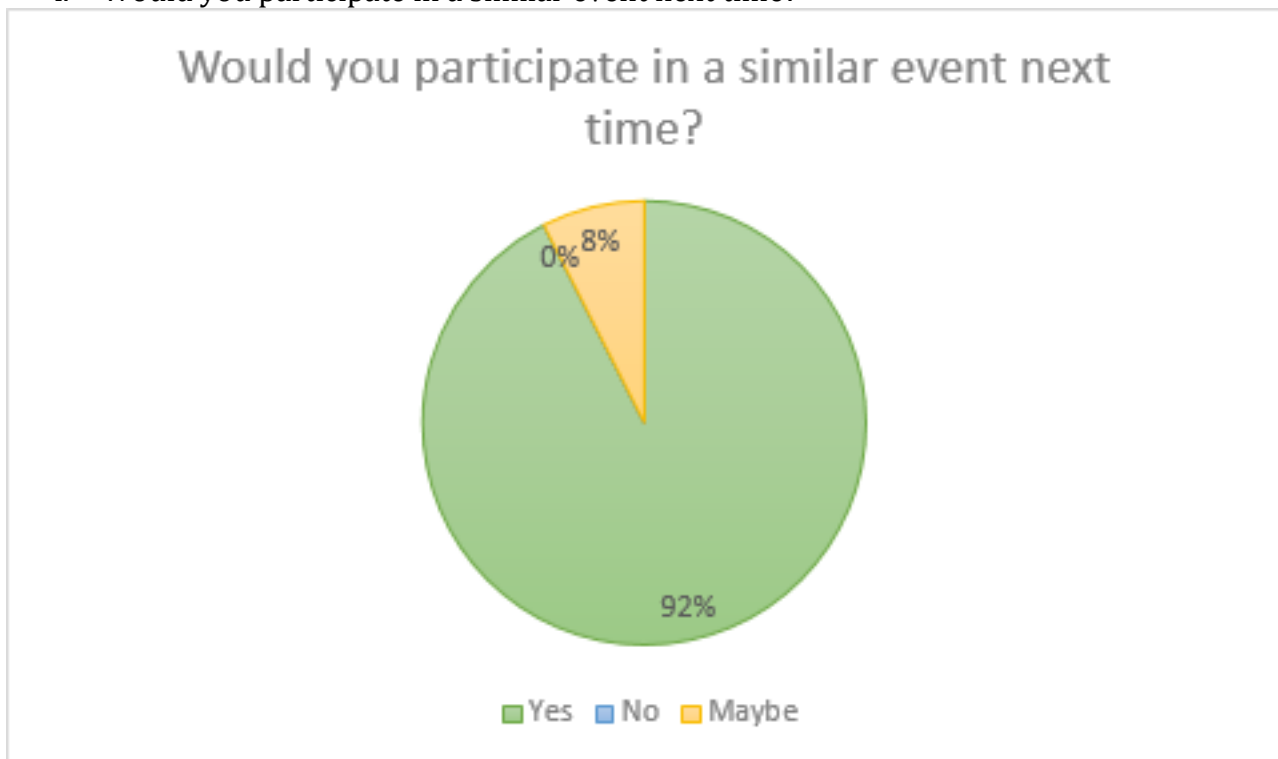
e. Which session do you find most relevant?



f. How would you rate the quality of the session content for both presented and pre-session material



- g. Additional comments regarding the sessions
1. More publicity for this event is needed
 2. More practical sessions for the events
 3. Ice breaking sessions
 4. Use an online feedback form
 5. Photo sharing via Google drive
 6. Usage of application such as pollEv for panel sessions
- h. Overall feedback on The Summit 2019
- i. The event was really insightful/ useful/ beneficial to me
 - ii. Good time arrangement
 - iii. Food was great
 - iv. Avoid doing the event around mid-semester period
 - v. Narrow the duration of the event
 - vi. Increase the number of the attendees
 - vii. Include the name of the clubs or organisations' representative on their name tag
- i. Would you participate in a similar event next time?



j. What topic do you wish The Summit discuss in the future

Topic	Number
Technical/soft skills	10
Employability	7
Networking	4
Finance management	3
Public speaking	2
International student welfare	2
Time management	1
Job prospectus	1
Sustainability	1
Mental/ Physical health	1
Startup	1

9. **Problems encountered**

- a. Miscommunication with one of the speakers a few days before the event. We had to find an alternative speaker to replace them.
- b. Last minute pulling out and failure to attend by the delegates were significant, and this situation had occurred for the past The Summit.
- c. Delegates left earlier due to the long hours' structure of the event.
- d. The clock at the venue was not aligned with time shown on mobile devices which had caused some speakers to run over time.
- e. Late finalisation of the speakers and panellist added stress on the booklet design
- f. The emcees were slightly out of focus due to tiredness during the final phase of the event in trying to perform at their full potential

10. **Recommendation**

- a. To organise the future "The Summit" in the early semester when the period has lesser assessments going on compared to the mid-semester. This is to garner more participants and ensure their presence throughout the event
- b. To move the commence of the preparation period earlier to allow more time on the publicity, the selection of the appreciation gifts, and efficiency in the drafting of the programme booklet

- c. To send out the invitation to both external and internal clubs and societies before Heads of Club (HOC) meeting to allow longer buffer time in waiting for their responses
- d. It is encouraging, and if it is possible to do so and done in a professional setting, to liaise with the professionals through LinkedIn for the discussion of their responsibility for the event.
- e. It is crucial to make the correct information is received and well understood by the invited guests. Follow up emails or LinkedIn messages are important to make sure the invited guests are in the same pace with the organising committees.
- f. Depending on the timeline, to allow at least more than 3 weeks of preparation period for the emcees to write and rehearse their scripts.
- g. To reduce the duration of the summit, as this has been popular feedback from the participants

11. Conclusion

The Summit 2019 was a success. On behalf of the Education and Welfare Department, I would like to express my deepest gratitude to all parties involved and helped to bring The Summit to a greater height. Special shout out to the Media and Communication team, we truly appreciate your hard work in liaising with the Umsu Communications for the programme booklet. I would like to take this opportunity to thank my team for this great achievement -- pulling it off in just two months from scratch was really amazing, and I am pleased to have everyone in this uneasy journey. This marks the end of my report for The Summit: Improvise. Adapt. Overcome., semester 1 2019. Shall you have any enquiries or concerns, please do not hesitate to approach the Education and Welfare team. Thank you.

Prepared by,

**Education and Welfare Department 2018/2019
UMSU International**



6. Other Business

7. Next Meeting

Date : 17th May 2019

Venue : Jim Potter Room