Time : 1630
Venue : Zoom

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. Matters Arising from Previous Minutes
3. Confirmation of Previous Minutes
4. Proposals
5. 1 Get Trivial! with UMSU International
6. 2 Pixelate Your ImagiNATION
4.3 International Student Survey
7. 4 International Buddies
8. Reports
9. 1 The Amazing Race (Lockdown Edition)
10. Other Business
11. 1 Deliveries of sponsorship goods during the pandemic
12. 2 Strike System
13. Next Meeting

# Agenda <br> Central Committee Meeting \#3 - 25 th September Friday 2020 

Date : 11/9/2020
Time : 1630

Venue : Zoom

## 1. Procedural Matters

1. Acknowledgement of Indigenous 0 wner
2. Official Welcome
3. Attendance and apologies

- Attendance - 22 members
- Apology from Michelle Lee( leave early), Putri Shafira(absent), Chris tine Moore (leave early)
- Absence without apology: Luna Bai
- Late without apology: Cecilia lee, Joshua Dubar, Stefan Amando Marbun
, Taoyang Liu
Motion 1

Move that Standing Orders be adopted for CCM \#4 at 4:36 pm.
Mover : Kezia Rebecca PRANATA
Seconder : Elisha CHUNG
CARRIED without contention.

## 4. Adoption of Agenda

Motion 2

Move that the Agenda for CCM \#4 be adopted.
Mover : Angela DJAJA
Seconder : Steven HADINATA
CARRIED without contention.

## 2. Matters Arising from Previous Minutes

## 3. Confirmation of Previous Minutes

## Motion 3

Move that the minutes of CCM \#2 (Sem 2,2020) be accepted and confirmed as a true and accurate record.

M: Stefan Amando Marbun
S: Hiu Chun Adrian S0
Motion Carried.

Motion 4

Move that Bonding Night Proposal Sem 22020 be accepted.
M: Steven Hadinata
S: Eric Shi
Motion carried.

Motion 5

Move that the ISA Crash Course Proposal Sem 22020 be accepted.
M: Aaron Johannes
S: Mona Nohara
Motion carried.

Motion 6

Move that Professional Mingle Week Proposal Sem 22020 be accepted.
M: Akshaya
S: Michelle Lee
Motion carried.

Motion 7

Move that Standing Orders be suspended at 17:35 pm
M: Boheng Duan
S: Angela e. djaja
Motion carried.

## 4. Other matters

Motion 8

Move that Standing Orders be suspended at 6:08 pm.
Mover : Aaron JOHANNES
Seconder : Eric SHI
Motion carried.

Motion 9

Move that CCM \#4 be adjourned at $6: 08 \mathrm{pm}$.
Mover : Adrian S0
Seconder : Mohammed GOLWALA
Motion carried.

Prepared by,

Haolan Liang
Secretary 2020/2021
UMSU International

Central Committee Meeting \#4 - Friday 25th September 2020

## - 1 Introduction

Amidst the Covid-19 pandemic, the university has decided to deliver a 11 student services virtually, depriving students of the university e xperience on campus. As a result, students felt left out of the unive rsity community, isolated from the cohesive sense of belonging in uni versity. As an attempt to relieve the pressures and stresses arising from issues in the pandemic, the Cultural \& Social Department has dec ided to organise a virtual trivia night, aiming to foster connections between students, giving them a chance to interact with other student s. Through live trivia, a vigorous social affair, it can help create a sense of community, introducing a lively atmosphere into the studen ts' lives, enriching their social circle.

## - 2 Objectives

- To promote social engagements between various students from differe nt backgrounds.
- To contribute towards one' s mental and physical health through soc ial connections.
- To reconnect students with the university community, fostering ever
-lasting relationships between them.
- To relieve the stresses derived from remote studying and enjoy the company of others.
- To relax students during mid semester break.


## 3 Event Details

## 3. 1 Get Trivial with UMSU International

Coordinators : Boheng (John) DUAN, Adrian S0
Date : Thursday, 8th October 2020

- Friday, 9th October 2020

Saturday, 10th October 2020
Time $\quad: 5: 30 \mathrm{pm}-7: 30 \mathrm{pm}$
Platform : Online, through Zoom


This event will be for students who missed the opportunity to meet ot hers in person on campus or through physical events. To avoid the zoo $m$ call from being overly crowded, the participants will be split into 3 groups according to their availability, (Participants choose the da te in the sign-up form). Forming small groups so that there can be mo re engagement between students (20 participants +6 ISAs/OBs). The pa rticipants will be further split into teams of 4 where they will spen d 25 minutes getting to know each other. ISAs will be spread througho ut the groups (1 per team) to facilitate conversation and host. Trivi a games are based on 5 categories: Arts \& Literature, Entertainment, Geography, General knowledge and University of Melbourne. Each team w ould be working in breakout groups, to answer the questions together. Points of all the games will be summated to decide the winning team.

### 3.2 Trivia games format

- Main Trivia Game

Kickstarter - Choose the correct answer out of 4 options ( 20 second $t$ ime limit per question)
Grab answers - Choose all correct answers (8 out of 16 with 90 second time limit per question)
Blitz ranking - Arrange answers into the correct chronological order (90 second time limit per question)
Lightning round - Most questions answered in time limit ( 120 second t ime limit)

- Breather game - take place between two main trivia game

One of the following game: Pictionary, Word search, Find the differen ces, Morse code, Unscramble words

## 3. 3 Pre-Event Planning

- Collaborate with the HR department and gather OB' s / ISA' s for the e
vent.
- Recruit 4 ISAs to help with planning of the event (eg: themes f or trivia night, questions for the quiz etc)
- Recruit ISAs to be the moderators on the event night.
- Do a test run with OB' s and ISA's. (On Sunday 27 th of September)
- Design publicity materials for publication in collaboration with the M \&C department.
- Create ticketing links for individuals and team registrations.
- Send email 3 days before the event, confirming that they will attend $t$ he event
- Create feedback forms which will be shared with the participants at th e end of the event.
- Equip all the ISA' $s / O B$ ' $s$ with the necessary files for the event.


## 3. 4 Event Timeline

| Time | Activity | Details |
| :--- | :--- | :--- |
| $5: 30-5.40$ | Assigning break <br> out room | Split participants into g <br> roups of four, and one IS <br> A in each group |
| $5.40-6.00$ | Icebreaker | Participants introduce th <br> emselves to other group m <br> embers. Get to know each <br> other. ISA will give a sm <br> all icebreak challenge to <br> the group. |
| $6: 00-7: 00$ | Trivia game | Different trivia games, b <br> ased upon categories. (Ki <br> ckstarter, Grab answers, <br> Blitz ranking and Lightni <br> ng round) |



- 4 Budget

| Items | Budget (\$) |
| :--- | :---: |
|  | Prizes |
| Publicity | 300 |
|  | Miscellaneous |
| TOTAL | 100 |

Prepared by,

Boheng (John) DUAN \& Adrian S0
Cultural and Social Department 2020-2021
UMSU International


Pixelate Your ImagiNATION Proposal
Central Committee Meeting \#4 - Friday 25th September 2020

## 1. Introduction

Our lifestyles are being transformed by the COVID-19 pandemic in unexpected ways. We are not allowed to wander around the campus and partake in the dif ferent kinds of on-campus activities as usual. For most people, the extende d period of studying from home may blur the lines between school work and p ersonal life. Many students might not have the chance to relax and engage i n therapeutic activities, providing them with an outlet to de-stress from u niversity work. This could have adverse consequences on their mental health . Therefore, in order to provide students with a chance to relax and learn about the national symbols of different countries, the Cultural \& Social De partment has decided to organize an online artistic and creative activity. This activity hopes to encourage students to develop and unleash their crea tivity, while exchanging interesting cultures of their countries through pi xel art creation.

## 2. Objectives

- To allow students to discover cultures from other countries through p ixel art.
- To increase the awareness and knowledge of the uniqueness of differen t countries’ icons through pixel art.
- To allow students to unleash their creativity during the pandemic, pr oviding them with a source of relaxation.
- To allow international students who are unable to travel home an oppo rtunity to reconnect with their home countries.


## 3. Event Details

Coordinators : Andi XU, Michelle (Shuet Yi) LEE
Duration : 30 September - 17 October 2020
Time : -
Platform : Facebook, Google Form
Budget : \$350
Manpower : 2 Coordinators
Target audience : 50 in the first round

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### 3.1. Event 0verview

## 3. 1. Event Format

Pixelate Your ImagiNATION is an event which requires students to util ise Excel Spreadsheet or Google Sheets to create pixel arts based on the theme proposed.

A pixel art template together with instructions of making a copy of $t$ he template would be given in the description of the Facebook event p ost. Participants will post their pixel arts onto the Facebook event page and each participant can receive a maximum number of 3 entries, with criteria listed below in 3.3.

Facebook event page

### 3.2. Theme

Their art pieces should revolve around their home country.
Theme: National flower/animal (choose 1)

### 3.3. Lucky Draws

Participants will be screened based on:

- the quality and clarity of the visual representation of their $p$ ixel art (it has to look like a flower or an animal)

Only participants who pass the minimum criteria are eligible to participate in the lucky draw. Each participants' number of en tries will be based on:

- Submission of artwork together with a brief description i n the caption: 1 entry
- Including a reference picture which the participant used: 1 entry
- including a process picture or timelapse: 1 entry

Participants' names will be listed into a random generator, wh ich will decide the lucky draw winners.

### 3.4. Prospective Event Timeline

| Date | Activity | Details |
| :--- | :--- | :--- |
| 30 Sept | Publicise event a <br> nd release the th <br> eme | Include event hashtag and view-only G <br> oogle spreadsheet/excel file template <br> for students to use |
| $1^{\sim} 10$ <br> Oct | Open submission | Monitor Facebook event for submission <br> Stop receiving submissions at 11:59 <br> pm on 10th 0ct. |
| 11 0ct | Determine lucky d <br> raw winners and a <br> nnounce lucky dra <br> w winners | Determine lucky draw winners using a <br> random generator. Contact the winners <br> and allow winners to respond within 2 <br> 4 hours to claim the prize. |

## 4. Budget Allocation

| Items | Budget (\$ <br> ) |
| :--- | :--- |
| Winners (gift cards): |  |
| Lucky draw (\$15 x20) | $\$ 300$ |
| Miscellaneous (FB boost, etc.) | $\$ 50$ |
| TOTAL | $\$ 350$ |

## 5. Conclusion

The Cultural \& Social department hopes to encourage students to learn and $r$ espect the cultural diversity present within the university community, even for those who are back in their home countries. We also hope that this easi ly accessible activity would serve as a stress-relieving and therapeutic ac tivity during the lockdown. This concludes our proposal. Please feel free t o approach anybody from the Cultural \& Social team should you have any ques tions or suggestions.

Prepared by,

Michelle LEE \& Andi XU
Cultural and Social Department 2020-2021, UMSU International

International Student Survey Semester 22020 Proposal
Central Committee Meeting \#4 - Friday 25th September 2020

## 1) Introduction

This is a proposal for the International Student Survey (ISS) which will be conducted throughout the majority of the last quarter of 2020. The overarch ing objective of the ISS is to serve as a guideline for UMSU International to attain a more well-rounded understanding of international students’ ove rall university experience.

## 2) Objective

- To quantify and study the awareness level of international students i n regards to UMSU International.
- To investigate the academic difficulties faced by international stude nts.
- To identify social issues that are of paramount concern in regards to the overall welfare of international students.
- To study the health and safety status of international students.
- To examine the perception and experiences of international students i n regards to current and future employment.
- To highlight and raise awareness of services that are provided or mad e available to students within the university.
- To identify services required by international students that are unav ailable upon completion of data collection.
- To attend to the changes international students might suggest to impr ove upon present models.


## 3) Overview

The International Student Survey (ISS) will be held from week 10 to mid Dec ember, 2020. It involves the completion of an online survey. In addition, $t$ he ISS link will be distributed to students through university email.

## 4) Task Allocation

Promotional Designs: The Education \& Welfare Department will be working clo sely with the Media and Communications Department of UMSU International and also the UMSU team.

Survey Writers: Buhle Ndlovu, Christine Moore, Scarlett Zhang, and Whitney Chen are going to write and edit the content of the survey. This will be ba sed on the suggestions of the present E\&W committee and the utilisation of previous International Student Surveys as a guideline to ensure a concise a nd accurate survey.

Prize Suggestions and obtainer: Eric Shi to be in charge of the suggestion of prizes and the acquirement process of such prizes.

Publicity: Putri Shafira and Anthony Ngadiyoto to liaise with M\&C Departmen t and UMSU Communication Department, making sure that survey form design an d also the publicity materials are ready to promote the survey.

| Section | Name |
| :--- | :--- |
| General information | Scarlett |
| UMSU International Awareness and Perception | Scarlett |
| University and Academic Experience | Buhle |
| Health and Safety | Whitney |
| Cultural Climate | Christine |
| Work and Employment | Whitney |
| Financial Situation | Buhle |
| C0VID-19 Impacts | Christine |
| Exchange and Study Abroad | Scarlett |

## 5) Target

Aim to target 1500 valid responses.

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## 6) Sections of the Survey

- Demographic Information
- Awareness and Perception of UMSU International
- University Experience and Academia
- Health and Safety
- Cultural Climate
- Working and Employment
- Financial Situation
- Exchange and Abroad
- COVID-19 Impacts on International students and overall university experi ence
- General information pertaining to the survey itself, including any sugge stions the participant might have


## 7) Prizes

Due to the success of lucky draws in previous years, this year' s lucky dra w will continue to include large and attractive prizes. The survey is fully anonymous and therefore students will only be entered into the lucky draw i f they voluntarily provide us with their student emails. The winners will b e selected at random. The prizes are as follows:

1st Prize: Nintendo Switch Console (1 winner)
$2^{\text {rd }}$ Prize: Fujifilm Instax Square SQ6 Polaroid Film Camera (2 winners)
Consolation Prizes:
$\$ 50$ Coles-Myers Gift Card (5 winners)
$\$ 20$ Coles-Myers Gift Card (30 winners)
8) Timeline

| $12 / 10 / 2020$ | Commencement of the survey |
| :---: | :---: |
| $12 / 12 / 2020$ | End of Survey |



## 9) Budget

$\$ 1,557$ for the prizes and due to the current situation where on-campus publ icity will not happen, therefore publicity budget is allocated for a booste $r$ as 'sponsored' content on various social media (including Facebook and Instagram). Also the miscellaneous is included which may cover the delivery cost of the prizes.

|  | List of Items |  |
| :--- | :--- | :--- |
|  | Budget: | $\$ 2,236$ |
| Item | Quantity |  |
| Nintendo Switch Consoles | 1 PCS (\$ 449 each) | $\$ 449$ |
| Fujifilm Instax Square SQ6 P <br> olaroid Film Camera | 2 PCS (\$129 each) | $\$ 258$ |
| $\$ 50$ Gift Cards (TBD) | 5 PCS (\$50 each) | $\$ 250$ |
| $\$ 30$ Gift Cards (TBD) | 30 PCS (\$20 each) | $\$ 600$ |
| Publicity | 14 DAYS (\$30 each) | $\$ 420$ |
| Miscellaneous | TOTAL | $\$ 259$ |
|  |  | $\$ 2,236$ |

## 10) Conclusion

This concludes our proposal. Please do approach us for any sorts of questio ns.

Prepared by

Putri Shafira, Eric Shi, Anthony Ngadiyoto
Education and Welfare Department 2020-21
UMSU Internation

International Buddies Proposal
Central Committee Meeting \#4 - Friday 25th September 2020

## 1. Introduction

Since the Covid-19 pandemic, many students have suffered severe deteriorati ons in their social welfare. With many international students flying back $t$ o their home countries to be with their families, and others restricted by social distancing and self isolation regulations, the opportunities to enga ge in the University' s community have decreased.

Hence, to help students reconnect with the community, as well as to have a break from their studies, the Welfare and Cultural \& Social Department have decided to create a line of social welfare targeted events. This first even t , held in collaboration with UMSU Welfare, aims to reconnect students acro ss the globe.

## 2. Rationale

A recurring social welfare concern we find that international students face , is difficulty developing friendships beyond their ethnic circles. Multipl e factors contribute to this, such as language comfortability and self-conf idence. However, we find that a significant contributing factor is a lack o f opportunities to closely interact. This event' s core objective is to pro vide a platform for these close interactions to occur, and for more interna tional students to develop inter-ethnic friendships with both international and local students.

## 3. Objectives

- To provide opportunities for students to stay social and create frien dships prior to transitioning back to physical learning.
- To create a platform for international students to create more interc ultural friends, meet local students and create friendships that last
- To assist students by building a support system during this stressful period.
- To provide an environment in which students can leave their studies b ehind for the evening, and enjoy playing games and meeting new people


```
4. Event Details
    Coordinators : Cecilia LEE, Christine MOORE (Welfare)
    : Aaron JOHANNES, Akshaya RAMAKRISHNAN (C&S)
    Date : Monday, 5 October 2020
    Time : 17:30 - 19:30 Australian Eastern Standard Time
    Platform : Online, through Zoom
    Budget : $1000
    Manpower : 4 Coordinators, 5, 0Bs, 30 ISAs, 15 UMSU Welfare Volunt
eers
    Target audience : 150 Participants (ideally 75 International and 75 Local
)
```


### 3.1. Event 0verview

### 3.1.1 Event Format

International Buddies is a social welfare event that aims to create long te rm friendships between International and Local students through fun and int eractive team activities. Students are formed into groups of 4 or 5 (an ISA is allocated to each group) and they rotate through a set of games and soci al activities, which challenge them to work together and win against other teams or solve puzzles. By the end of the event, we hope that the students have become comfortable with each other and will stick together until at le ast next semester where we support them in meeting physically with a celebr atory dinner.

### 3.1.2. Delegation of Tasks

| Tasks | OB in charge |
| :---: | :---: |
| Liaison with UMSU Comms <br> - Ticketing <br> - Platform Guide <br> - Design <br> - Giveaway Confirmation | Cecilia |
| ISA and Volunteers <br> - Planning training and briefing <br> - Communication with HR | Akshaya |
| Publicity <br> - Design <br> - Communication with M\&C <br> - Boosting Logistics | Christine |
| Event Planning <br> - Event description and timeline <br> - Rooms activities (Games and Socializat ion) | Aaron |

### 3.1.3. Pre-Event

1. Collaborate with the HR department and gather OB' $\mathrm{s} / \mathrm{ISA}$ ' s for th e event.
2. Do a test run with $0 B^{\prime} \mathrm{s}$, ISA' s and Welfare Volunteers. This will i nclude event briefing and practice test run of the game with the IS A/ OB' s.
3. Design publicity materials for publicising the event across availab le virtual platforms. Done in collaboration with the M\&C department and UMSU Comms.
4. Create ticketing for registrations. Done in collaboration with UMSU Comms.
5. Plan and design game and socialization activities for different roo ms.
6. Create feedback forms which will be shared with the participants at the end of the event.
7. Equip all the ISA' s, OB' s and Welfare volunteers with the necessa ry files for the event and ensure they are aware of individual task s.

### 3.1.4. Prospective Event Timeline

| Time | Activity | Details |
| :--- | :--- | :--- |
| $17.00-17: 30$ | Final preparation <br> and briefing for <br> OBs, ISAs and Wel <br> fare | All volunteers shall be given a fi <br> nal briefing and make sure that al <br> l the slides / links are working p <br> erfectly. Each volunteer will be a <br> ssigned to a room. |
| $17.30-19: 15$ | Game and Socializ <br> ation | Participants will be divided into <br> groups and carry out a series of g <br> ames and socializing activities. I <br> n each room there will be at least <br> one local student as a volunteer a <br> nd one ISA member. |
| $19.15-19.30$ | Giveaway Draw | All participants will be redirecte <br> d back to the main room where we w <br> ill be spinning a digital wheel to <br> announce the 30 winners for the gi <br> veaway. |

## 5. Budget Allocation

| Items | Budget (\$) |
| :--- | :--- |
| Celebratory Fund - Fund to congratulate teams that s <br> tick together and form long term relations | $\$ 500$ |
| Giveaway (\$10 x 30 Winners) - Winners must be signed <br> up to UMSU Intl's Mailing List | $\$ 300$ |
| Publicity: Facebook Boosting | $\$ 100$ |


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| :--- | :--- | :--- |
| Miscellaneous/Flexibility Fund | $\$ 100$ |
| TOTAL | $\$ 1000$ |

## 6. Conclusion

The Welfare and Cultural \& Social department hope to create everlasting fri endships between International and Local students through this event. This concludes our proposal for International Buddies. Please feel free to appro ach anybody from the Welfare or Cultural \& Social team should you have any questions or suggestions.

Prepared by,
Welfare X Cultural \& Social Department 2020-2021,
UMSU International

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The Amazing Race (Lockdown Edition) Final Report<br>Central Committee Meeting \#4 - Friday 25th September 2020

## 1. Introduction

This report summarises The Amazing Race (Lockdown Edition) which took place on Saturday, 12th September 2020. During this event, participants compete $t$ o travel virtually across seven continents where they face a series of chal lenges and physical tasks before receiving clues to reach the final destina tion.

## 2. Objectives

- To break the monotony by engaging students with activities that chall enges one' s mind and body.
- To help students in distant countries close the distance and reconnec t with the university community.
- To allow students who are longing to travel go about exploring virtua 1ly and learn about new cultures along the way.
- To foster team-building amongst students and ease the transition to v irtual semesters.


## 3. Event Details

Coordinators : Akshaya RAMAKRISHNAN, Aaron JOHANNES
Date : Saturday, 12 September 2020
Time : 17:00-19:30 Australian Eastern Standard Time
Platform : Online, through Zoom
Budget : $\$ 300$

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Manpower
: 2 Coordinators, 20 0Bs / ISAs
Target audience : 70 Participants (ideally $15-18$ groups of $4-5$ members)

## 4. Event Overview

## 4. 1. Pre - Event Briefing and Test Run Flow

Date : Thursday, 10 September 2020
Time : 16:45-20:00 Australian Eastern Standard Time
Platform : Online, through Zoom
Attendance : 100 OBs and 23 ISAs

| Time | Activity | Description |
| :---: | :--- | :--- |
| $16: 45-16: 50$ | Planning Team Sign in |  |
| $16: 50-17: 00$ | Final preparation | Briefing and make sure all <br> links are working |
| $17: 00-17: 15$ | Sign in and Bonding | Be involved and welcoming, <br> create topics for conversa <br> tions, answer questions th <br> ey have. |
| $17: 05-17: 15$ | ISAs and 0Bs Attendance | Mark attendance in a sprea <br> dsheet if present, if at 1 <br> $7: 10$ not yet there, start <br> contacting. |
| $17: 15-17: 30$ | Welcome Presentation | Present slides 1 to 11 of <br> the "0B/ISA Briefing Slide <br> s". |
| $17: 15-17: 30$ | Set-Up Breakout Rooms | Assign each planning team <br> member to a Breakout Room |
| $17: 30-17: 40$ | Game Introductions | Each breakout room will ha |

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|  |  | ve a host to explain the g <br> ame and rules |
| :--- | :--- | :--- |
| $17: 40-19: 10$ | Game Test Run | Hosts will give the first <br> clue. When teams are done, <br> return to the main session <br> ( |
| $19: 10-19: 30$ | Feedback Session | Present slides 12 to the e <br> nd of the "0B/ISA Briefing <br> Slides". |
| $19: 30-20: 00$ | Planning Team Meeting |  |

## 4. 2. Event Day Flow

Date : Saturday, 12 September 2020
Time : 16:30-19:30 Australian Eastern Standard Time
Platform : Online, through Zoom
Attendance : 86 Participants, 10 0Bs, and 22 ISAs

| Time | Activity | PIC Task | Host Task |
| :---: | :--- | :--- | :--- |
| $16: 30-16: 4$ <br> 0 | Coordinators and <br> Hosts sign in | PIC needs to ensur <br> e that hosts are j <br> oining on time and <br> ticking their name <br> s off the attendan <br> ce sheet. | Rename yourselves to <br> Host_RegisterName" |
| $16: 40-16: 5$ |  |  |  |
| 5 | Final Briefing an <br> d Preparation | PIC needs to deliv <br> er final notes and <br> briefings to the H <br> ost. | Hosts need to follow <br> the "Hosts Instructi <br> on" Booklet and open <br> the required documen <br> ts in Incognito Wind |
| ow to make sure ever |  |  |  |

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|  |  |  | ything is working. |
| :---: | :---: | :---: | :---: |
| $\begin{gathered} 16: 45-16: 5 \\ 5 \end{gathered}$ | Assign Breakout R ooms (Hosts) | PIC needs to alloc ate hosts into a b reakout room |  |
| $\begin{gathered} 16: 55-17: 1 \\ 5 \end{gathered}$ | Participants Sign in and Bonding | PIC needs to make sure all participa nts are muted, has "group name/indivi dual" written in f ront of their name s | Hosts need to make s ure all participants are muted, has "grou p name/individual" w ritten in front of $t$ heir names |
| $\begin{gathered} 17: 05-17: 1 \\ 5 \end{gathered}$ | Participants Atte ndance | As participants ar e joining, PICs wi 11 be accepting pa rticipants into th e event ticking th eir names off the attendance sheet. |  |
| $\left\lvert\, \begin{gathered} 17: 05-17: 2 \\ 0 \end{gathered}\right.$ | Assign Breakout R ooms (Participant s) | PIC is in charge o f assigning partic ipants to breakout rooms and opening them. |  |
| $\left\lvert\, \begin{gathered} 17: 20-17: 3 \\ 0 \end{gathered}\right.$ | Game briefing in <br> Breakout Rooms | During this time, most teams should be in the breakout room. PICs need to hop in and out of breakout rooms to ensure that hosts are on track | Hosts need to fill u p the team details s preadsheet. During t his time, members ar e able to get to kno w their team and hos ts. |
| $\begin{gathered} 17: 30-19: 3 \\ 0 \end{gathered}$ | Game Time | Aaron will be rece iving help calls f | Hosts are to follow all Game Instruction |

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|  |  | rom different room <br> s. PICs will be se nt to rooms that n eed help! 1 or 2 p eople can be sent around to check ra ndomly and take sc reenshots. | s carefully. Remembe r to start the timer and end it. Hosts al so need to update th e group whenever a $n$ ew continent is reac hed. When a team fin ishes, they can retu rn to the main sessi on. All teams will b e called back at 7.3 0 . At the end of the game, remember to as k all of them to com plete the feedback f orm. |
| :---: | :---: | :---: | :---: |
| $\left\lvert\, \begin{gathered} 19: 30-19: 4 \\ 5 \end{gathered}\right.$ | Debrief Session | PIC needs to colle ct data from all t he hosts and calcu late the time of e ach team. | Hosts need to calcul ate the time of each team including any t ime penalties. |

## 5. Budget Breakdown

| Items | Amount (\$) |
| :--- | :--- |
| Prizes for Winners: Top 2 Teams <br> (2 Teams x 4 Players/Team x \$30/Player) | $\$ 240$ |
| Prizes for guessing the event name: First 3 Pe <br> ople <br> $(3 \times 15 \$ /$ Person $)$ | $\$ 45$ |
| Total | $\$ 285$ |
| Total Budget Allocated | $\$ 300$ |

*A budget surplus occurred due to both winning teams having only 4 players instea $d$ of the maximum of 5 .

## 6. Publicity

Facebook: The Facebook event page and frame were set up and released 10 day s before the event. The responses for the event were 90 Interested and 53 G oing.

Instagram: A day prior to the event publicity, a "guess the event name" g ame was implemented to get a high level of engagement. The event poster was advertised at the same time as Facebook.

This event was also promoted in the UMSU Weekly Newsletter as well as the U MSU Instagram page.

## 7. Registrations and Attendance

Registrations were conducted through a google form where participants are g iven the choice to either enroll individually or as a team. Registration wa s closed in two stages where the first stage was placing participants in a waiting list, while the second was disabling the form.

A total of 148 registrations were recorded; 124 of them were registered bef ore the first registration closing date, while the remaining 24 were put in to the waiting list.

Out of 124 of them registered, where 93 confirmed their attendance, 87 of $t$ hem were present on the event day, which allowed us to have high accuracy ( $93.5 \%$ in attendance predictions.
8. Feedback Statistics

Out of 87 students who participated, 86 of them had helped us filled up thi s survey (99\%).

### 8.1 Event Engagement

How engaging was the event?


The majority (79.1\%) of the participants found that the event was highly en gaging.

## 8. 2 Future Event Possibility

Would you like to attend another event similar to this in the future?
86 responses


Almost all participants ( $94.2 \%$ ) would like to attend a similar event.

## 8. 3 Type of games participants like

Which were your favorite games?


The distribution of games in which participants enjoy is quite dispersed. W

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- Uumsu ntl Care for, Act for, Stand for International Students
e have analyzed a certain trend that participants tend to enjoy games that require more engagement and interaction with one another rather than questi ons that are obscure which requires individual research.


## 8. 4 Improvement for future events

What are some areas we can improve on?
86 responses


As mentioned above, there can be changes to the challenges and tasks which would allow participants to be more engaged. Some participants also suggest ed having background music or introduction music to enhance the feeling of the game.

## 8. 5 Other comments

From other comments mentioned, participants loved the hosts as they were re ally fun and engaging. Participants also preferred more games that let them interact with one another. From these, we are able to analyze that particip ants love it when the room is lively, where there are communication and int eraction between the hosts and other participants.

## 9. Problems and Suggestions

Registrations were significantly higher than anticipated based on the initi al prediction we have made in the proposal. To prevent overload, we had to close the registrations 1 day earlier and place participants in a waiting 1 ist to prevent an overload.

Additionally, the number of volunteers needed increases due to the growth i n registrations, however, we are not able to achieve the target number as t he request was made too suddenly. Moreover, there are some volunteers who $u$ nfortunately had to drop out prior to the event.

Suggestion 1: It is better to have a larger anticipated number of participa nts rather than less as this would allow us to have sufficient volunteers a nd allow for unexpected events of volunteers not being able to attend the e vent. As a result, we are able to accept all registered participants and in crease the event size.

Suggestion 2: An observation was made that UMSU' $s$ help in publicity has in creased the number of registrations.

Suggestion 3: In order to have higher accuracy in attendance, coordinators are encouraged to ask participants to reply to a confirmation email. From $t$ his event, there are many cases in which participants confirmed and notifie $d$ us later that they have canceled, which would be highly beneficial for co ordinators to take note.

## 10. Conclusion

Overall, for the first time executed in UMSU International, this event can be labeled a success. The feedback provided by the participants has given u s a clear direction of what they are looking for in a game night, and it is very important for future coordinators to look into it.

This concludes our report. A special thank you to all the departments whom we have worked together closely with during these past 2 weeks. Please feel free to approach anybody from the Cultural \& Social department should you h ave any questions or suggestions.

Prepared by,
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1. Other Business

Deliveries of sponsorship goods during the pandemic.
Strike System
2. Next Meeting

- To be determined

