



## Agenda

Central Committee Meeting #5 - 16<sup>th</sup> October Friday 2020

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Time : 16 30

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
  - 4.1 Get Certified!
  - 4.2 ISA Discord
  - 4.3 ISA Gift Incentives
  
5. Reports
  - 5.1 International Buddies
  - 5.2 Get Trivial with UMSU International
  - 5.3 ISA Bonding Night
  - 5.4 Professional Mingle Week
  
6. Other Business
  
7. Next Meeting



## Unconfirmed Minutes

Central Committee Meeting #4 - Friday 25<sup>th</sup> September 2020

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Date : 11/9/2020

Time : 16 30

Venue : Zoom

### 1. Procedural Matters

#### 1. Acknowledgement of Indigenous Owner

#### 2. Official Welcome

#### 3. Attendance and apologies

- Attendance - 29 members
- Apology from Aaron Johannes, Michelle Lee, Christine Moore (lateness), Akshaya Ramakrishnan(leave early)

#### Motion 1

Move that Standing Orders be adopted for CCM #5 at 4:33 **pm**.

Mover : Elisha Xin Yee CHUNG

Seconder : Putri SHAFIRA

CARRIED without contention.

#### 4. Adoption of Agenda

#### Motion 2

Move that the Agenda for CCM #5 be adopted.

Mover : Akshaya RAMAKRISHNAN

Seconder : Adrian So

CARRIED without contention.



## 2. Matters Arising from Previous Minutes

## 3. Confirmation of Previous Minutes

### Motion 3

Move that the minutes of CCM #3(Sem 2, 2020) be accepted and confirmed as a true and accurate record.

Mover : Kezia Rebecca PRANATA

Seconder : Stefan Amando Marbun

**Motion carried.**

### Motion 4

Move that the Get Trivial! with Umsu International be accepted.

Mover : Angela

Seconder : Steven

**Motion carried.**

### Motion 5

Move that the Pixelate Your Imagination be accepted.

Mover :

Seconder :

**Motion carried.**

### Motion 6

Move that the International Student Survey be accepted.

Mover :

Seconder :

**Motion carried.**



Motion 7

Move that the International Buddies be accepted.

Mover :

Seconder :

**Motion carried.**

Motion 8

Move that the The Amazing Race (Lockdown Edition) be accepted.

Mover :

Seconder :

**Motion carried.**

**4. Other matters**

Motion 9

Move that Standing Orders be suspended at 6:09 pm.

Mover : Jayden

Seconder : Elisha

**Motion carried.**

Motion 10

Move that CCM #5 be adjourned at 6:10 pm.

Mover : Angela

Seconder : Cecilia

**Motion carried.**



Prepared by,

Haolan Liang  
Secretary 2020/2021  
UMSU International

## Get Certified! Semester 2 2020 Proposal

Central Committee Meeting #5 - Friday 16<sup>th</sup> October 2020

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### 1) 1. Introduction

To address the increasingly relevant issue of International Student jobs and Financial Welfare, the Welfare department has decided to run an employability series to prepare International students for the holiday casual/part time employment season. The first part of this employability series, and the core of our offerings, is hospitality certificates. Our first two will be the Responsible Service of Alcohol (RSA) and Responsible Service of Food (RSF) certificates, that students can take and work at facilities like bars, bottle shops and licensed restaurants. If these first two perform well, other workshops (including a Barista Training Workshop, and a Bartending Course) will also follow under the same banner.

We've chosen to run these courses despite the current lack of jobs in the hospitality sector, because we see it as a way of providing students with an edge in the recovering job market. It is best to prepare them now with these skills and qualifications, so that they can begin their search early and take on a wider range of jobs. Further, as we are running big sessions of students, we can obtain a discount, with rough expectations being 30%. This allows us to make the certificates particularly affordable for students.

A secondary purpose of these workshops is to train up student groups in the University, where there is large demand (as RSA and RSF are two required certificates for student events involving food and drinks according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities both on the organizing level and the participation level.



This event marks the beginning of the Professional Welfare portfolio in UMSU Intl' s Welfare department. To complement these events, we have discussed for workshops to be run by Careers & Employability (C&E), the department in the University that supports student employability. We expect these courses to be on: “How to turn a certificate into a job” and “How to jumpstart your career using your first job” .

## 2) 2 Event Details

Coordinators : Eric Shi, Huiting Chen  
Date : Workshop 1 (RSA) - 24/10/2020 - 27/10/2020; Workshop 2 - TBC  
Time : Workshop 1 (RSA) - 1pm - 5pm (24th and 25th),  
5pm - 9pm (26th and 27th). Workshop 2 - TBC  
Venue : Online (Zoom)  
Budget : \$1300  
Target : 75 People (MAX 25 per Workshop) with a MAX Cap of 4 Workshops (100)

**Manpower : 2 Coordinators + 2 Expected Co-Opts**

### Objectives

- To help international students gain proper work **qualification** for a casual/part time job in Victoria
- To offer channels to international students for job hunting, and provide assistance on improving relevant job-hunting skills (resume writing, etc)
- Through this series of training workshops, to help international students **locate a job** that could help relieve their financial stress while studying in the University of Melbourne
- To promote one of the goals of the new UMSU International Welfare department: To help with the employability issue of international students in Melbourne.

### Pre-Event Overview

1. Confirmation with the Ethics Committee on the service providers
2. Advertising the event (publicity): event page on FB, the student portal page, etc.
3. Communications with other student groups and faculties
4. Ticketing
5. Booking the training service
6. Polling for the upcoming training workshops

### 3) 3 Timeline

Expected Date	Expected Workshop
24/10/2020 - 27/10/2020	Responsible Service of Alcohol (RSA) Workshop

02/12/2020 - 04/12/2020

Responsible Service of Food (RSF) Workshop

**4) 4 Budget**

Items	Expected Price
Student Price Support (\$10 x 75 Students)	750
Publicity	100
Miscellaneous	450
<b>Total</b>	<b>1,300</b>

**5) 5. Conclusion**

The Welfare department endeavours to support the professional development and financial welfare of international students during this difficult time period. Where many are left without money and without jobs, the opportunity to upskill and obtain employable certificates can be invaluable.

Prepared by

Eric Shi & Huiting Chen  
Welfare Director and Welfare Officer  
2020/21 UMSU International



**ISA Discord Semester 2 2020 Proposal**Central Committee Meeting #5 - Friday 16<sup>th</sup> October 2020

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**1. Introduction**

UMSU International recently opened up its new discord server. In order to encourage more international students to join in and use our discord, we aim to have ISAs interact more in the discord server. This will provide a cosier server for other international students to join in and meet new friends. We are proposing to provide gifts for 5 ISAs who chat the most on the server. We will use a lucky draw system to pick 5 ISAs.

**2. Aim**

-To encourage ISAs to use our discord server more.

-To transform our discord server from an unfamiliar and empty server into a homey one.

**3. Explanation of rewards:**

The rewards given to the 5 ISAs will all be the same. They will be UMSU INTL merchandise that the Media and Communications Department has in stock back in the UMSU INTL lounge. We decided that these would be appropriate gifts, seeing that the top 5 ISAs in discord would be the ISAs who are most sociable. Giving them souvenirs that have the UMSU INTL logo would allow them to save a memory of their fun days with us UMSU INTL.

**4. Budget Allocation**

Expenses	
Item	Amount (\$)
UMSU INTL Merchandise x 5 (already in lounge)	\$0
Miscellaneous	\$200



Total Expenses	\$200
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## 5. Conclusion

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

Prepared by,

Elisha Xin Yee Chung  
Human Resource Director 2020/2021  
UMSU International

**ISA Gift Incentives Semester 2 2020 Proposal**  
Central Committee Meeting #5 - Friday 16<sup>th</sup> October 2020

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## 1. Introduction

UMSU International plans various events for international students and in order to organise our events successfully, we require experienced ISAs. Among our current 75 ISAs, 36 of them have reached the updated minimum hour requirement of 20 total hours, thus graduating successfully. However, we did not recruit any additional ISAs in Semester 2 2020 due to the ongoing pandemic. We decided that we would not be able to care for another batch of ISAs with the current situation. With that, we currently only have 39 ISAs who have not completed their hours (and 14 of those are completely inactive and non contactable via email and Messenger). We realised that UMSU International will not be able to run its events successfully with the lack of experienced ISAs to help out. Hence, in order for us to continue to provide enjoyable events for our international student community in the university, we are now proposing to provide gift incentives for ISAs. These will be used to encourage the ISAs we have on hand right now to extend their term up until next year's SummerFest ends. We do see the possibility of recruiting more ISAs during the summer holidays instead of asking the current ISAs to extend their terms. However, having knowledgeable and skillful ISAs to help out our multiple hectic SummerFest events will be more beneficial than having to train new ISAs on how we do our events. Evidently, we want our events to be successful. Events that are held during the SummerFest will have highest importance as it would be our first contact with the new batch of international students. We want international students to enjoy the events we organise and for them to meet more friends along the way too. Hence, it will be of our utmost importance to ensure that the events run as smoothly and as friendly as possible. After serious consideration, the Human Resources department strongly feels that we need the current experienced ISAs in order to achieve this goal.

## 2. Aim

- To ensure that we have sufficient experienced ISAs for our hectic SummerFest events in order for them to run successfully, allowing the international students to be able to enjoy their university experiences to the fullest.

### 3. Explanation of gift incentives:

The gift incentives will only apply for ISAs who extend their term until next year's SummerFest. How the gift incentives will work is that, for every hour above the 20 hour minimum that a graduated ISA gains, it will be an entry to a lucky draw. In this lucky draw, we will have 3 prizes. By the end of their term, we will draw 3 names from the entries, one name for each of the 3 prizes.

### 4. Budget

Below are the prizes we have in mind for now but if these items are no longer available or are priced at a different price from what we have found, we will aim to purchase items that are either the same price or lower to replace these. Our budget will be set at \$160 for now, the additional cost being the delivery fees.

<b>Expenses</b>	
<b>Item</b>	<b>Amount (\$)</b>
Amazon Echo (Gold Prize)	\$79 (JB Hi Fi)
Logitech Mouse (Silver Prize)	\$45 (JB Hi Fi)
Personal Blender (Bronze Prize)	\$29 (Big W)
<b>Total Expenses</b>	<b>\$153</b>

### 5. Conclusion

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

Prepared by,

Elisha Xin Yee Chung  
Human Resource Director 2020/2021

UMSU International

**International Buddies Final Report**  
Central Committee Meeting #5 - Friday 16<sup>th</sup> October 2020

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**1. Introduction**

This report summarises “International Buddies” which took place on Monday, 5th October 2020. During this event, participants socialized over various activities and engaged in close interaction to expand their social circles to inter-ethnic groups.

**2. Objects**

- To provide opportunities for students to stay social and create friendships prior to transitioning back to physical learning.
- To create a platform for international students to create more intercultural 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 behind for the evening and enjoy playing games and meeting new people.

**3. Event Details**

Coordinators : Cecelia LEE, Akshaya RAMAKRISHNAN, Aaron JOHANNES

Date : Monday, 5 October 2020

Time : 17:30 - 19:30 AEST

Platform : Online, through Zoom

Budget : \$1000

Manpower : 3 Coordinators, 5 OBs, 30 ISAs and 15 UMSU Welfare

Target audience : 150 Participants

#### 4. Event Overview

##### 4.1 Pre - Event Briefing and Test Run Flow

Date : Friday, 02 October 2020

Time : Session 1 - 19:30 - 20:45 AEST

Session 2 - 20:45 - 22:00 AEST

Platform : Online, through Zoom

Attendance : 06 OBs, 29 ISAs and 1 UMSU Welfare Volunteer

Time	Activity	Description
19:00-19:10	Planning Team Sign in	
19:10-19:20	Final preparation	Briefing and making sure all the game slides are in order and working.
19:20-19:25	Sign in and Briefing (session 1)	Be involved and welcoming, create topics for conversations, answer questions they have. Present OB/ISAs briefing slides 1-5.
19:25-19:30	ISAs and OBs Attendance	Mark attendance in a spreadsheet if present, if at 19:25 not yet there, start contacting.
19:30-19:35	Set-Up Breakout Rooms	Assign each planning team member to a Breakout Room
19:35-19:40	Bingo Game Introductions	Each breakout room will have a host to explain the game and rules
19:40-19:45	Game Test Run - Bingo	Hosts will make the participants play the Bingo, and once all teams have finished the Bingo they return to the main session.
20:00-20:05	Psychiatrists Game Introductions	Planning team explains the game instructions to the attendees.
20:05-20:10	Set up New Breakout Rooms	Merge 2 breakout rooms together from the Bingo Test Run rooms.

20:15-20:30	Psychiatrist Game Test Run	Members play the game in their respective breakout rooms, and once the game is finished they come back to the main session
20:30-20:45	Feedback Session	Present slides 9 to the end of the "OB/ISA Briefing Slides".
20:45-20:50	Sign in and Briefing (session 2)	Be involved and welcoming, create topics for conversations, answer questions they have. Present OB/ISAs briefing slides 1-5.
20:45-20:50	ISAs and OBs Attendance	Mark attendance in a spreadsheet if present, if at 20:30 not yet there, start contacting.
20:45-20:50	Set-Up Breakout Rooms	Assign each planning team member to a Breakout Room
20:50-20:55	Bingo Game Introductions	Each breakout room will have a host to explain the game and rules
20:55-21:25	Game Test Run - Bingo	Hosts will make the participants play the Bingo, and once all teams have finished the Bingo they return to the main session.
21:25-21:30	Psychiatrists Game Introductions	Planning team explains the game instructions to the attendees.
21:25-21:30	Set up New Breakout Rooms	Merge 2 breakout rooms together from the Bingo Test Run rooms.
21:30-21:45	Psychiatrist	Members play the game in their respective breakout rooms, and

#### 4.2 Event Day Flow

Date : Monday, 05 October 2020

Time : 17:15 - 19:30 AEST

Platform : Online, through Zoom

Attendance : 90-100 Participants (Late entries and failure to fill attendance, makes number a range), 5 OBs, 30 ISAs and 4 Welfare Coordinators



Time	Activity	PIC Task	Host Task
17:15-17:20	Coordinators and Hosts sign in	PIC needs to ensure that hosts are joining on time and ticking their names off the attendance sheet.	Rename yourselves to "RoomNo_RegisterName" if you have been allocated into a room, Co-hosts to rename as "Host_RegisterName"
17:15-17:20	Final Briefing and Preparation	PIC needs to deliver final notes and briefings to the Host.	Hosts need to follow the "Hosts Instruction" Booklet and open the required documents in another Window to make sure everything is working.
17:15-17:20	Assign Breakout Rooms (Hosts)	PIC needs to allocate hosts into a breakout room	
17:20-17:25	Participants Sign in and Bonding	PIC needs to make sure all participants are muted.	Hosts need to make sure all participants are muted, and answer any questions that they may have.
17:20-17:25	Participants Attendance	As participants are joining, PICs will be accepting participants into the event ticking their names off the attendance sheet.	
17:20-17:25	Assign Breakout Rooms (Participants)	PIC is in charge of assigning participants to breakout rooms and opening them.	
17:25-17:35	Bingo Game briefing in 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	Hosts need to fill up the team details spreadsheet. During this time, members are able to get to know their team and hosts.

		on track	
17:35-18:40	Bingo Game Time	Stefan will be receiving help calls from different rooms. PICs will be sent to rooms that need help! 1 or 2 people can be sent around to check randomly and take screenshots.	Hosts are to follow all Game Instructions carefully. When a team finishes, they can return to the main session. All teams will be called back at 18:40 to play the Psychiatrist game next.
18:40-18:45	Psychiatrist Game Briefing		PIC will de-brief participants on the game while the host is merging breakout rooms.
18:30-18:45	Merge Breakout Rooms (Participants)		Host will merge consecutive pairs of breakout rooms and open it to start the next game.
18:45-19:15	Psychiatrist game time	PIC in the main session will help psychiatrists who come out with any queries and Stefan will be in charge of sending the psychiatrists back to their room.	Meanwhile, teams in breakout rooms must come up with the disease and request for their psychiatrists to come into the room. All participants will be called back into the main session by 19:15.
19:15-19:20	Feedback form filling	Prior to the lucky draw giveaway, the PIC will obtain the feedback for the event.	A QR code will be displayed and after a minimum of 80 responses, the PIC will move onto to do the Lucky Draw.
19:20-19:25	Giveaway Draw	PIC needs to create a Lucky Draw Spreadsheet basis the Bingo team details updated	PIC will be doing a randomization sequence in google sheets to announce the first 30 names as winners for the giveaway.



19:25-19:30	Celebration Criteria Briefing	Coordinator will brief all participants of the Celebration Criteria.	The participants will be shown the points criteria sheet and the celebration dinner will be briefly explained. Additional information will also be posted on the IB FB group.
19:30-19:40	Feedback session	Coordinators will seek feedback from the event organizers.	

### 5. Budget Breakdown

Items  
Budget (\$)

Celebratory Fund - Fund to congratulate teams that stick together and form long term relations	\$500
Giveaway (\$10 x 30 Winners) - Winners must be signed up to UMSU Intl's Mailing List	\$300
Publicity: Facebook Boosting	\$100
Miscellaneous/Flexibility Fund	\$100
<b>TOTAL</b>	<b>\$1000</b>

\*The celebration fund is for the people who are eligible and have accumulated the 70 points.

### 6. Publicity

Facebook: The Facebook event page and the International Buddies Facebook Group were set up and released 10 days before the event. The responses for the event were 88 Interested, 57 Going and 39 Shares. The Facebook Group had 122 members joining the group.

This event was also promoted in the UMSU Weekly Newsletter as well as the UMSU Instagram page. Altogether there were roughly 103 Likes across Instagram.

## 7. Registrations and Attendance

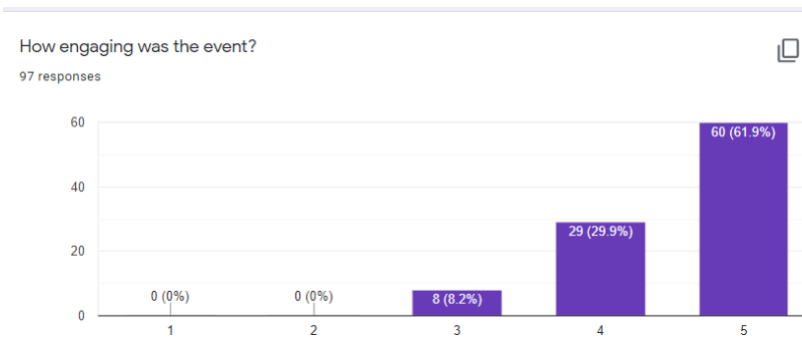
Registrations were conducted through a ticketing link by “TryBooking” where participants registered individually by purchasing a “zero cost” ticket. Registration limit was set at 200 participants, post which additional registrations were automatically declined.

A total of 165 registrations were recorded; Out of 70 of them confirmed their attendance, 125 of them were present on the event day, which allowed us to have high accuracy (76%) in attendance predictions.

## 8. Feedback Statistics

Out of 125 students who participated, 121 of them had helped us fill up this survey (97%).

### 8.1 Event Engagement

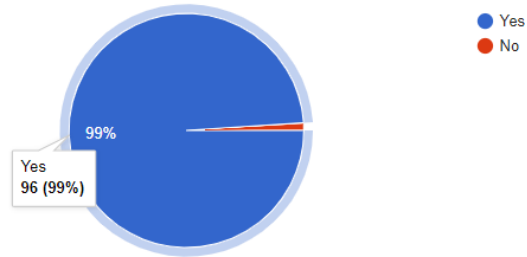


The majority (61.9%) of the participants found that the event was highly engaging.

### 8.2 Future Event Possibility

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

97 responses

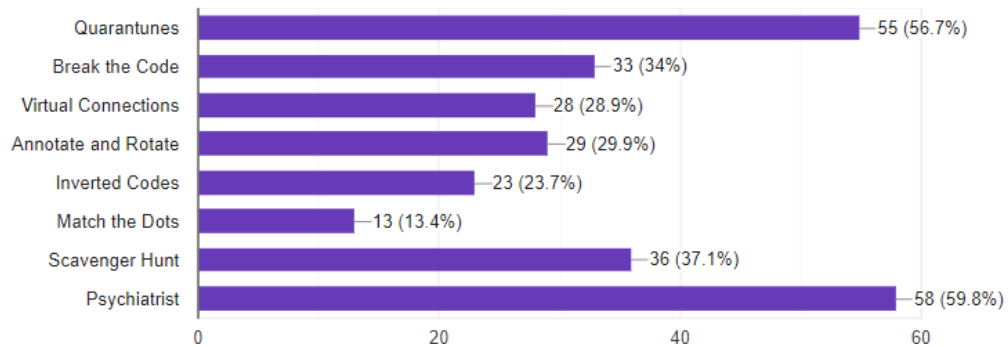


Almost all participants (99%) would like to attend a similar event.

### 8.3 Type of games participants like

Which were your favorite games?

97 responses

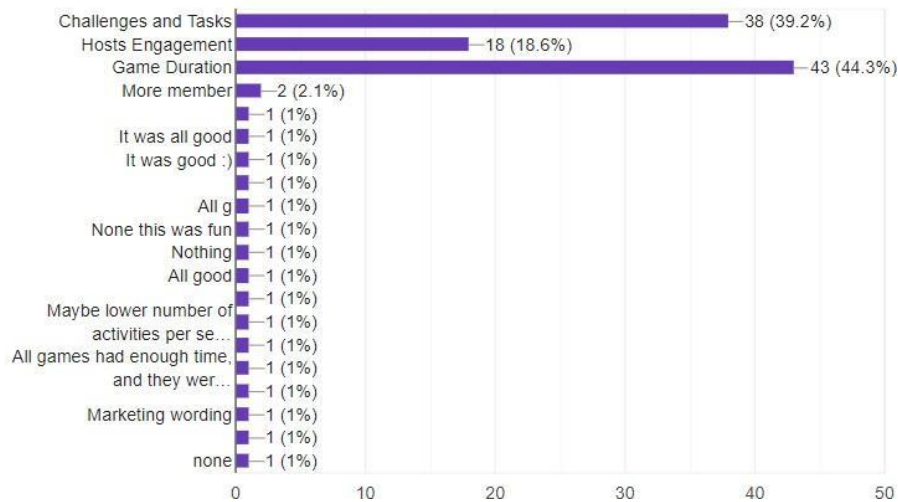


The distribution of games in which participants enjoy is quite dispersed. We have analysed a certain trend that participants tend to enjoy games that require more engagement and interaction with one another rather than questions that are obscure which requires individual research.

### 8.4 Improvement for future events

What are some areas we can improve on?

97 responses



As mentioned above, there can be changes to the challenges and tasks which would allow participants to be more engaged. Some participants also suggested increasing the duration of the game “Psychiatrist”, as they felt it was extremely effective in keep all parties engaged.

### 8.5 Other comments

From other comments mentioned, participants loved the hosts as they were really approachable and engaging. Participants also preferred more games that let them interact with one another as they were grouped with strangers. From this, we are able to analyse that participants love to break out of the monotony with variation in games that keep them engaged and allow socialising,

We also had plans for a celebratory dinner, and participants are eligible to participate if they meet certain criterias. Due to current restrictions, the celebratory dinner will be held after restrictions are eased and it is safe for participants to meet while complying with Government’s rules.

International Buddies was a great event to expand UMSU Intl’s network to UMSU Welfare and potentially opens a lot of doors to engaging in collaborations with other units like Stop 1, MBSSA etc.

## 9. Problems and Suggestions

Registrations were slightly higher than anticipated based on the initial prediction we made in the proposal, but the actual engagement was lower and the type of demographic we reached ended up being highly international student favoured. This is because we overestimated the reach of UMSU and UMSU Welfare over local students, and underestimated their reach over international students, a demographic we didn’t need to further appeal to.



There were meant to be 15 UMSU Welfare volunteers, but only 1 was able to make it to the test run and only 4 were available for the event day. Hence, there was a possibility of being understaffed for hosts should we have had more participants.

Since International Buddies was done in collaboration with UMSU Comms, the ticketing link for the event was created at UMSU Comm's end. However, this posed a unique problem as

we were unable to retrieve the ticketing data and were dependent on UMSU Comms to make it available for us.

Lastly, there was a mix of updated/non-updated Zoom users which led to difficulty in assigning breakout rooms as usual. We had to request another officer to step in and help out, as the updated Zoom did not support the functions we wanted to do.

*Suggestion 1: It is better to ensure all volunteers attend the test run by the PIC as that helps the PIC gauge the intended outcome.*

*Suggestion 2: If any PIC member has updates available, it could be better to have a rerun of the test run to ensure all functions are viable post updating applications.*

*Suggestion 3: In order to have higher accuracy in attendance, coordinators are encouraged to ask participants to reply to a confirmation email. From this event, there are many cases in which participants confirmed and notified us later that they have cancelled, which would be highly beneficial for coordinators to take note.*

*Suggestion 4: The ticketing is done at UMSU International end, or we have access to retrieve the data along with the unit we collaborate with.*

## 10. Conclusion

Overall, for the first time executed in UMSU International as a collaboration by C&S/Welfare, this event achieved the intended outcome. The feedback provided by the participants has given us 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/Welfare department should you have any questions or suggestions.

Prepared by,

Cecelia LEE, Akshaya RAMAKRISHNAN & Aaron JOHANNES C&S

X Welfare Department 2020–2021,

UMSU International



## Get Trivial with UMSU International Final Report

### Central Committee Meeting #5 - Friday 16<sup>th</sup> October 2020

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#### 1. Introduction

This report summarizes the Get Trivial with UMSU International event which ran across three days during the mid-semester break. Participants were assigned to teams of 4-5 and participated in various trivia games composed of 5 categories of trivia along with several breather games.

#### 2. Objectives

- To promote social engagements between various students from different backgrounds.
- To contribute to one's mental health through social connections.
- To reconnect students with the university community, fostering everlasting relationships between them.
- To relieve the stresses derived from remote studying and enjoy the company of others.
- To relax students during the mid-semester break

#### 3. Events Details

##### ○ Get Trivial with UMSU International

Coordinators : Boheng (John) DUAN, Adrian SO

Date : Thursday, 8th October 2020

Friday, 9th October 2020

Saturday, 10th October 2020

20

Time : 5:30 pm - 7:30 pm

Platform : Online, through Zoom

Budget : \$490

Manpower : 20 ISAs + OBs

Target Audience : 60 participants, both international and domestic

#### 4. Event Summary

##### 4.1 Planning Meeting

Date and Time : 16:00 - 17:00 Sunday, 20 September 2020

17:00 - 18:30 Saturday, 26

September 2020

18:00 - 19:00 Sunday, 4 Oc

tober 2020

**Platform** : Online, through Zoom

**Attendance** : ISA Planning Team + OB Coordinators

#### 4.2 Test Run

**Date** : 17:00 - 20:00 Sunday, 27 September 2020

**Platform** : Online, through Zoom

**Attendance** : 20 ISAs + Planning Team + OB Coordinators

Time	Activity	Description
17:00-17:10	Planning Team Sign in	
17:10-17:30	Final preparation / Briefing	Run through slides with the planning team, and brief them about the event schedule.
17:30-17:40	ISA Sign in	Be welcoming, create topics for conversations, answer questions they have.
17:40-17:50	Event Introductions	Introduce event procedures and rules to ISAs.
17:50-18:00	Set-up Breakout Rooms	Assign planning team members and ISAs to Breakout Rooms.
18:00-19:30	Test Run	Planning team members host the test run in the breakout room.
19:30 - 19:45	Feedback Session	Get feedback from the planning team and ISAs.
19:45-20:00	ISA Briefing	Present briefing slides to

		ISAs and explain the event documents.
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#### 4.3 Main Event Days (7th 8th and 9th of October)

Start	Finish	Activity	PIC (person in charge)	PIC Tasks	Hosts Tasks
17:00	17:10	Coordinators and Hosts sign in	John	PIC needs to ensure that hosts are joining on time and ticking their names off the attendance sheet.	Rename yourselves to "Host_First Name".
17:10	17:30	Final Briefing and Preparation	Adrian	PIC needs to deliver final notes and briefings to the Hosts.	Hosts need to follow the instructions given in "Hosts Instruction" and go over the 'Answer sheet' to ensure they know what to do.
17:30	17:35	Assign Breakout Rooms (Hosts)	John	PIC needs to allocate hosts into a breakout room	This is done when the ISAs are being briefed.
17:35	17:45	Participants Sign in and Bonding	John	PIC needs to make sure all participants are muted, has "group name / individual" written in front of their names	Hosts needs to make sure all participants are muted, has "group name / individual" written in front of their names
17:45	18:00	Participants Attendance	Adrian	As participants are joining, PICs will be accepting participants into the event ticking their names off the attendance sheet.	
17:45	18:00	Assign Breakout Rooms (Participants)	John	PIC is in charge of assigning participants to breakout rooms and opening them.	



18:00	19:30	Game Time	All Hosts	Adrian, John, and planning team ISAs will be receiving help calls from different rooms. PICs will be sent to rooms that need help! 1 or 2 people can be sent around to check randomly and take screenshots.	Hosts are to follow Host Instructions carefully. Going through the 'Event slides' along with checking and marking down the correct answers in the 'Answer Markdown' sheet. They also have to ensure to fill in team details and cross-check them. At the end of the event, remember to ask all of them to complete the feedback form.
19:30	19:45	Debrief Session	Adrian	Thank all attendees for coming, ask for feedback and advertise UMSU INTL Discord "Among Us" event.	

**5. Budget summary**

Items	Budget	Actual Spent
Prizes	\$300	\$250 (\$25 * 10 Attendees)
Publicity	\$90	\$0
Miscellaneous	\$100	\$0
<b>TOTAL</b>	<b>\$490</b>	<b>\$250</b>
<b>Balance</b>	<b>\$240</b>	

## 6. Publicity

**USMU Newsletter:** Posted on 26th September, 13 days before the event.

**Facebook:** Facebook event page was set up on 1st October, 8 days before the event. Response on the event page: 41 Interested, 22 Want to Attend, and 2 1 Share

**Instagram:** Posted on 1st October, 8 days before the event.

## 7. Registration and Attendance

- Registration was conducted through the Eventbrite website. Attendees can choose to register as individuals or teams. All attendees are required to write down their student number in register form just to confirm that they are uni students.
- The event took place over the span of three days.

Date	Registration Number	Actual Attend Number	Percentage of Attendance
Thursday 8th October	28	17	60.7%
Friday 9th October	28	11	39.3%
Saturday 10th October	28	20	71.4%
Total	84	48	57.1%

From the statistics, it's clear to see that the overall attendance rate is quite low (57.1%).

On Thursday, 17 out of 28 people (60.7%) attended the event, including three registered teams and an unregistered attendee.

On Friday, 11 out of 28 (39.3%) people attended the event, including three

registered teams

On Saturday, 20 out of 28 (71.4%) people attended the event, including four registered teams

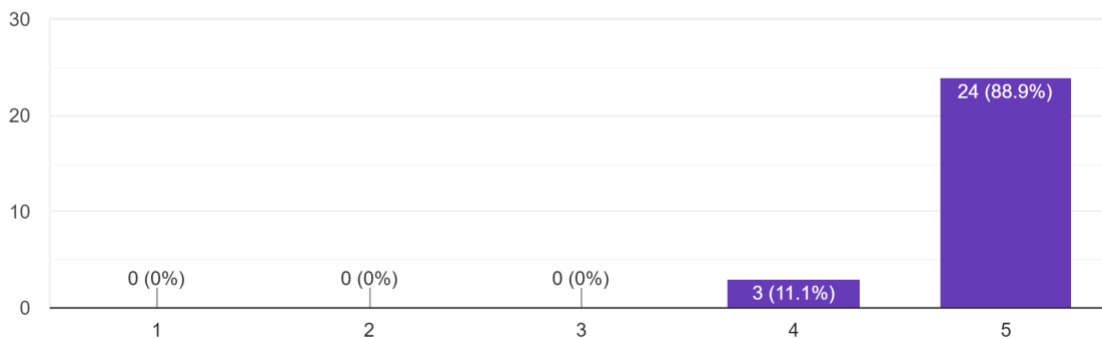
## 8. Feedback

Of all attendees, 32 out of 48 (66.7%) filled out feedback forms.

### 8.1 Event Engagement

How engaging was this event?

27 responses

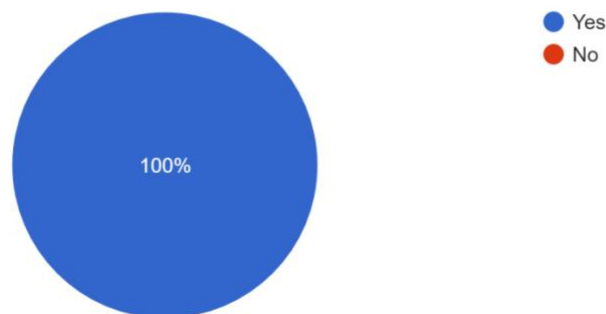


The Majority (88.9%) of participants think this event is engaging

### 8.2 Future Event Possibility

Would you like to attend similar event in the future?

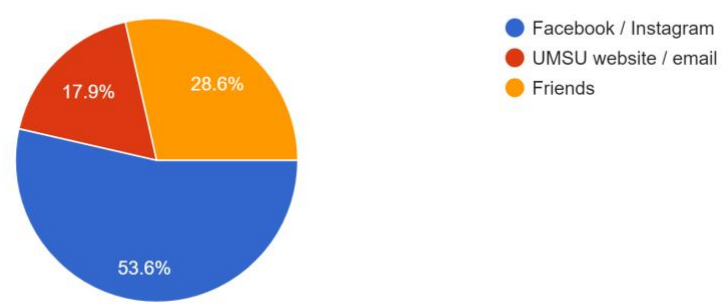
28 responses



All Participants would like to attend a similar event like this in the future

### 8.3 Publicity Responses

Where did you find information about this event?  
28 responses

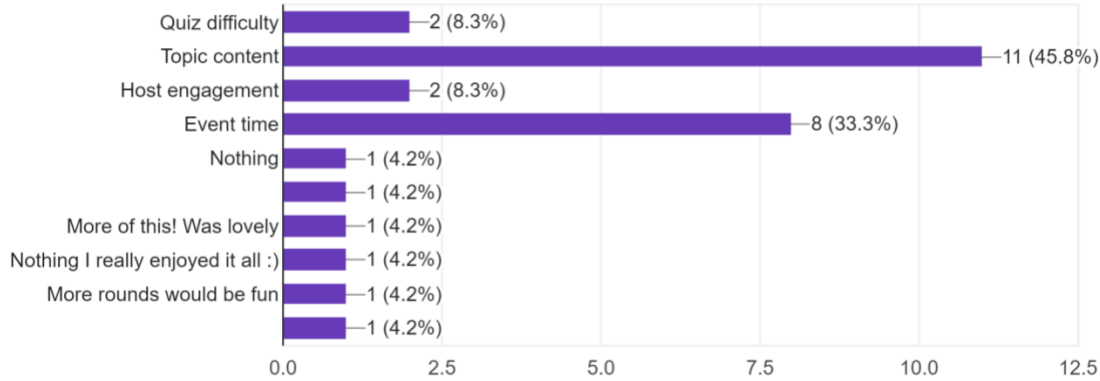


Most of the participants found information about the event from Facebook or Instagram

### 8.4 Event Flaws

What can be improved?

24 responses

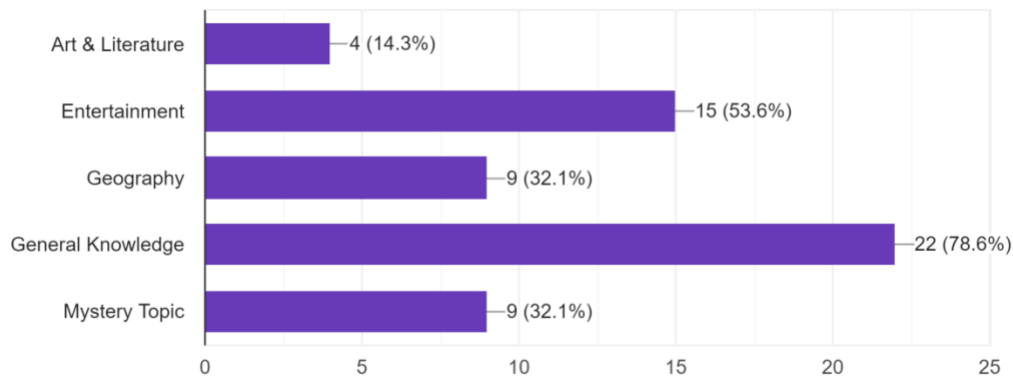


As mentioned above, most participants (45.8%) suggested that topic content should be improved, Some participants suggest that event time (33.3%) can also be improved in future events.

8.5 Favorite Topics

What are your favorite topics?

28 responses



Most participants preferred the general knowledge category compared to other topics. Some participants also preferred the entertainment category. These could be kept in mind when doing future trivia night events.



## 8.6 Comments from participants

Adrian best host 🥰

Great

Amazing

thank you Anh for being such an amazing host :)

Really fun and the host (Anson) was great

Thank you! Had a wonderful time

Really great night thank you!

really engaging and fun well run event

Wonderful event guys. Really enjoyed it!

The overall comments are quite good, indicating most participants had a positive experience in this event. It shows this event achieved its original objective, which is to create a good experience by virtually reconnecting students.

## 9. Problems and Suggestions

### 9.1 Attendance

The overall attendance of this event was quite low (57.1%). One reason is the registration website we used for this event: Eventbrite.

It did a good job gathering information from attendees as well as setting up the event capacity and waiting list function.

The problem is some participants didn't receive a confirmation email after signing up for the event. The confirmation email contains a link to the event session, that's one reason why the turnout numbers are so low on the first two days of the event.

Suggestion: Send confirmation email directly from union email to all participants several days before the event, and make sure they receive the link.

### 9.2 Test run timing

The test run was held 1.5 weeks from the actual event date, which led to a lot of ISAs forgetting about the event. It was suggested previously that the test run should be held earlier to allow ISAs to prepare however 1.5 weeks may have been too long. Moving forward, the test runs can be held 3-4 days beforehand to prevent confusion.

### 9.3 Event layout

The event was held over 3 days as a means to prevent overcrowding in a zoom call, however, it appears to have an impact on the turnout on the events. In the future, similar events should be held as a one-time thing, keeping it small and easier to organize.

## 10. Conclusion

In summary, this event is successful. Despite several issues, this event does achieve its objective. Reconnecting students and creating a positive experience for all participants.

*Great thanks to all the people who helped out with this event. It would be an impossible task without them.*

Prepared by,

Boheng (John) DUAN & Adrian SO

Cultural and Social Department 2020-2021

UMSU International

**ISA Bonding Night Semester 2 2020 Report**Central Committee Meeting #5 - Friday 16th October 2020

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**1. Introduction**

This event served as an initial meeting between the current International Student Ambassadors and new Office Bearers who would be working together for the next year. ISAs and OBs had the opportunity to build stronger relationships with each other over some games. The event was held on Zoom on Saturday, 19th September 2020, from 7pm to 9pm. There were a total of 36 attendees, 18 of which are ISAs. The games played were Gartic.io and Kahoot. Gift card prizes were given out to the top 3 ISAs winners in Kahoot.

**2. Event Layout**

<b>TIME</b>	<b>ACTIVITY</b>
7:00pm - 7:40pm	Gartic.io
7:40pm - 8:30pm	Induction
8:30pm - 9:00pm	Kahoot

**3. Budget and Expenditure**

The budget allocated for the event was \$60.

<b>Expenses</b>	
<b>Item</b>	<b>Amount (\$)</b>
Woolworths gift cards (30aud, 20aud, 10aud)	\$60
<b>Total Expenses</b>	<b>\$60</b>

**4. Conclusion**

Overall, the event was successful as it brought many committee members and ISAs together; no problems were encountered and everyone had an enjoyable Bonding Night. The Human Resources Department would like to thank the OBs who attended the event and made an effort to bond with the ISAs. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared By



Elisha Xin Yee Chung  
Human Resources Director 2020/2021  
UMSU International

**Professional Mingle Week, Semester 2 2020 Final Report**  
 Central Committee Meeting #5 – Friday, 16th October 2020

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## 1. Introduction

This report concludes the entire Professional Mingle Week event covering the period from week 7 to week 9. Professional Mingle Week is a career development and networking event aimed to provide students with insights into relevant fields and the opportunity to improve their networking skills.

## 2. Event details

Day, Date	Speaker	Position	Time
Monday, 28th September	Rebecca Kuang	Apex Group Fund Accountant	18:30– 19:30
	Pardeep Kumar	Senior Data Analyst of Kepler Analytics	18:30– 19:30
	Felicia Lase	Senior Quantity Surveyor at Slattery	17:30– 18:30
Tuesday, 29th September	Meryl Liew	Associate at Baker & McKenzie	17:30– 18:30
	Hao Teo	Founder of iDibs	17:30– 18:30
	Serene Yeow	Research assistant at Royal Children Hospital	17:30– 18:30
Wednesday, 30th September	Leopold Chung	Founder of Altez	17:30– 18:30
	Louis Island	Founder of Active and Thriving	17:30– 18:30
	Jarrah Harrison	Project analyst at the University of Melbourne	17:30– 18:30

Thursday, 1st October	Loong Juan Yoong	VCE Business Management and Humanities Teacher at Mt Hira College	17:30- 18:30
	Prof Wen Kwang Lim	Clinical Director Medicine and Aged Care at the Royal Melbourne Hospital	17:30- 18:30
	Pratik Ambani	Analyst Consultant for Consulting & Implementation Services	17:30- 18:30
	Jason Tan	Sponsorship Coordinator at Clean Energy Council	17:30- 18:30
Friday, 2nd October	Angus Farrar	Cadet Quantity Surveyor	18:30- 19:30
	Husain Seva	Cadet Quantity Surveyor	18:30- 19:30
	Gracia Stephanie Tabrani	Superannuation Fund Administrator at NAB	17:30- 18:30

### 3. Event flow

#### a. Preparation

Week	Tasks
7	<ul style="list-style-type: none"> <li>● Contact student associations for potential collaboration</li> <li>● Contact potential professional speakers</li> <li>● Contact HR to recruit ISA for Professional Mingle Weeks and prepare training material</li> <li>● Contact M&amp;C regarding publicity (Poster design, social media event caption and publicity mechanisms)</li> <li>● Work on application form and feedback survey</li> </ul>
8	<ul style="list-style-type: none"> <li>● Finalise the application google form and social media publication caption</li> <li>● Confirmation for speakers' availabilities</li> <li>● Organise OBs and ISAs schedule for each session</li> </ul>

	<ul style="list-style-type: none"> <li>● Finalise the publicity design</li> <li>● Finalise feedback survey</li> <li>● First publicity post and registration opens</li> <li>● Second publicity post</li> <li>● Briefing session for ISAs and OBs</li> </ul>
9	<ul style="list-style-type: none"> <li>● 3rd Publicity post</li> <li>● Send invitation email to participants</li> <li>● Send reminder email to participants prior to event</li> </ul>

**b. Event timeline**

Time	Activities
17:15- 17:30	OBs and ISAs welcoming speakers
17:30- 17:35	ISAs opening speech and introduction
17:35- 17:50	Speakers' presentation
17:50- 18:25	Networking and Q&A session
18:25- 18:30	Conclude session and promote feedback survey

**4. Expenditure**

Amount	Allocation
\$640	Appreciation gift for speakers (\$40 * 16)
\$120	Lucky draw prize for participants
\$40	Facebook Boosts

**5. Operation and Logistic**
**a. Participants**

The registration form was left open until the last day of the session and a total of 161 expressions of interest were received. This was done to maximise the number of participants as the event was only publicized five days prior to the first session of the event.

First batch of invitation emails and zoom links were sent to participants on Sunday evening. While it was planned to cap at 20 participants in each session, it was soon realised that there will be a significantly low turn-up rate despite high registration on the first day of the event. Therefore, more invitation emails and zoom links were sent to participants that registered on the day at 4pm everyday. Reminder emails were also sent to participants in order to increase attendance. In total 81 participants participated in this event.

#### b. Professional speakers

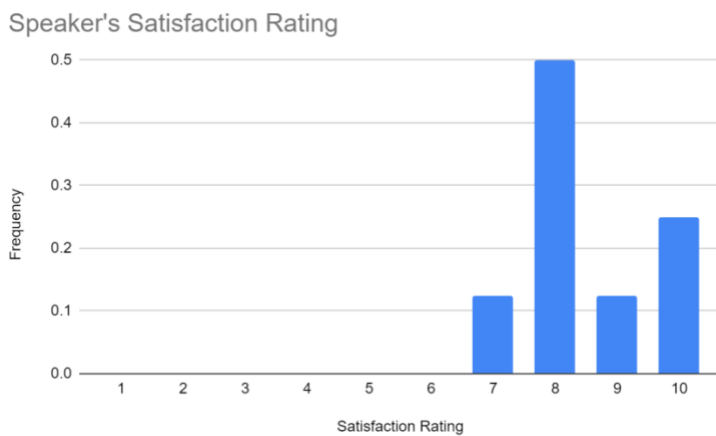
The professional speakers were contacted mainly via personal connections and a total of 16 professionals accepted our invitation to the event. The industrial background of the speakers are listed as follows:

Major	Speaker
Commerce	<ul style="list-style-type: none"> <li>● Rebecca Kuang</li> <li>● Pardeep Kumar</li> <li>● Hao Teo</li> <li>● Jason Tan</li> <li>● Gracia Stephanie Tabrani</li> </ul>
Design and Construction	<ol style="list-style-type: none"> <li>11. Felicia Lase</li> <li>12. Leopold Chung</li> <li>13. Angus Farrar</li> <li>14. Husain Seva</li> </ol>
Arts and Law	<ul style="list-style-type: none"> <li>● Meryl Liew</li> <li>● Loong Juan Yoong</li> </ul>
Biomedicine	<ul style="list-style-type: none"> <li>● Louis Island</li> <li>● Prof Wen Kwang Lim</li> </ul>
Science	<ol style="list-style-type: none"> <li>1. Serene Yeow</li> </ol>



	<ol style="list-style-type: none"> <li><b>2.</b> Jarrah Harrison</li> <li><b>3.</b> Pratik Ambani</li> </ol>
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Speakers were again contacted after their sessions in order to express gratitude for attending the event and sort out the appreciation gift according to their preferences. Additionally, a speaker's survey shown that the speakers are generally satisfied with the Professional Mingle event as seen from the graph below :



**c. OBs and ISAs**

It was planned to have 1 OB and 1 ISA in each session and OBs/ISAs are allowed to participate in more than one session. OBs and ISAs who signed up for the role are asked to attend a briefing session two days prior to the first day of the event.

OBs were the zoom-host for each session and therefore were asked to schedule the session via zoom and send the invitation to the speakers of the corresponding session. OBs were also asked to overlook each session and provide assistance in encouraging active discussion when required. ISAs' roles in the session were to welcome both speakers and participants for attending the event and facilitate the sessions by directing questions to the speakers.

- Partnership**

Collaboration for this event was formed when the professionals shared by the associations confirm their attendance to the event. The collaborating partners are as follows:

1. Construction Student Association (CSA)
2. Melbourne University Thai Student Association (MUTSA)

The partners' logos were displayed on the publicity posts as well as the background of OBs/ISAs in the zoom sessions. Additionally, some advertising partnerships were conducted with PPIA who endorsed our event in their instagram page.

- **Within each session**

All 16 professionals who agreed to speak in this event attended 15 minutes prior to their session as per requested. OBs and ISAs were able to communicate and interact with the speakers before the session started, which provided them a better chance to network and get to know more about the professional field.

It was soon realised that most of the students were not attending despite registering for the event and therefore OBs and ISAs were promoting the event among their peers as the event progressed simultaneously. By the end of the event, there were a total of 161 participants - 80 OBs/ISAs and 81 students, which resulted in 5 participants in average for each session.

The interactions between speakers and participants were relatively active and encouraging by the end of each session despite the low turn-up rate and a weak start at the Q&A discussion phase. It is also proven that having both an OB and an ISA in each session is effective to encourage active participation and great discussion in the sessions.

Overall, OBs and ISAs were calm and composed when faced with the significantly low attendance and managed to make the speakers feel comfortable and keep the session interactive.

- **Publicity and Media**

The marketing that has been done throughout the event includes the use of facebook posts, Facebook boosts, personal word of mouth in group chats, ISA endorsements, Instagram Stories, reminder emails, and publicity done by collaborating clubs. The publicity which has seen the highest effectiveness

y is personal word of mouth and collaborating club endorsements. This may be due to the fact that their marketing is more targeted to the student's field and thus appeal to their interests.

- **Lucky Draw and Appreciation Gifts**

As advised by the advertising and sponsorship committee of UMSU we decided to use e-Gift cards with brands approved by the ethical committee of UMSU for our Lucky draw and Appreciation Gifts. Students were given Coles-Myer e-Gift cards while speakers were given the option to choose their gifts from a selection of gift cards.

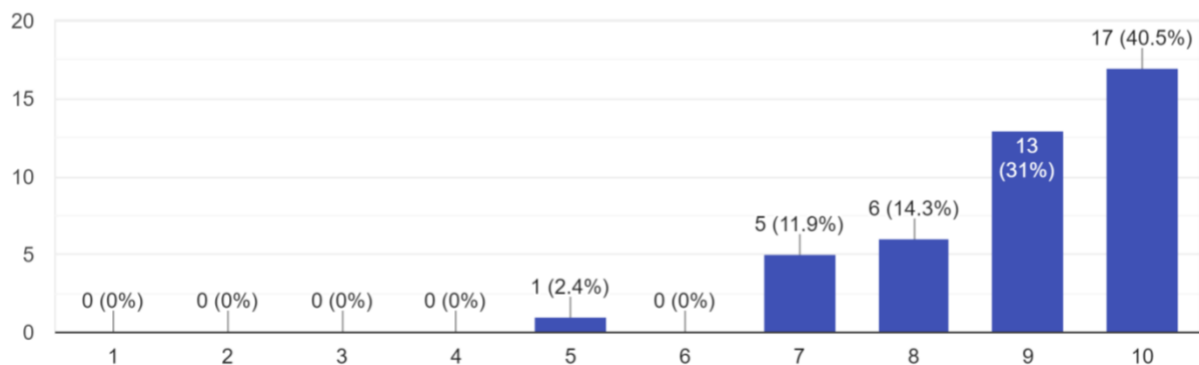
## 6. Students' Feedback

Out of the 81 students participated in this event, 42 of them filled in the feedback survey. Students with further questions that were not answered in the sessions were encouraged to fill in the survey as they would be able to list their questions in the survey. Questions were then answered by speakers via email and forwarded to the students.

Their responses were as below:

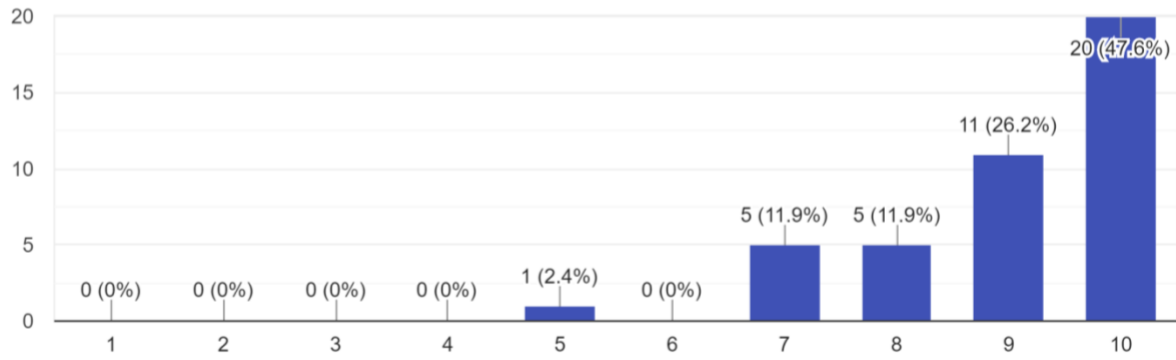
How satisfied were you with this event?

42 responses



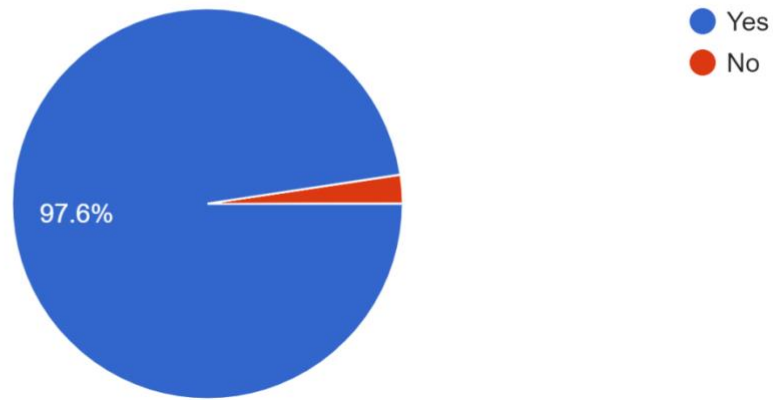
How useful was the event?

42 responses



Would you recommend this event to your friends?

42 responses



## 7. Students' overall feedback

- “Great start to the Professional Mingle, it definitely helps to have engaging participants. More so being very lucky to have an engaging and warm speaker to share her experience. In my 2.5 years at UMSU Intl, I’ve never been a fan of E&W events tbh, great to see my perspective changing!”
- “I really liked attending this event, and I found the presenters’ answers to everyone’s questions really helpful, the layout was really good and will definitely be coming back for more. Thanks guys! :)”
- “There should be a limit of maybe 1 or 2 questions per student attending and if no one is asking anything you could go back to students who have

e had the chance to ask a question already. In our session we had a student who nearly took up 20 minutes out of the available 30 min Q&A session.”

- “It’s very good, considering everything that’s going on it’s nice to still be able to hear about employment and work life.”
- “Was alright, felt like the conversation kept going in circles, potential be nice if the speaker were to prepare a 5 min presentation wither at the start or end, with a take away message and maybe an actionable step to make the presentation more useful”

## 8. Suggestions

- Publicize the event at least one and a half weeks prior to the event to increase publicity and registration.
- (If it is still online) Run all sessions in a day within one single zoom room and organise speakers and participants into different breakout rooms.
- Have more than one professional in a room as participants can receive feedback/answer from different perspectives.
- Reminder email to be sent to participants one day and 30 minutes prior to the event.
- Contact collaborating clubs 3 weeks before to get as many clubs to respond and collaborate.
- Ensure collaborating partners to announce and publicise the event for greater exposures.
- Promote the event by the speakers’ positions and experiences rather than their major as students are definitely able to benefit from networking and listening to the professionals, independent of their major.

## 9. Conclusions

Overall, Professional Mingle Week 2020 was a successful event. Despite the low attendance from the participants, all of the invited speakers did turn-up to the event and responses from all parties, being OBs, ISAs, speakers and participants, were great.

On behalf of the Education Department, I would like to express my greatest gratitude to the speakers, collaborating partners, International Student A

mbassadors (ISA), as well as the Office Bearers from every department for all the support and assistance given.

Should you have any questions or suggestions, please do not hesitate to contact the Education Department.

Prepared by,  
Cheng Hwee Soh  
Officer of Education Department,  
UMSU International



## 5. Other Business

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## 6. Next Meeting

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- 30<sup>th</sup> October 2020