Unconfirmed Minutes

Central Committee Meeting #6 – Friday 24th October 2014

Date: 24th October 2014
Time: 16 47
Venue: Training Room 1&2 (Third Floor, Union House)

1. Attendance and Official Welcome

Absent with Apologies

Elected Officer: Julia Hui Lian LOH, Kittie Ziyang YUAN.

Absent without Apologies

Motion 1
Move that Standing Orders be adopted for CCM #6 at 16 47.
Mover: Rudy Andrian GONARDO
Seconder: Christinna Angesti MAWAR
CARRIED without contention.

2. Adoption of Agenda

Motion 2
Move that the Agenda for CCM #6 be adopted.
Mover: Cindy Dessidia GAMAL
Seconder: Ho Yan KO
CARRIED without contention.

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 3
Move that the minutes of CCM #5 be adopted and confirmed as true and accurate record.

Mover: Phoebe Hui Min LEONG
Seconder: Alanis Weng Yee LEONG
CARRIED without contention.

5. Action Sheet
6. Grant Application
   6.1 Chinese Theatre Group

Motion 4
Move that the Chinese Theatre Group representative be granted observer status and speaking rights.
Mover: Christinna MAWAR
Seconder: Laxana PRAGASAM
CARRIED without contention.

The Chinese Theatre Group is a non-UMSU-affiliated group with around 250 members whom they charge $10/year for membership. Their given reason as to why they aren’t UMSU affiliated is because they are already affiliated with the Union House Theatre.
They applied for two separate grants, namely:

1) Pre-production lunch
A semi-annual bonding event for all members working on the production (about 60) that is generally held at a loss.
They applied for $60.71 (their calculated loss) for the pre-production lunch.

2) Theatre production
Held every semester, their theatre production aims to shed more light on Chinese theatre and culture. They generally sell more than 1000 tickets over 4 shows, charging 15-18 dollars per ticket. Most of the audience is made up of international students.
Obtaining the grant would have provided them a buffer prior to showing as they would not need to wait until ticket sales to recover their expenditures. They also mentioned that they traditionally purchase a roast pig before showing ($288).

According to them, any profits made would be channelled into their next production in which case the grant would be for improving their production rather than covering losses.

They applied for $400 for their theatre production.
There was a mistake in their grant application in that the royalty fee was calculated a second time under the name “copyright fee” and they were informed such.

Motion 5
Move that the standing order be suspend at 17 20 to discuss the CTG grant application.

Mover: Benedict NATHANIEL
Seconder: Su Zen ONG
CARRIED without contention.

1) Pre-production lunch
(13) Votes in favour of awarding them $60.71 – To cover their projected losses.
(6) Votes in favour of rejecting their grant application – As they did not factor in previously obtained grants in their calculations.
(7) Abstentions.

Motion 6

Move that CTG be awarded $60.71 for their pre-production lunch.
Mover: Ho Yan KO
Seconder: Sheen Abigail OSMENA
Motion CARRIED.

2) Theatre production
(12) Votes in favour of rejecting their grant application – As they already made a profit and that they can re-apply after their next production if they make a loss then.
(5) Votes in favour of awarding $200 – As a show of support for their production.
(2) Votes in favour of awarding $288 – To sponsor their roast pig as a show of support.
(7) Abstentions.

Motion 7

Move that CTG's theatre production grant request be rejected.
Mover: Rudy Andrian GONARDO
Seconder: Riddhi MAKKAR
Against: Candy Xuelan TANG
Motion CARRIED.

Motion 8

Motion that standing order be resumed at 17 36
Mover: Edwin KUSUMA
Seconder: Christinna Angesti MAWAR
Motion CARRIED.

7. Proposals

7.1 UMSU International Promotional Video Proposal
Motion 9
Move that the UMSU International Promotional Video Proposal be accepted.
Moved: Riddhi MAKKAR
Seconded: Sheen Abigail OSMENA
Motion CARRIED

7.2 Head of Clubs 2015 Semester 1 Proposal
Motion 10
Move that the Head of Clubs Dinner 2015 Semester 1 Proposal be accepted.
Moved: Hong Ling WONG
Seconded: Edwin KUSUMA
Motion CARRIED

7.3 Orientation 2015 Semester 1 Proposal
Motion 11
Move that the Orientation 2015 Semester 1 Proposal be accepted.
Moved: Cindy Dessidia GAMAL
Seconded: Laxana PRAGASAM
Motion CARRIED

7.4 Moving to Melbourne (MtM) 2015 Semester 1 Proposal
Motion 12
Move that the Moving to Melbourne (MtM) 2015 Semester 1 Proposal be accepted.
Moved: Edwin KUSUMA
Seconded: Hong Ling WONG
Motion CARRIED

8. Final Reports
8.1 Visa and Migration Information Session and IELTS Workshop Final Report
Motion 13
Move that the Visa and Migration Information Session and IELTS Workshop Final Report be accepted.
Moved: Edwin KUSUMA
Seconded: Christinna Angesti MAWAR
Motion CARRIED

8.2 Office Bearers' Camp 2014 Final Report
Motion 14
Move that the Office Bearers' Camp 2014 Final Report be accepted.
Moved: Fong Stephen YUEN
Seconded: Vy HA
Motion CARRIED

9. All Other Business

Motion 15
Move that CCM#6 be adjourned at 17 42
Moved: Rudy Andrian GONARDO
Seconded: Sheen Abigail OSMENA
Motion CARRIED

Prepared by,
Low Yu Kong
Secretary 2014/2015
UMSU International
List of Proposals and Final Reports

Central Committee Meeting #6 – 24th October 2014

1. Proposals
   1.1 UMSU International Promotional Video Proposal
   1.2 Head of Clubs 2015 Semester 1 Proposal
   1.3 Orientation 2015 Semester 1 Proposal
   1.4 Moving to Melbourne (MtM) 2015 Semester 1 Proposal

2. Final Reports
   2.1 Visa and Migration Information Session and IELTS Workshop Final Report
   2.2 Office Bearers’ Camp 2014 Final Report
UMSU International Promotional Video Proposal
Central Committee Meeting #6 – 24th October 2014

1. Introduction
The purpose of this project is aiming to promote UMSU international as a whole, at the same time advertising orientation to incoming international students. Moreover, it can substitute UMSU international office bearer on Mid-year pre departure briefing.

2. Detail
Coordinator: Edwin KUSUMA, Rudy GONARDO
Budget: $1000
Video length: less than 3 minutes

3. Process
- Confirmed the quote and detail with videographer
- 1st Film shooting
- 1st Film editing
- Coordinator review (more editing when needed)
- Official use the video on Pre-departure briefing
- Promote the video via UMSU international webpage, Accent newsletter and other UMSU international’s social media.
- 2nd Film shooting on UMSU international event on orientation week.
- 2nd Film editing

4. Conclusion
This video will be continue use to promote UMSU international’s event until there’s a need to change. This concludes my proposal, please do approach the coordinator if have any suggestions or enquiries.

Prepared by
Edwin KUSUMA
Cultural and Social Vice-President 2014/2015
UMSU international

Present by
Rudy GONARDO
Communication Director 2014/2015
UMSU international
1. Introduction

Event Details
Dates: Thursday 5th March 2015
Time: 6.00pm-8.00pm
Venue: Training Room 1&2 (3rd floor Union House)
Participants: Head of Clubs (2 people maximum from each club)
UMSU INTL Executive Committees and Directors
Estimated numbers of participants: 60

2. Aims
   - To provide a platform for the head of clubs and the UMSU INTL office bearers to get to know each other and to build a partnership with the clubs and societies.
   - To provide them information about our upcoming events and grant scheme
   - To provide an opportunity for the clubs and society to introduce their clubs as well as to publicize their event.
   - To seek feedback about UMSU INTL.

3. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>$350</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$50</td>
</tr>
<tr>
<td>Total</td>
<td>$400</td>
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</table>

4. Timeline & Preparation

<table>
<thead>
<tr>
<th>Period</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Orientation Week</td>
<td>- Send out all the invitations by email and Facebook</td>
</tr>
<tr>
<td></td>
<td>- Catering restaurant seeking</td>
</tr>
<tr>
<td>Orientation Week - Week 1</td>
<td>- Have all the slides prepared</td>
</tr>
<tr>
<td></td>
<td>- Confirm with the number of participants</td>
</tr>
<tr>
<td></td>
<td>- Confirm with the menu and restaurant who will be catering</td>
</tr>
<tr>
<td></td>
<td>- Prepare all the drinks and cutleries needed</td>
</tr>
<tr>
<td>Week 1 (Thursday)</td>
<td>- The Event</td>
</tr>
</tbody>
</table>

5. Conclusion

The Partnership and Sponsorship team hopes that by organising this event, the head of clubs can get to know more about UMSU INTL as well as the services we provide.
Please feel free to approach me or any Partnership and Sponsorship team members if you have any questions or suggestions.
This concludes my proposal.

Prepared by
Chee Yean (Bertin) Ong
Partnership and Sponsorship Director Elect 2014/2015
Orientation 2015 Semester 1 Proposal
Central Committee Meeting #6 – 24th October 2014

1. Aims
- To welcome international students to the University of Melbourne.
- To help new students to adapt to the life in Melbourne, at the same time familiarising themselves with the university and its surroundings.
- Introduce students to the Australian culture and Melbourne as a whole.
- Provide the opportunity for UMSU international to help new international students and at the same time promote UMSU international as the peak student representative body for all international students in the University of Melbourne.

2. Budget

<table>
<thead>
<tr>
<th>Event</th>
<th>Items</th>
<th>Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Expo</td>
<td>Publicity</td>
<td>300</td>
</tr>
<tr>
<td>Food Adventure</td>
<td></td>
<td>2500</td>
</tr>
<tr>
<td>Amazing Race</td>
<td>Food &amp; Equipment</td>
<td>1500</td>
</tr>
<tr>
<td>Lounge Party</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Pre-Departure</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Amazing Race + Buddy Program</td>
<td></td>
<td>5500</td>
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<tr>
<td>Miscellaneous</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11,000</strong></td>
</tr>
</tbody>
</table>

3. Events

3.1 Student Services Expo
Coordinator: Laxana Pragasam

Date: Tuesday, 24th February 2015
Time: TBC
Venue: TBC

A booth will be set up during Student Services Expo to publicise and accept sign-ups for UMSU international Orientation events. About 3 OBs/ISAs will be allocated for publicity.

3.2 Food Adventure
Details
Coordinators: Julia LOH & Phoebe LEONG

Date: Friday, 27th February 2015
Time: 12 pm – 5:30 pm
Venue: Carillo Gantner (Registration), Lygon and City (Event)
Budget: $2500
Target Participants: 160 students
Objectives
-Promote social interaction between students
-Provide a platform for students to meet people and make new friends
-Promote social integration between local and international students
-Promote UMSU International
-Allow students to experience the food culture in Melbourne
-Introduce good eateries for those who are new in Melbourne

Process
There will be two central locations of restaurants. Participants will be able to choose which location they wish to dine at, resulting in about 80 participants per area. Participants for both locations will start at Carillo Gantner (University of Melbourne) for registration and meet their travel buddies, then travel to their respective locations (Lygon or City). Those who choose Lygon will span across four different restaurants on Lygon Street whereas for those who choose City will span across four different restaurants in the central part of the city. Sign-ups for the event will begin from 23th February 2015 (Monday) until 26th February 2015 (Tuesday). Students will be given a voucher when they sign up to claim freebies when they come to the event.

Suggested Restaurants (Lygon)
Main
- Papa Gino’s
- Killiney
- Tank
- Universal
- Coretto’s

Dessert
- Helados Jauja
- Koko Black
- Brunetti
- San Churros

Suggested Restaurants (City)
Main
- Shanghai Street Dumpling
- Creperie le Triskel
- Dae Jang Kum
- Stalactites
- Menya Ramen

Dessert
- The Lab
- Cacao Green
- Pancake Parlour
- Max Brenner
- San Churro
3.3 Pre-departure Briefing

Introduction
Coordinator: Jue Ying TAN
Dates: December 2014 – March 2014
Target Participants: 100
Manpower: All Office Bearers 2014/2015

The Pre-departure event is to have 100 participants where contact (via e-mail) is maintained from before the new international students arrive in Melbourne up until the first 3 weeks of Semester 1. Contact between OBs and freshmen are conducted through mentoring groups or advice session/forums. Each OB will be given 3-4 freshmen and grouped according to similar course and major to mentor and form rapport with the new students to help them adjust to Melbourne and bring awareness of UMSU International events.

Aim
- To assist incoming student settle in Melbourne
- To provide a platform for incoming international student to familiarize with Melbourne before they arrive.
- To introduce the roles of UMSU international in assisting international student
- To promote UMSU international’s upcoming orientation events and opportunity we provide.

Preparation
- Raise awareness of the program to participants through pre-departure briefings in their respective countries.
- Update UMSU Intl website, and Facebook page to promote the event
- OBs to be well equipped with the knowledge to advice new students.

Timeline

<table>
<thead>
<tr>
<th>Period</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2014 – Jan 2015</td>
<td>Promoting of program via pre-departure briefings held in respective countries</td>
</tr>
<tr>
<td>Feb 2015 (2 weeks before O week)</td>
<td>Selection of participants (if applications exceed 100)</td>
</tr>
<tr>
<td>Feb 2015 (O week) – Mar 2015(Week 3)</td>
<td>Commencement of Pre-departure Event: Advising new students and OB mentoring sessions (OBs may choose to meet their mentees or conduct online discussions with them)</td>
</tr>
</tbody>
</table>
3.4 UMSU international Lounge Party

Coordinators: Ho Yan KO & Dorothy TANG
Date: Tuesday, 3rd March 2015
Time: 12PM to 2:30pm
Venue: International Student Lounge, Mary Cooke Rooms A and B
Target Participants: 200-250
Budget: $1000
Manpower: 25

Objectives
- To introduce the International lounge to new international students.
- To introduce the roles of UMSU International in assisting international students.
- To promote our upcoming events and the opportunities we provide
- To provide a platform for new students to meet more acquaintances during the first few weeks of university.

Food
Finger-foods and beverages (e.g. chips, cookies, pizza and sandwiches) will be provided from places such as Subway and Dominoes.

Decorations & Entertainment
The lounge will be decorated with photographs of our internal and external activities. Music will be played throughout the event with a speaker or amplifier. We hope to be able to invite ISAs and OBs to provide musical performances. Board and card games will be provided for casual entertainment.

Suggested Activities
- Detective Game – Mary Cooke Rooms and Joe Napolitano rooms will be set up as ‘crime scenes’. Participants will be sorted into teams and will head through the different rooms to play ‘investigator’, collect clues and solve the crime. The details of the crime will be revealed at the end, the team which provides a rundown which matches the actual crime most will win a small prize. UMSU International-related trivia questions will be incorporated within the game.
- Lucky draw

3.5 Amazing Race + Buddy Program

Details
Coordinators: Alanis LEONG, Benedict NATHANIEL, Divyaa JAYAKUMAR, Kenny CHEN, Riddhi MAKKAR
Date: Saturday, 28 February 2015
Time: 10:00AM - 7:00PM
Venue: Carillo Gantner Theatre
Budget: $5500 ($4000 from Buddy Program & $1500 from Amazing Race)
Targeted Participants: 200 students

**Aim**
1. To introduce new international students to the layout and landmarks within the city of Melbourne.
2. Serve as a platform for incoming and current students to meet new friends, get to know each other and stay in touch in the future.
3. Promote UMSU International by providing further information about our services during the event itself.
4. Incorporate Australian culture into the race stations set up around the city and encouraged students to get to know local culture better through Bush Dance.
5. Familiarize students with tips living in Melbourne such as public transport systems, weather, food and culture, etc.

**Process**
- Registration is followed by Bush Dance. Lunch will be provided to those who do not wish to participate in Bush Dance.
- Grouping will start during lunch, each team will have 6-8 people (not including Travel Buddy) and the targeted number of teams is around 20 teams. Travel Buddies are expected to direct their teams when they do not plan or direct themselves correctly and to maintain the team’s communication in completing the tasks.
- Race Briefing and grouping after lunch, trivia will be played to determine the order in which the teams are allowed to look at the map provided by their Travel Buddies and depart to do tasks.
- Tasks and required necessities will be distributed by station masters once the teams have reached the stations in any order. All team members MUST BE PRESENT at each station to start doing the task.
- The race is point-based, hence there will be no specific route that has to be followed by the teams.
- Coordinators will inform Travel Buddies when to stop activities and return to University Square for dinner and prize awarding.

**Proposed Stations**
- Bourke Street
- State Library of Victoria
- Coffee School
- Melbourne SeaLife Aquarium
- Federation Square
- Docklands
- Queen Victoria Market
- National Gallery of Victoria

**Games**
[Bingo or Trivia]
- A game of bingo will be played to determine the order of the departures.
- Alternatively, a trivia testing on general knowledge can be played as well.

[Sign My Shirt Please! (Bourke Street)]
- Station masters provide ONE white t-shirt and ONE marker for each team.
- In 20 minutes, teams must get a total of 30 people’s names and signatures on the shirt.
- Number of points will be deduced from the number of names and signatures on the tee (e.g only 3 points for 15 signatures and 5 points for 30 people).
[Animal Close-Up (Melbourne SeaLife Aquarium)] (optional)
- Each team is expected to take pictures of TEN amphibians and marine animals at the aquarium, with their Latin/scientific names.
- Only 2 people from each team are allowed to go at one time, if they have not succeeded during the first try, another 2 people may attempt again until they complete the task.

[Chess Game (State Library)] (optional)
- Teams need to compete with the other teams to play this game
- The team who wins will receive a clue which leads to the next checkpoint
- The team who loses will have to wait for the other team to arrive and play another round of chess until they win only can they proceed.
- The team who lost in the last match will have to wait for 5 minutes (penalty) before they can receive their next clue to be fair to the winning team.
- The chess game will be conducted in time and point system (eg: 2 mins to finish the game) so that the game will not go on for so long and point ranging from 1-3 depending on how many you have eliminated.
- At the end of 2 mins, the points of the remaining pieces will be tallied and the team with the most points gets to proceed to the next destination.

Pawn: 1 point
Rook, Knight, Bishop: 2 points
Queen: 3 points
King: Checkmate

[Spot people using photos given (Federation Square)]
- 3 people (OBs or ISAs) will be disguised to blend in with the crowd.
- Teams are required to spot them using photos provided by the station master.
- Once they have found them, they must take a picture with them to show to the station master in order to calculate points.

[Match The Scenery (Docklands)]
- Each team is given a series of pictures taken at Docklands.
- They need to take similar images as the ones provided in a certain amount of time (e.g. 20 minutes).

[Food ingredients (QVM)]
- Each team will be given different food (eg: burger, cake…etc) and they are required to take pictures of the ingredients needed to make these dishes.
- Teams must find every single ingredient to score points.

[Art Class (Coffee School)]
- Teams must manage to make latte art from a trained demonstrator from Coffee School.
- A panel of OBs will score the best latte art out of 3 tries (Teams are allowed to select which cup will be presented).
- Points are solely based on the detail and accuracy of the art.

Budgeting
\$1500 - Food
\$2500 - Games
\$500 - Prizes
\$600 - Bush Dance (instructor and equipment rent)
$400 - Miscellaneous (emergency kits, ponchos, Union House costs)

4. Conclusion
The Cultural & Social team hopes that by participating in the events listed above, new international students will feel more comfortable and secure during their transition period in Melbourne and will be able to learn and adapt to the Melbourne culture and lifestyle. We hope that lifelong friendships can be formed through these events, as they provide the opportunity for students to meet other international students and they get to know people from different countries and background.

These events will also be a good way to publicise UMSU international as the peak representative body of all international students, which caters and tends to the needs and wellbeing of all its members.

Please feel free to approach me or anybody from the Cultural & Social team if you have any questions or suggestions.

This concludes my proposal.

Prepared by
Edwin KUSUMA
Cultural and Social Vice President 2014/2015
On Behalf of Cultural and Social Team & Education and Welfare Team
UMSU international
1 Objectives
- Help new coming international students to get familiar with the University organizations and services
- Act as a One-Stop Information Centre to help students know where they can seek help from.
- Help international students to live a better and quality life while studying in Melbourne.
- Promote UMSU International as the representative body and its purpose and services on students’ welfare

2 Details
Date: Wednesday 11th March 2015
Time: 12:00pm – 3:00pm
Venue: North Court, University of Melbourne

3 Overview
MtM aims to help international students with the common issues they may face, such as health care, academic rights, financial support, safety, etc. Food, performances and colourful decorations will be used to build a carnival-like atmosphere. In order to attract students’ attention and keep them engaged, an event passport and freebie bags will be hand out in the beginning of the event, in the Starting boot. The event passport is to be stamped at each booth; if the student collect all the stamps, they will receive a giant UMSU International candy floss as a prize.

4 Summary of Components
Booths
Coordinator: Vy Ha, Su Zen Ong

Booths will be classified in five categories:

- Host: UMSU International
- University Services
- External Services
- Foods and drinks
- Sponsors

Each booth will have their own stamps for students to collect on passport, and they can prepare their own engaging games such as quiz for students to participate in order to get the stamp.

One ISA or OB will be assigned to each booth to assist in set-up, preparation, publicity, and student engagement. This needs an extensive planning and allocation of manpower.

Moving photo booth
Coordinator: Rudy

As a publicity movement, a moving photo frame will be assigned with two ISA and one photographer in order to attract people and encourage students come to our event. The photos
will be uploaded on UMSU International Facebook page after MtM, and students are welcomed to tag themselves. Photographer(s) will be hired on a voluntary basis.

**Freebies**
Coordinator: Bertin Ong, Riddhi
There will be free foods and drinks given out to attract people to come and obtain information they need. Sponsors will be approached and invited to distribute free drinks or snacks during the event. Moreover, freebies will be given out at Starting booth to students.

**Cooking Show**
Coordinator: Vy Ha
A professional chief will be invited to teach students how to cook a fast cheap yummy meal during the event.

**Games**
Coordinator: Benedict Nathaniel
Some game equipments will be placed at South Court to attract students to come.

**Decoration**
Coordinator: Su Zen Ong
To build the carnival-based atmosphere, especially the UMSU International booths will be decorated.

**Food**
Coordinator: Su Zen Ong, Vy Ha, Divyaa Jayakumar
A variety of food would be served to attract people on the event day.

5 **Publicity**
- A poster will be designed to facilitate promotion of the event.
- Flyers will be distributed during O-week events and throughout week 1.
- MtM balloons will be handed out during week 1 and 2.
- Facebook event page will be created before O-week.

6 **Budget**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Information Booths</td>
<td>$10,000.00</td>
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<tr>
<td>Marquees, AV System, Equipment, Labour</td>
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## Power Generator

<table>
<thead>
<tr>
<th>Sponsors</th>
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<tr>
<td>Parking Permits</td>
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<table>
<thead>
<tr>
<th>Decorations</th>
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<tbody>
<tr>
<td>Balloons, air puppet, ribbons</td>
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</table>

<table>
<thead>
<tr>
<th>Games &amp; Prizes</th>
<th>$2,000.00</th>
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<tbody>
<tr>
<td>Gift cards, vouchers</td>
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<table>
<thead>
<tr>
<th>Foods &amp; Drinks</th>
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<tbody>
<tr>
<td>Fruit juices, fruits, healthy snacks.</td>
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</tr>
<tr>
<td>Miscellaneous (gloves, paper towel etc.)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>$950.00</th>
</tr>
</thead>
</table>

| Total | $18,000.00 |

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Prepared by
Candy Xuelan Tang
Education & Welfare Vice President 2014/2015
UMSU International
1. Introduction

This report covers the period from September 25th 2014 to October 9th 2014.

Aim:
- To address the questions graduating students have on visa or migration.
- To create awareness of services provided by the university.
- To address international students’ concern on their IELTS score, whether for migration, further education, or employment purposes.
- To promote UMSU International

2. Event Summary

a) Visa & Migration Information Session (Visa Options)
Date and Time: Thursday, September 25th 2014, 12 - 2 pm
Venue: Theatre B, Old Arts Building
Speaker: Greta Haywood, Legal department of UMSU
The interest in Visa Options was enormous. The venue was not sufficient for the participants. The trivia had a good response. The overall satisfaction for this event was 71%.

b) IELTS Workshop
Date and Time: Thursday, October 9th 2014, 5.30 – 7.30 pm
Venue: Latham Theatre, Redmond Barry Building
Speaker: Don Oliver, IDP
The communication between UMSU International and IDP was slow, thus the period of time for event organizing and publicizing were not sufficient. This semester, the IELTS workshop has a different speaker and content. The speaker, which is an IELTS test writer, delivered the content engagingly and clearly. The content focuses on Writing and Speaking, which international students struggle the most with. This allowed the students to gain a more in-depth understanding of the test and how to improve their IELTS score. These changes were highly received. The overall satisfaction was 95%.

3. Turn out

Visa Options
Aim: 40 people
Registration: 155 people
Actual Attendance: 120 people.

IELTS Workshop
Aim: 50 people
Registration: 54 people
Actual Attendance: 22 people.
4. Brief Budget

$1000 was allocated for the week of awareness.

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Options</td>
<td>$411.00</td>
</tr>
<tr>
<td>Food</td>
<td>$340.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$71.00</td>
</tr>
<tr>
<td>IELTS Workshop</td>
<td>$455.00</td>
</tr>
<tr>
<td>Food</td>
<td>$420.00</td>
</tr>
<tr>
<td>Beverage</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$866.00</strong></td>
</tr>
<tr>
<td><strong>BUDGET</strong></td>
<td><strong>$1,000.00</strong></td>
</tr>
</tbody>
</table>

5. Recommendation

- The next Visa Options should account for higher interest and utilize a venue with larger capacity.
- The Trivia in Visa Options should be done again.
- The material for Visa Options should explore deeper on popular options.
- The contact with the external parties should be done with multiple contact channels in case one of them is missing.
- Earlier event details confirmation should be done to allow earlier publicity

6. Conclusion

This concludes my report. Please feel free to contact me if you have any questions or suggestions.

Prepared by
Vy Ha
Education and Welfare Officer 2014/2015
UMSU International
Introducing
This report covers the UMSU International Office Bearer camp that was held from Monday 29th September to Wednesday 1st October.

Details:
- Attendance was compulsory for all committee members including the co-opted officers except for those who had a valid reasons. This year, a total of 27 office bearers had attended the camp and it was fully subsidized as part of the training.
- The objective of the camp was to foster a stronger relationship between the office bearers and to allow a better working relationship. In addition to that, it was intended to develop the spirit of teamwork and to emphasise the importance of communication.
- The campsite chosen was Alexandra Adventure Resort.

1. Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>5,500.00</td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td>682.58</td>
</tr>
<tr>
<td>Transportation (Coach)</td>
<td>1,370.00</td>
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<tr>
<td>Accommodation</td>
<td>2,100</td>
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<td>Food</td>
<td>674.89</td>
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<td>Miscellaneous</td>
<td>23.55</td>
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<tr>
<td>Petrol</td>
<td>33.23</td>
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<tr>
<td>T-shirt and fabric paint</td>
<td>240.33</td>
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<tr>
<td>Total Expenses</td>
<td>5,124.58</td>
</tr>
<tr>
<td>Balance</td>
<td>375.42</td>
</tr>
</tbody>
</table>

2. Suggestions
- Allocate each group to be in charge of cleaning and washing up dishes after each meal.
- This ensures fairness and improve efficiency.
- Reduce the amount of time spend on physical intensive games.

3. Conclusion
This concludes my report. Please do not hesitate to approach me if there is any enquirers.

Prepared by
Hong Ling WONG
Treasurer 2014/2015
UMSU International