

Agenda

Central Committee Meeting #2 – Friday, 20th August 2021

Time : 16:30

Venue : Zoom

1. Procedural Matters

- 1.1. Acknowledgment of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Confirmation of Previous Minutes

- 2.1. CCM #1

3. Matters Arising from Previous Minutes

4. Proposals

- 4.1. Overseas Student Care Package Semester 2 2021 Proposal
- 4.2. World Sexual Health Week Semester 2 2021 Proposal
- 4.3. International Student Survey Semester 2 2021 Proposal
- 4.4. Office Bearers 2019/20 Appreciation Events Proposal

5. Reports

- 5.1. Orientation Semester 2 - Winterfest 2021 Final Report

6. Other Business

- 6.1. Annual General Meeting 2021
- 6.2. CCM #3 Schedule

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #1 – Friday 6th August 2021

Time : 16:30

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owner

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 50 Members (26 - current committee 2020/2021 members;
24 - incoming committee 2021/2022 members)

Late with Apologies

EXCO: -

Directors: -

Officers: Jason LI WAN PO

Absent with Apologies

EXCO: -

Directors: - Eric SHI

Officers: Huiting (Whitney) CHEN, Shuet LEE (Michelle)

Absent without Apologies

EXCO: -

Directors: -

Officers: Thong NGUYEN, Steven HADINATA, Andi XU, Alea YOUNG, Christine MOORE

Motion 1

Move that Standing Orders be adopted for CCM #1 at 16:33.

Mover : Riddhi AGARWAL

Seconder : Jet Yee (Cecilia) LEE

CARRIED without contention.

2. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #1 be adopted at 16:36.

Mover : Xin Yee (Elisha) CHUNG

Seconder : Aaron Herbert JOHANNES

CARRIED without contention.

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 3

Move that the minutes of eCCM #6 be accepted and confirmed as a true and accurate record.

Mover : Hiu Chun (Adrian) SO

Seconder : Kezia Rebecca PRANATA

Motion Carried.

Move that the **Accommodation Project Proposal 2021** be accepted.

M: Jet Yee (Cecilia) LEE

S: Angela Elizabeth DJAJA

Motion Carried.



Move that the **Home, Connected Semester 2 2021 Proposal** be accepted.

M: Putri SHAFIRA
S: Abigail Rafa HARTONO

Motion Carried.

Move that the **Peer Support Network Semester 2 2021 Proposal** be accepted.

M: Anthony NGADIYOTO
S: Joshua DUBAR

Motion Carried.

Move that the **ISA September Intake + Induction Semester 2 2021 Proposal** be accepted.

M: Tianyi (Scarlett) ZHANG
S: Sophia Marguerite YAP

Motion Carried.

Move that the **Meat and Greet Semester 2 2021 Proposal** be accepted.

M: Jason LI WAN PO
S: Evelyn Kiantoro

Motion Carried.

Move that the **PR/Visa Workshop 1 Semester 2 2021 Proposal** be accepted.

M: Mona NOHARA
S: Thao Nguyen (Meadow) NGUYEN

Motion Carried.



Move that the **UMSU International Office Bearers 2020/21 Appreciation Events Proposal** be accepted.

M: Boheng (John) DUAN
S: Stefan Amando Marbun

Motion Carried.

Move that the **ISA July Intake + Induction 2021 Report** be accepted.

M: Aaron Herbert JOHANNES
S: Buhle NDLOVU

Motion Carried.

Now let's move on to other businesses, are there any topics anybody wants to be addressed.

Other Business

Move that **Standing Orders** be suspended at **5:29 pm**.

M: Akshaya RAMAKRISHNAN
S: Angela Elizabeth DJAJA

Motion Carried.

Move that **CCM #1** be adjourned at **5:30pm**.

M: Elisha Xin Yee CHUNG
S: Riddhi AGRAWAL

Motion Carried.

Prepared by,

Chaital Vasta
Secretary 2021/22
UMSU International

**Overseas Student Care Package Semester 2 2021 Proposal**Central Committee Meeting #2 – Friday 20th August 2021**1. Introduction**

Since the COVID-19 pandemic, many international students are stuck overseas due to travel restrictions. The offshore students are constantly being left out for all the privileges they are supposed to receive, such as free food, exam packages, and even all sorts of benefits provided on campus. Therefore, the Welfare department has decided to create a project that is exclusively for overseas students.

2. Objectives

This event aims to provide equivalent experience for overseas international students in terms of receiving university-related products (i.e. UMSU INTL Merchandise)

3. Event Details

Date	: Friday, 9 th September 2021
Number of Registration	: 100
Coordinators	: Anthony NGADIYOTO Cecilia LEE Eric SHI Evelyn KIANTORO Putri SHAFIRA Sarah Wooi Ern LIM Teresa Tamika TIAHJADI
Manpower	: 7 OBs & 5 ISAs (including 7 coordinators of OBs and ISAs)
Budget	: \$6,556.00

4. Event Overview

Through this event, a collection of special-made merchandise with UMSU INTL logo will be sent out to the first 100 overseas international students that applied for this program. The package will consist of portable coffee cups, sports towels, face masks, bucket hats and drawstring bags.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
NT	15 th - 22 nd July 2021	Preliminary discussion	Determine whether to limit countries to be shipped to, the method of shipping and to choose merchandise and	Anthony NGADIYOTO Jet Yee Cecilia LEE Eric SHI Putri SHAFIRA

			products to be given.	Evelyn Kiantoro Sarah Wooi Ern LIM Teresa Tamika Tjahjadi
1-2	27 th July - 3 rd August 2021	Offshore International Students Survey	Aimed to get a better understanding of what events overseas international students are interested in - where there is a significant amount of interest in this care package.	Jet Yee Cecilia LEE Evelyn Kiantoro
1-3	30 th July - 13 th August 2021	Liaise with Merchandise Producer & Shipping	Communicate with BlueGum and Sendle to receive quotation and price deals for chosen merchandise and products	Sarah Wooi Ern LIM
5-7	20 th August - 8 th September (TBC)	Merchandise Production & Shipping Arrangements	Package the merchandise and products as well as get it ready for shipping Logistics arrangement	Sarah LIM ISAs (HR Department) Jet Yee Cecilia LEE
Event Day				
8 - 9	9 th - 15 th September 2021	Ship care packages to international students worldwide	Ship packages to all overseas applicants using Sendle as the delivery service	Sarah Wooi Ern LIM ISAs (HR Department)
		Ship care packages locally by OBs in major countries	For major countries, packages are going to be shipped out in bulk to OBs present in those related countries, which the OBs will proceed shipping them locally to the applicants address	Jet Yee Cecilia LEE Evelyn Kiantoro Teresa Tamika Tjahjadi
Post Event				
12	1 st October	Reporting back to CCM	Collect feedback responses from participants, create a final report for CCM	Anthony NGADIYOTO Sarah Wooi Ern LIM Teresa Tamika Tjahjadi

Pre-event

- Discuss regarding the choice of products to be given out, delivery services that are going to be used, and country of choices. It is decided to not limit the countries, as this would exclude some overseas international students. The chosen products are portable coffee cups, sports towels, face masks, and drawstring bags. These following products will have a Unimelb logo, as well as the UMSU International's logo on it.

Event Day

- 5 ISAs and OBs will be packing the items into the package boxes.
- For shipping, the packages are going to be sent out in bulk to the OBs in major countries (i.e. the countries that are expected to have the most applicants) , where the OBs will distribute the packages through local post and courier (Sendle(tbc)).
- For countries with no OBs/ISAs, or countries with a limited number of applicants, the packages will be shipped individually, and directly to the address of the participants in their home country.

6. Budget

An estimate total of **\$6,556** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Aztec Coffee Cups (TBC)	100	\$9.00	\$900.00
Enduro Sports Towel (TBC)	100	\$5.50	\$550.00
Cotton Gift Bag (Drawstring bags) (TBC)	100	\$5.50	\$550.00
Face Masks (TBC)	100	\$5.00	\$500.00
Brown Package Boxes	100	\$0.66	\$66.00
Bondi Bucket Hat (TBC)	100	\$8.90	\$890.00
Shipping Price (TBC)	100	\$24.00* <i>*on average</i>	\$2,400.00
Miscellaneous		\$700.00	\$700.00
TOTAL			\$6,556.00

7. Conclusion

This concludes our proposal for the Overseas Student Care Package Proposal 2021. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Jet Yee Cecilia LEE, Putri SHAFIRA, Teresa Tamika TIAHJADI
Welfare Department 2020/21 & 2021/22
UMSU International

World Sexual Health Week Semester 2 2021 Proposal
 Central Committee Meeting #2 – Friday, 20th August 2021

1. Introduction

World Sexual Health Week is a week dedicated to raising awareness, educating, informing and providing guidance and accessibility towards resources to promote one’s sexual wellbeing. The Welfare Department has decided to create film content that is engaging and informative, around 3 themes. This includes STI/STDs and protection, how to order from the Safer Sex Program, an already existing UoM Health initiative, and around consent. Furthermore, we plan to have contraceptives available throughout the year for students to grab at their discretion.

2. Objectives

This event aims to provide information in an engaging way through the use of contemporary media content for an International Student demographic, as well as provide accessibility to contraceptives.

3. Event Details

- Date : Week 6 for event itself, ongoing for access to contraceptives
- Venue : Online for event itself, on campus for access to contraceptives (tbc)
- Number of Attendees : -
- Coordinators : Sarah LIM
Teresa Tamika TIAHJADI
- Manpower : 5 OBs (including 2 Coordinators)
- Budget : \$310.00

4. Event Overview

Through this event, 3 short films will be filmed and published on various social media platforms of both UMSU and UMSU International accounts during World Sexual Health Week, at 12PM on Monday, the 30th, Wednesday, the 1st and Friday the 3rd at 12:00PM AEST. For the contraceptives, there will be around 100-200 male condoms, female condoms, dental dams and sachets of lubricant available (TBC).

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2-3	2 nd - 15 th August 2021	Communicate with P&S for contraceptives Communicate with	P&S are in the midst of discussion for the contraceptives as they were initially assumed to pass UMSU’s Ethics Boards, due to asking for the same brands provided by the Safer	Sarah LIM Teresa Tamika TIAHJADI

		<p>M&C and Umsu Communications on BaseCamp for a script, poster design and organize social media platforms for publication.</p> <p>Communicate with HR for ISA publicity hours for the Week of Event.</p>	<p>Sex Program, however was proven wrong.</p> <p>Have drafted a script with materials around the theme of consent, safety and publicity for the Safer Sex Program, using the TikTok format.</p>	
4-5	16 th - 29 th August 2021	<p>Film and Edit 3 videos on Umsu Intl's official TikTok account.</p> <p>Finalize poster (perhaps use as cover)</p>	<p>P&S has communicated that contraceptives have been approved by the ethics board and there is movement towards obtaining 200 of each product.</p> <p>Collaborating with M&C to storyboard video storylines, and set aside meetings to edit once filming is done.</p> <p>Have received the first draft of Poster from Comms, have sent out alterations.</p> <p>Planned earlier on to have 3 ISA's be subjects of the film, however in discussion with HR and due to the current lockdown/situation, we have decided not to move forward. Following Lockdown regulations and restrictions, 2 OB's will be filming as they are each other's social bubble. The OB's are Sarah Lim and Hermione To.</p> <p>An ISA publicity sheet will be proposed to HR, and once accepted, will be posted into the ISA groups on Facebook on the 29th of August, Sunday.</p>	<p>Sarah LIM Teresa Tamika TJAHJADI</p>
Event Day				
6	Monday, 30 th August 2021 (12:00pm AEST)	<p>Video 1/3 will be posted.</p>	<p>Reels will be posted on Umsu Intl Instagram Account by M&C</p> <p>Reels will be shared on Umsu Intl Instagram Story, and Umsu will be tagged by M&C</p> <p>ISA's will be encouraged to repost/share onto their stories for publicity</p>	<p>Sarah LIM, Teresa Tamika TJAHJADI</p>
6	Wednesday, 1 st September	<p>Video 2/3 will be posted.</p>	<p>Reels will be posted on Umsu Intl Instagram Account</p>	<p>Sarah LIM, Teresa Tamika TJAHJADI</p>

	2021 (12:00 pm AEST)		Reels will be shared on UMSU INTL Instagram Story, and UMSU will be tagged ISA's will be encouraged to repost/share onto their stories for publicity	
6	Friday, 3 rd September 2021 (12:00pm AEST)	Video 3/3 will be posted	Reels will be posted on UMSU INTL Instagram Account Reels will be shared on UMSU INTL Instagram Story, and UMSU will be tagged ISA's will be encouraged to repost/share onto their stories for publicity	Sarah LIM, Teresa Tamika TJAHJADI
6	Sunday, 5 th September 2021	UMSU will publicize.	UMSU will post links/direct students to media content via eNews.	Sarah LIM, Teresa Tamika TJAHJADI
Post Event				
6 ~ onwards	September onwards (TBC)	Contraceptives available on campus	Discuss potential areas where contraceptives can be placed for access.	Sarah LIM, Teresa Tamika TJAHJADI
8	Friday, 17 th September 2021	Reporting back to CCM	Collect data of user interaction via views on TikTok, create a final report for CCM.	Sarah LIM, Teresa Tamika TJAHJADI

Pre-event

- Film/Edit content, use design poster as header for films
- Post HR publicity task sheets

6. Budget

A total of **\$310.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Publicity	5	\$30.00	\$150.00
Refreshments	3	\$20.00	\$60.00
Miscellaneous	1	\$100.00	\$100.00
TOTAL			\$310.00

7. Conclusion

This concludes our proposal for World Sexual Health Week Semester 2 Proposal 2021. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Sarah LIM, Teresa Tamika TIAHJADI
Welfare Department 2021/22
UMSU International**

International Student Survey Semester 2 2021 Proposal

Central Committee Meeting 2 - Friday, 20th August 2021

1) Introduction

This is a proposal for the International Student Survey (ISS) which will be conducted throughout Semester 2 2021. The overarching objective of the ISS is to serve as a guideline for UMSU International to attain a more well-rounded understanding of international students' overall university experience.

2) Objective

- To quantify and study the awareness level of international students in regards to UMSU International.
- To investigate the academic difficulties faced by international students.
- 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 in regards to current and future employment.
- To highlight and raise awareness of services that are provided or made available to students within the university.
- To identify services required by international students that are unavailable upon completion of data collection.
- To attend to the changes international students might suggest to improve upon present models.

3) Event Details

Date	: Monday, 30 th August - Sunday, 31 st October 2021
Target Responses	: 1,500 valid responses
Coordinators	: Anthony NGADIYOTO
Budget	: \$2,272

4) Overview

The International Student Survey (ISS) will be held from week 6 to 11 of semester 2, 2020. It involves the completion of an online survey. In addition, the ISS link will be distributed to students through university email.

5) Task Allocation

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

Survey Writers: Anthony Ngadiyoto, Feline Fenecia, Sarah Lim and Sophia Yap will be the main authors of this Survey . This will be based on the suggestions of the present E&W committee and the utilisation of previous International Student Surveys as a guideline to ensure a concise and accurate survey.

Prize Suggestions and Acquisition: The acquisition of the prizes will be distributed between the members of the Education and Welfare department.

Publicity: Anthony Ngadiyoto and Feline Fenecia will be working with M&C Department and UMSU Communications ensuring the survey form design and publicity materials are ready for publication.

Report Writing: Reports will be conducted internally by the EnW departments which include Sophia Yap, Sarah Lim, Jegath Krish, Liqiong Huang, Riddhi Agarwal, Matthew Kuncheria, Teresa Tamika Tjajadi and Lilith Zeng.

Section	Name
General information	Anthony
UMSU International Awareness and Perception	Feline
University and Academic Experience	Anthony
Health and Safety	Anthony
Cultural Climate	Feline
Work and Employment	Sarah
Financial Situation	Anthony
COVID-19 Impacts	Sophia
Accommodation	Sarah

6) Timeline

Wk #	Date	Activity	PIC
1 - 5	27 th July - 24 th August 2021	ISS Questions Drafting	Anthony NGADIYOTO Feline FENECIA

			Sophia Marguerite Yap Sarah Wooi Ern Lim
9	Monday, 30 th August 2021	Commencement of the ISS response collections	Anthony NGADIYOTO Feline FENECA
SWOTVAC	Sunday, 31 st October 2021	End of ISS response collections	Anthony NGADIYOTO Feline FENECA
NT	Post Exam - 14 th December 2021	Data Analysis & Report Drafting	Anthony NGADIYOTO Sophia Marguerite YAP Sarah Wooi Ern LIM
	Wednesday, 15 th December 2021	Publication of ISS 2021 Final Report	Anthony NGADIYOTO Feline FENECA

9) Budget

A total budget of **\$2,272** is allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Gift Cards	100	10	1,000.00
Fujifilm Instax Mini 11 Instant Camera	15	100	1,500.00
Typeform subscriptions*	4	88	352.00
Publicity	14	30	420.00
TOTAL			2,772.00

**Typeform* subscriptions will be used for other UM^{SU}I events registration and other data collections.

10) Conclusion

This concludes our proposal for the International Student Survey Proposal 2021. Please do not hesitate to contact any of the Education and/or Welfare Departments should you have any queries.

Prepared by,

Anthony NGADIYOTO
Education and Welfare Vice President 2021/22
UMSU International



UMSU International Office Bearers 2019/20 Appreciation Events Proposal

Central Committee Meeting #2 – Friday, 20th August 2021

1. Introduction

The UMSU International Committee Members 2019/2020 have overcome a very difficult term with it being both working offline and online, which required a lot of flexibility and perseverance. As a means to show appreciation to all of the UMSU International Committee Members 2019/2020, we have decided to fairly provide compensation for all of the Office Bearers.

Due to the current situation that has always been uncertain, we decided to cancel the appreciation events traditionally held, such as the OB Farewell Trip and the Appreciation Lunch, and instead we have decided to give out Australian Post Gift Cards by Mastercard that would be accessible to everyone from anywhere.

Additionally, a certificate will be distributed to all Office Bearers that have been working until the end of the term.

2. Objectives

This event aims to acknowledge on behalf of UMSU International towards the 35 members of Office Bearers (OBs) on their contribution and sacrifice for the sake of International Students throughout the term of 2019/20.

3. Event Details

OB Appreciation

- Date : As soon as the proposal passed and should be anytime before the commencement of Annual General Meeting 2021
- Coordinators : Rachel Anya AW, Putri SHAFIRA, Kezia Rebecca PRANATA, Archit AGRAWAL (Former President of UMSU International 2019/20)
- Budget : \$11,000

4. List of UMSU International Central Committee

A google form link will be distributed to gather all the information required for the gift cards purchase & certificates.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
9 - NT	4 th May - 25 th June 2021	Preliminary Discussion		Rachel Anya AW Putri SHAFIRA Kezia Rebecca PRANATA
NT - 1	22 nd - 27 th July 2021	Drafting Proposal		Putri SHAFIRA Kezia Rebecca PRANATA
2	Friday, 20 th August 2021	Passing the proposal on CCM #2 Semester 2 (2021)		Rachel Anya AW Putri SHAFIRA Kezia Rebecca PRANATA
3 - 5	9 th - 23 rd August 2021	Certificate Signing		Rachel Anya AW Stefan Armando MARBUN
4	16 th - 20 th August 2021	Gift Cards Purchase		Rachel Anya AW Kezia Rebecca PRANATA
5	23 rd - 27 th August 2021	Gift Card Distributions	Physical card will be sent and distributed by HR Director	Kezia Rebecca PRANATA Christabella Alicia
6	Friday, 3 rd September 2021	Reporting back to CCM	Will be reported back on CCM 3 by the incoming EXCO (TBC)	Rachel Anya AW Mohan KWATRA

6. Budget

A total budget of **\$11,000** is allocated for this event, with the breakdown as listed below:

Calculation Basis

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
OB Appreciation Event (Supposedly Lunch & Trip)	35	300	10,500
TOTAL			10,500

Therefore, the total budget breakdown:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
The amount of card	35	300	10,500.00
Card purchase price	35	5.41	189.35
GST	35	0.54	18.90
Miscellaneous (Delivery Fee, etc)			291.75
OB Certificates	35		0.00
TOTAL			11,000.00

7. Distribution Method

We have decided to use Australia Post's Gift Card by Mastercard

(for more information, please visit:

<https://auspost.com.au/money-insurance/buy-gift-cards/auspost-gift-card>)

Since they do not ship internationally, and for the sake of keeping distribution as simple as possible, we have decided to send all the gift cards to one address (the former HR Director of UMSU International 2019/20, Christabella ALICIA as she is currently in Melbourne). Shipping of the gift cards (i.e. any additional shipping costs) will be settled by each individual OBs.

8. Conclusion

This concludes our proposal for the UMSU International Office Bearers 2019/2020 Appreciation Events Proposal 2021. Please do not hesitate to contact any of the Executive Members should you have any queries.

Prepared by,

Rachel Anya AW, Putri SHAFIRA, Kezia Rebecca PRANATA
 Executive Committee 2020/21
 UMSU International

Orientation Semester 2 - Winterfest 2021 Final Report

Central Committee Meeting #2 – Friday 20th August 2021

1. Introduction

This report summarises Winterfest 2021, which covers the third and last week of July from Monday 19th July 2021 to Friday 30th July 2021. Activities include the Online Hopin Booth, the Amazing Race Winterfest Edition and UNiVerse Beyond Zoom. Due to the sudden lockdown 5 that happened during O-week, the On-campus booth, Food Adventure and Mini Carnival were all cancelled.

2. Activities and Events

Winterfest Publicity

2.1. UMSU Carnival Day (On-Campus) - CANCELLED

Coordinators : Angela Elizabeth DJAJA, Kezia Rebecca PRANATA

Date : Tuesday, 20th July 2021 and 27th July 2021

Time : 11:30 am - 2:30 pm

Venue : University Plaza, North Court and North Lawn

Budget : \$1000

Manpower :

- 2 Coordinators
- 1 OB to be present at all time at the booth
- 1 ISAs to be present at all time at the booth

All UMSU International merchandise (Travel Coffee Cups, Umbrellas, Tote Bags, and Powerbanks), were received by delivery July 14, 2021. However due to Lockdown no. 5, we managed to pack up all the goodie bags, and they can be used in future events by the incoming committee.

2.2. HoPIN - Online Carnival

Coordinators : Angela Elizabeth DJAJA, Kezia Rebecca PRANATA

Date : Friday, 23rd July 2021 and Tuesday 27th July 2021

Time : 11:30 am – 2:30 pm (23rd July),

11:30 am – 2:30 pm (27th July)

Venue : HoPIN

Budget : \$200

Manpower : 2 Coordinators, 3 Cultural & Social OBs, 1 Welfare OB.

i. Flow of Event

This event was done to accommodate students who are starting at University offshore due to the Australian border closure.

Time	Activity	Description
10:30 -11:00	Set up	OBs who signed up for the online booth were required to at least arrive a few minutes before 11:30 to check for any technical issues and difficulty including video and audio problems
11:00 - 14:00	Event Commences	OBs were required to have their camera on and monitor participants list to see who had come to our booth. The chat function was also monitored to see what questions participants have and answer them live. The link for the UMSU International discord channel was always re-typed into the chat again and again to inform participants to sign up to our discord channel. Summerfest events - UNIverse Beyond Zoom and Amazing Race, were also mentioned to encourage students to sign up, and links were provided to our event. We also had an impromptu game sessions where participants were also welcome to join.
14:00	HoPIN Session Ends	The event ended, and OBs were free to leave. Our Summerfest pitch video was switched on in case participants arrived after the event ended.

Note: Due to the sudden change in plans from UMSU from the On-campus booth to the Online Booth on 27th July 2021, we didn't had time to get enough manpower, so our booth on that day was only playing our winterfest pitch video.

ii. Expenditure

Items	Amount (\$)
\$20 Coles Gift Card (x3)	\$60
\$20 Woolies Gift Card (x1)	\$20
\$12 Spotify Gift Card (x7)	\$84
Total (incl. GST)	\$164
Total Budget Allocated	\$200
Total Budget Surplus	\$36

iii. Problems encountered and suggestions for next year

- During this HOPIN event, we had a lesser engagement compared to the previous Summerfest 2021. We had students who were asking us about becoming part of UMSU International, so the OBs present mentioned about the ISA program and how to get involved. A recommendation is to have recruitment of new ISAs open during winterfest so students can sign up immediately for it.
- Another problem we encountered were the vouchers we give out for those that are overseas. Spotify was chosen because it is used globally, however since there is a need to purchase in Australian dollars, the gift card that we gave out could only be redeemed in the Australian Spotify. However the Spotify Gift card can be redeemed within a span of 3 years. A suggestion for the future committee is to find other options for prizes where it can be purchased in Australian dollars but still can be used overseas.

2.3. Food Adventure - CANCELLED

Coordinators: Akshaya RAMAKRISHNAN, Michelle (Shuet Yi) LEE, Arshia ARORA, Anson SO

Date : Saturday, 24th July 2021

Time : 9.30 am – 4.00pm

Venues : South Yarra, St. Kilda, University Square

Budget : \$3500

Manpower : 4 Coordinators, 6 OBs, 14 OBs/ISAs (12 Travel Buddies & 8 Station Masters)

Target : 60 students

Objectives:

- Provide the opportunity for new students to get to know each other
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about our services during the event

i. Budget Breakdown

Expenditure	Amount
South Yarra Expenditure	0
St. Kilda Expenditure	0
Other Expenses	-
Total Expenses	0
Total Budget Allocated	\$3500
Total Budget Surplus	\$3500

ii. Problems and Suggestions

- The event was planned to happen a month after the semester 1 final exams, which meant that we did not have enough time to reach out to other potential restaurants and source the required documents for the event to be approved. Instead, we reused the same list of restaurants from SummerFest 2021.

Suggestion: Prepare more restaurants to be approved by the Ethical Committee from the get-go to have a backup list of restaurants instead of reusing the same ones from the previous orientation.

- It could take a long time to get the COVIDSafe plans and the Certificate of Currency from the restaurants when contacting them through email. Response time could go up to 3 to 5 days.

Suggestion: Approach the restaurants through phone or visit the restaurant face-to-face if possible instead of contacting them through email to speed up the process.

- Given the high requests for more desserts from SummerFest 2021's Food Adventure, we tried to research more dessert places surrounding the restaurants and parks that we have chosen as our stops. However, due to the two problems listed previously, we did not manage to contact the dessert places in time for the event to be approved. We ended up asking the existing restaurants to prepare the desserts.

Suggestion: Prepare a list of dessert places early on, and submit them for the Ethical Committee's approval along with the list of restaurants.

2.4. Mini Carnival - CANCELLED

Coordinators : Aaron Herbert JOHANNES, Adrian SO, Jocelyn WONG

Date : Monday, 26th July 2021

Time : 11.00 am – 5:00 pm

Venue : University Plaza / Concrete Lawn

Budget : \$5500

Target Participants : 300 Participants (3 Sessions x 100 Participants)

Manpower : 3 Coordinators, 48 OBs/ISA

Objectives:

- Allow new students to familiarise themselves with the campus.
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences.
- To enhance the university experience of all members of the University of Melbourne.
- To organize a large-scale event which promotes the presence of UMSU International.

1.1.1. Introduction

Feedback from Summerfest 2021 and Mini Carnivals held in Semester 1, we decided to do another Mini Carnival as an Orientation week event for Winterfest 2021. This event by the Cultural and Social Department will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities again after the recent lockdown. This fun and engaging event held by the Cultural and Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

i. Budget Breakdown

2.

Items	Budget (\$)
Carnival Prizes	-
Game Logistics	-
Bounce House	-
Refreshers (Snacks and drinks)	-
Casual Hires	-
Miscellaneous	-
Total Expenses	0
Total Budget Allocated	\$5500

Total Budget Surplus	\$5500
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i. Problems and Suggestions

- The Bounce house that we were planning to have is it takes quite some time for them to reply to us about any queries that UMSU has
Suggestion 1: The fastest way to contact any external parties is through a phone call or face-to-face.
- We initially planned to get slushy and other beverage machines from a vendor, however, there wasn't enough time as a Covid Safe Plan was required.
Suggestion 2: Try to contact vendors as early as possible

2.5. UNiverse Beyond Zoom

Coordinators : Jason LI WAN PO, Danielle LEE, Andi XU
Date : Saturday, 24th July 2021
Time : 2:00 pm - 5:00 pm AEDT
Venues : Online - UMSU International Discord Lounge
Budget : \$200
Manpower : 3 Coordinators - 14 OBs/ISAs
Target : Around 40 - 50 Participants

i. Flow of Event

a. Pre-Event Briefing

For ISAs who have never used Discord before, a discord briefing was held on 23rd July 2021 at 9:00 pm AEDT for ~30 minutes. A further pre-event briefing was held an hour prior to the actual event, on Saturday 26th July 2021 at 1:00PM

b. Event Day

Time (AEDT)	Activity	Event Description
1pm	Briefing and Attendance	- All OBs and ISAs joined UMSU International's discord server at 12pm for

		<p>a short pre-event briefing.</p> <ul style="list-style-type: none"> - After the briefing, ISAs started moving to their allocated voice channels based on their respective courses.
2pm - 5pm	UNiverse Beyond Zoom	<ul style="list-style-type: none"> - Participants who had signed-up for the event started entering the welcome voice channel and were directed to a separate voice channel based on their chosen course. - ISAs in their respective voice channels talked and shared their university experiences with the participants. Some also shared tips and tricks that they have learned from online studies.

ii. Budget Breakdown

Items	Amount (\$)
\$12 Spotify Gift Cards (x5)	\$60
Total (incl. GST)	\$60
Total Budget Allocated	\$200
Total Budget Surplus	\$140

iii. Feedback Statistics

Are you in Australia or Abroad?

5 responses

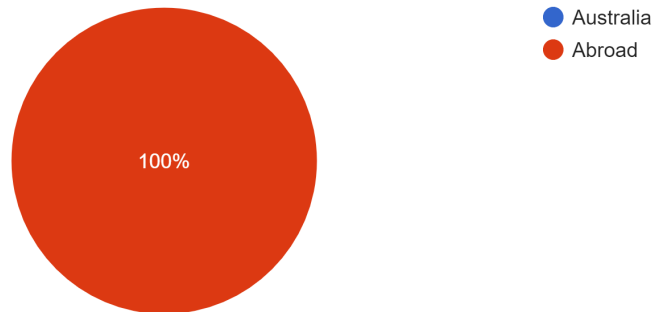
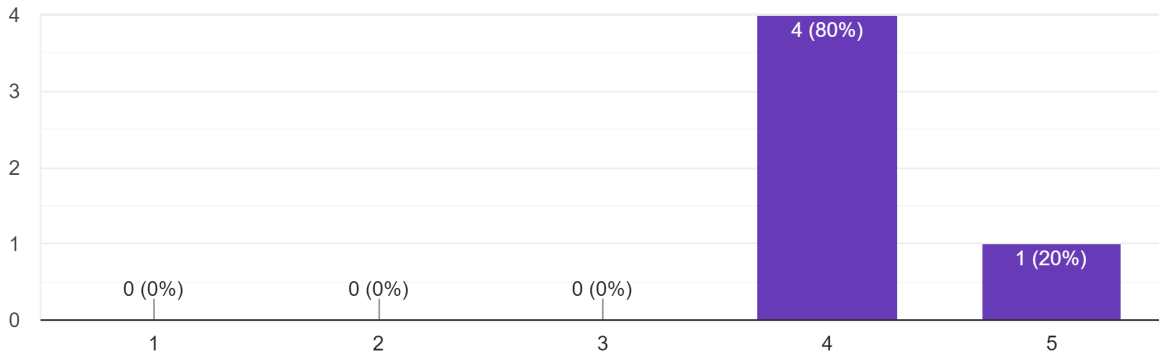


Figure 1. Observed expected turnout indicating that all of the participants were abroad.

In comparison to the previous 2 iterations of our event, our turnout rate was as expected (~4 participants in the 2020 UNiverse Beyond Zoom), having around the same number of participants. However, it is to be noted that not all participants filled the attendance form.

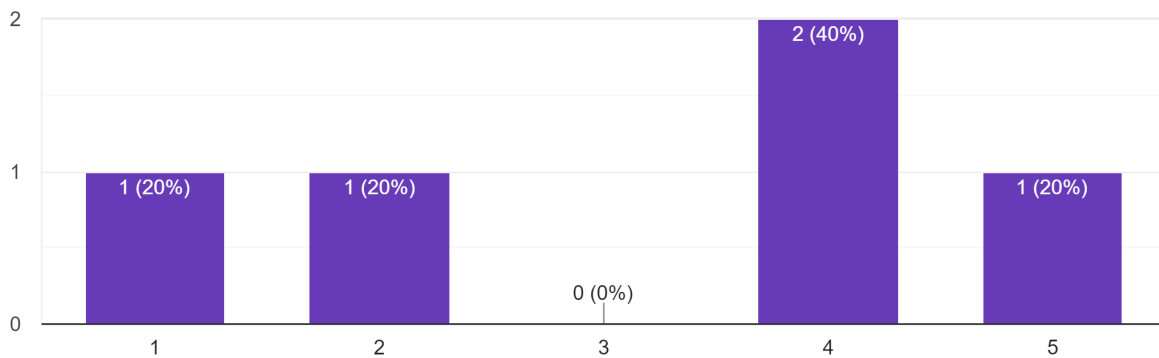
We were able to answer your questions

5 responses



You made new friends

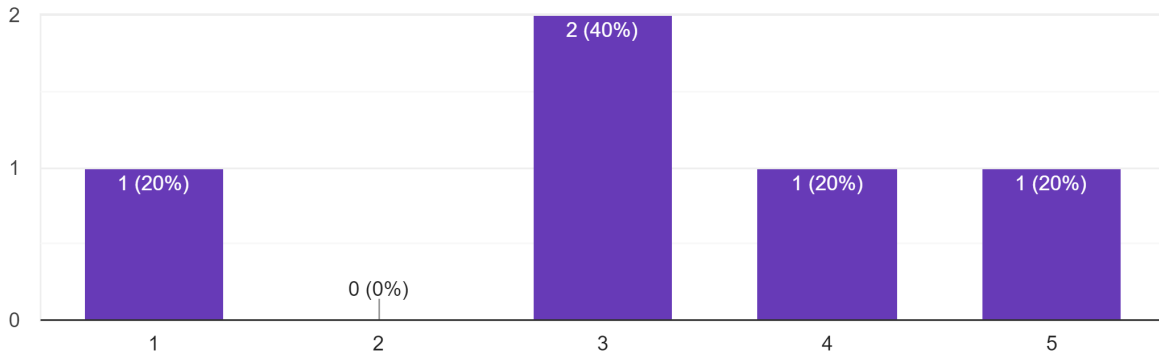
5 responses



As observed in the statistics, those who attended the event enjoyed the event, by having their questions answered and meeting new people. Despite the lack of participants, we definitely think it is worth hosting this event, as it gives an opportunity for students & ISAs abroad to participate, as well as an option for students locally to attend, in the event of lockdown, as was observed in this instance.

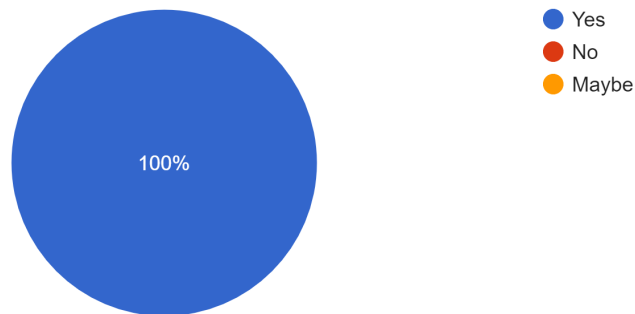
The event was fun

5 responses



Would you like more events like this?

5 responses



iv. Problems Encountered

- Similar to Summerfest 2021, there was a very low turnout rate compared to the number of registrations: out of ~31 participants who signed-up, only 7 people showed up, with 5 who filled in the google form
- Limited ISAs available for certain courses such as Bachelor of Agriculture & Music. It was therefore removed from our initial list of courses/voice channels.

v. **Suggestions for Next Year**

Due to the observable low turnout in all three iterations of the event, we highly suggest to have the event innovated on, or replaced entirely. Despite the enjoyment of those who have attended the events, we feel that the event does not cover enough participation from the international student community to continue on. However, we do think that online events similar in form and structure should be continued, even after restrictions and lockdowns no longer occur, as not everyone will want to attend campus for orientation. It would also be a great opportunity to attempt this sort of event in person and determine turnout.

vi. **Conclusion**

Although the turnout rate was low, we still had a few participants who joined the Discord event and really enjoyed themselves, and had all of their questions regarding university life answered. As the event was held online & a low turnout rate was expected, we believe that the event has had its run, and we must innovate on online events further

2.6. Amazing Race (Winterfest Edition)

2.6.1. Introduction

This report summarises The Amazing Race (Winterfest Edition) which took place on Wednesday, 28th July 2021. During this event, participants virtually traveled across 7 continents where they solved a series of puzzles and completed physical tasks before reaching the final destination.

2.6.2. Objectives

- To help overseas students close the distance and reconnect with the university community.
- To allow students who are longing to travel go about exploring virtually and learn about new cultures along the way.
- To foster team building amongst students and ease the transition to virtual semesters.
- To welcome new students to the university community

2.6.3. Event Details

Coordinators	: Aaron JOHANNES, Arya KUSHWAHA, Jocelyn WONG, John DUAN, and Michelle CHENG
Date	: Wednesday, 28th July 2021
Time	: 17:00 – 19:30 Australian Eastern Standard Time
Platform	: Online, through Zoom
Budget	: \$400
Manpower	: 6 Coordinators, 20 ISAs
Target audience	: 80 Participants (ideally 20 groups of 4-5 members)

2.6.4. Event Overview

2.6.4.1. Pre - Event Briefing and Test Run Flow

Date	: Sunday, 25th July 2021
Time	: Australian Eastern Standard Time
Platform	: Online, through Zoom
Attendance	: 6 OBs, 4 planning ISAs, 17 ISAs

Time	Activity	Description
16:45-16:50	Planning Team Sign in	
16:50-17:00	Final preparation	Briefing and make sure all links are working
17:00-17:15	Sign in and Bonding	Be involved and welcoming, create topics for conversations, answer questions they have.
17:05-17:15	ISAs and OBs Attendance	Mark attendance in a spreadsheet if present, if at 17:10 not yet there, start contacting. One ISA absent
17:15-17:30	Welcome Presentation	Present slides 1 to 11 of the "OB/ISA Briefing Slides".

17:15-17:30	Set-Up Breakout Rooms	Assign each planning team member to a Breakout Room
17:30-17:40	Game Introductions	Each breakout room will have a host to explain the game and rules
17:40-19:10	Game Test Run	Hosts will give the first clue. When teams are done, return to the main session.
19:10-19:30	Feedback Session	Present slides 12 to the end of the "OB/ISA Briefing Slides".
19:30-20:00	Planning Team Meeting	

2.6.4.2. Event Day Flow

Date : Wednesday, 28th July 2021

Time : 16:30 – 19:30 Australian Eastern Standard Time

Platform : Online, through Zoom

Attendance : 62 Participants, 6 OBs, and 20 ISAs

Time	Activity	PIC Task	Host Task
16:30-16:40	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 "Host_RegisterName"
16:40-16:55	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 Incognito Window to make sure everything is working.
16:45-16:55	Assign Breakout Rooms (Hosts)	PIC needs to allocate hosts into a breakout room	
16:55-17:15	Participants Sign in and Bonding	PIC needs to make sure all participants are muted, has "group name/individual" written in front of their	Hosts need to make sure all participants are muted, has "group name/individual" written in front of their

		names	names
17:05-17:15	Participants Attendance	As participants are joining, PICs will be accepting participants into the event ticking their names off the attendance sheet.	
17:05-17:20	Assign Breakout Rooms (Participants)	PIC is in charge of assigning participants to breakout rooms and opening them.	
17:20-17:30	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 on track	Hosts need to fill up the team details spreadsheet. During this time, members are able to get to know their team and hosts.
17:30-19:30	Game Time	Aaron 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. Remember to start the timer and end it. Hosts also need to update the group whenever a new continent is reached. When a team finishes, they can return to the main session. All teams will be called back at 7.30. At the end of the game, remember to ask all of them to complete the feedback form.
19:30-19:45	Debrief Session	PIC needs to collect data from all the hosts and calculate the time of each team.	Hosts need to calculate the time of each team including any time penalties.

2.6.5. Budget Breakdown

Items	Amount (\$)
Prizes for Winners: Top 2 Teams	\$240

(2 Teams x 4 Players/Team x \$30/Player)	
Prizes for Social Media Challenge: 6 People (6 x 15\$/Person)	\$90
Prizes for Photo Competition: 19 People (19 x 10\$/Person)	\$190
Prizes for Lucky Draw: 10 People (10 x 10\$/Person)	\$100
Total	\$620
Total Budget Allocated	\$400
Total Budget Deficit	\$220*

**A budget deficit occurred due to distributing prizes for Social Media and Lucky Draw Prizes to get more registrations as well as a Photo Competition to encourage involvement and interactions within participants.*

2.7. Publicity

Facebook: The Facebook event page and frame were set up and released 10 days before the event. The responses for the event were 47 Interested and 62 Going.

Instagram: Few days prior to the event, a series of social media challenges 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 UMSU Instagram page.

2.8. Registrations and Attendance

Registrations were conducted through a google form where participants are given the choice to either enroll individually or as a team.

A total of 105 registrations were recorded;

Out of 105 of them registered, where 66 confirmed their attendance, **62** of them were present on the event day, which allowed us to have high accuracy (93.9%) in attendance predictions.

2.9. Feedback Statistics

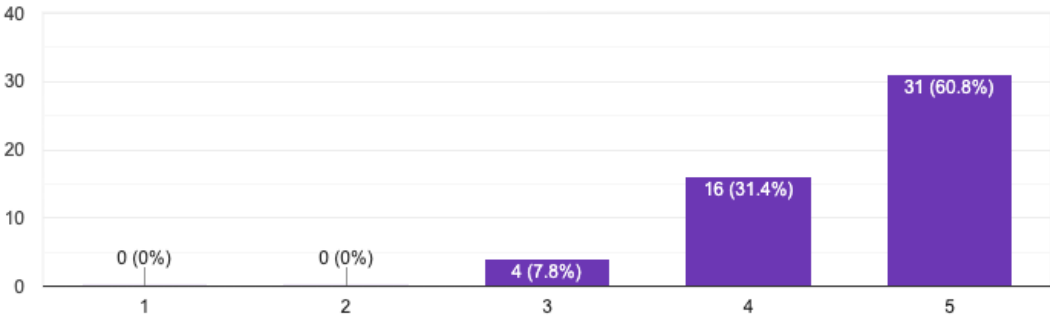
Out of 62 students who participated, 51 of them had helped us fill up this survey (82.2%).

2.9.1. Event Engagement

How engaging was the event?



51 responses

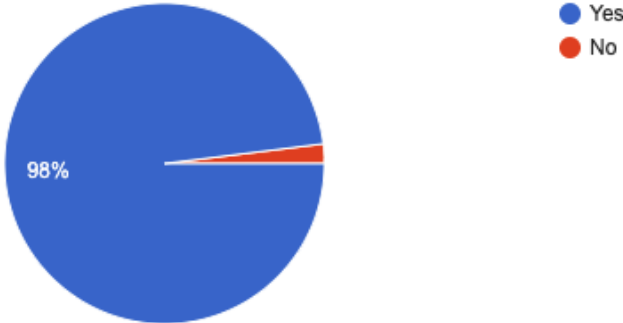


The majority (92.2%) of the participants found that the event was highly engaging (4 and 5).

2.9.2. Future Event Possibility

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

51 responses

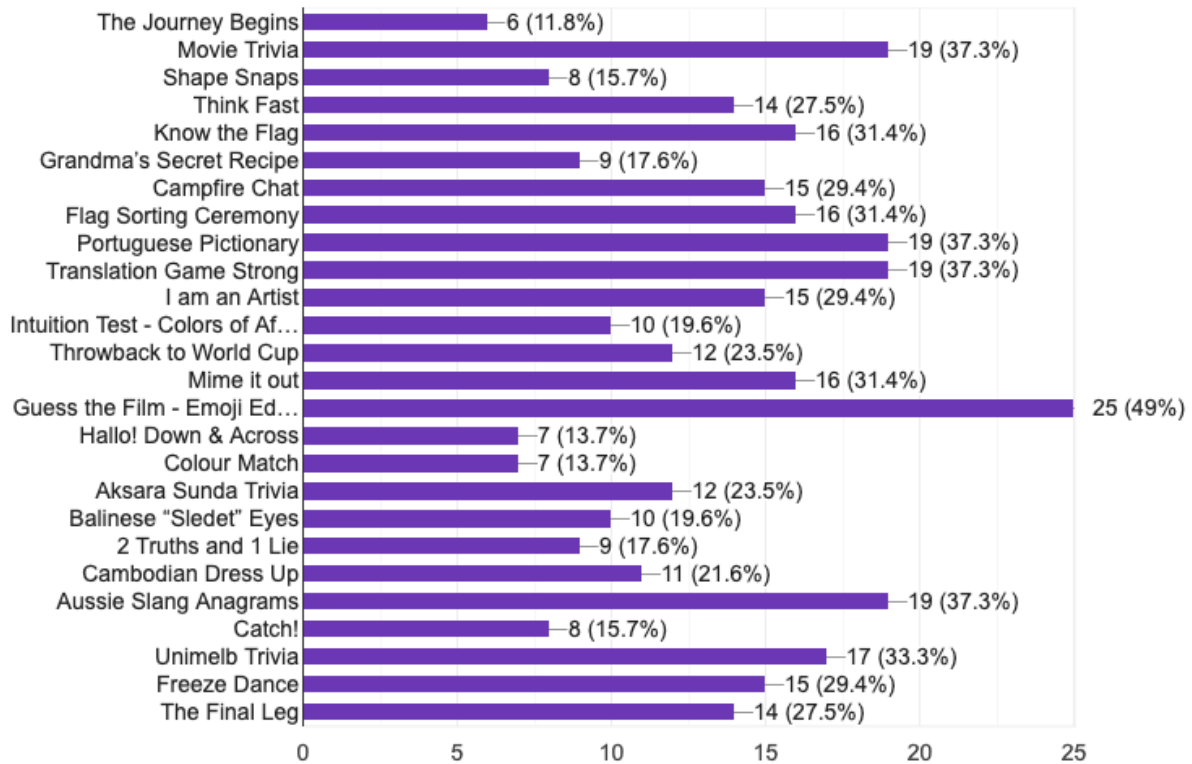


Almost all participants (98%) would like to attend a similar event.

2.9.3. Type of games participants like

Which were your favorite games?

51 responses



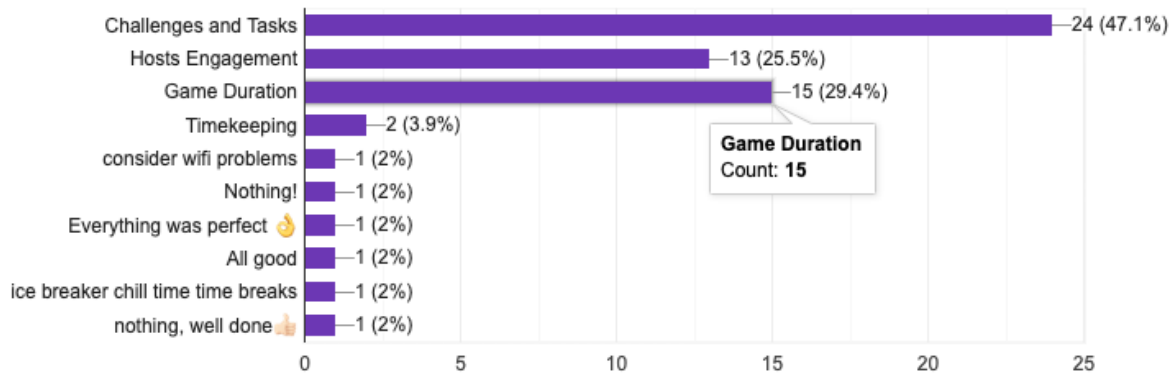
The distribution of games in which participants enjoy is quite dispersed. We have analyzed a certain trend that participants tend to enjoy games that require more engagement and interaction with one another rather than questions that are obscure which require individual research.

2.9.4. Improvement for future events

What are some areas we can improve on?



51 responses



As mentioned above, there can be changes to the challenges and tasks which would allow participants to be more engaged. Otherwise, most participants did not have any other comments.

2.9.5. Other comments

From other comments mentioned, participants loved the hosts as they were really fun and engaging. Participants also preferred more games that are logically more challenging. Another Participant suggested increasing the number of members in each room to make it more exciting!

2.10. Problems and Suggestions

Problem 1: There was some trouble when trying to integrate videos into the slides as several hosts were not able to play the video. Furthermore, when trying to increase interactivity, by pausing and playing the video, it often moves to the next slides.

Suggestion 1: It would be best to do trial runs with the planning team and ISA hosts to make sure that there is no problem and everyone is clear with the instructions on how to operate the slides.

Problem 2: There were some awkward moments towards the end of the event as we were trying to

find the best picture and do the ranking for the teams before announcing the prize of the winners. This led to a moment of silence and confusion within the participants.

Suggestion 2: It would be best to start choosing the pictures during the games as well as doing a live update on the game time as teams finish the games. During any waiting period, hosts can engage communication as well as playing background music to make it less awkward.

2.11. Conclusion

Overall, for the second time executed in UMSU International, this event can be labeled a success. The feedback provided by the participants has given us a clear direction that in terms of host engagement and games, there has been an improvement from the previous edition. Looking forward, more challenging games can be implemented to increase the excitement within participants.

This concludes our report. A special thank you to all the departments whom we have worked together closely with during these past 3 weeks. Please feel free to approach anybody from the Cultural & Social department should you have any questions or suggestions.

3. Overall Winterfest Conclusion

Overall, Winterfest 2021 was a major success. Even though the sudden snap lockdown had happened forcing us to cancel our events, we had online events ready on hand for the purpose to involve those that are stuck overseas to have a chance to engage in events as well. The sudden lockdown, also allowed new students in Australia to also engage with the university community and still be able to make new friends. We managed to achieve a fantastic sign-up and those who signed up for our events were able to enjoy themselves and gave positive and valuable feedback.

3.1. Final Expenditure

Total Allocated Budget: \$10000

Event	Expenditure
UMSU Carnival Day (On - Campus) - CANCELLED	\$0
Hopin - Online Carnival	\$164
Food Adventure - CANCELLED	\$0
Mini Carnival - CANCELLED	\$0

UNiverse Beyond Zoom	\$60
Amazing Race (Winterfest Edition)	\$400
Total expenditure (incl. GST)	\$624
Budget Allocated (incl. GST)	\$10000
Total Surplus from all activities and events	\$176
Total Deficit from all activities and events	- \$220
Total unused budget (incl. GST)	\$9156

3.2. General Notes for Future Committee

- Due to the Pandemic and restrictions imposed by the University on who could be allowed on campus, we weren't able to take ticketing in person, and therefore no deposits were taken. Therefore we had to move the online ticketing using "TryBooking." We had problems in the ticketing, where participants were able to book more than 1 ticket. If an online ticketing system is used, we need to make sure that people only have the ability to book one ticket. This would make it fair and therefore everyone will have the chance to participate in our event.
- When using online ticketing, if there are any deposits involved, UMSU will create the ticketing link, however you can request at the end of the event to return all the deposits to the participants who had come for the event by providing a list to them.
- Due to the Nature of online events, there was quite a low sign ups rate for the events. A suggestion for this is to get ISAs and fellow OBs to publicize the event to increase sign ups for online events. ISAs can be rewarded with hours for publicizing the event, and also inviting friends to come for the event.

This concludes our Winterfest 2021 final report. Please feel free to approach us should you have any queries.

Prepared by,

Kezia Rebecca Pranata & Aaron Herbert Johannes

Cultural and Social Department 2020/21

UMSU International



6. Other Business

- UMSU International Annual General Meeting 2021 - Friday, 3rd September 2021 (5:30 - 7:30 pm AEST).
- Considering to move the CCM 3 schedule

7. Next Meeting

Date : Friday ____ September 2021 (16:30)

Venue : Zoom