

AgendaCentral Committee Meeting #11 – Friday 12 May 2017

Time: 16:30**Venue:** PAR-Old Physics-G16 (Jim Potter Room)**Chair:** Sander BREDAL

1. Procedural Matters
 - 1.1 Acknowledgement of Indigenous Owners
 - 1.2 Official Welcome
 - 1.3 Attendance
 - 1.4 Apologies
 - 1.5 Adoption of Agenda
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
4. Proposals
 - 4.1 Office Bearers 16/17 Appreciation Event 2017 Proposal
 - 4.2 Sweat Out Stress Proposal Semester 1 2017 Proposal
5. Final Reports
 - 5.1 Night Market 2017 Final Report
 - 5.2 UMSU INTL Summit 2017 Final Report (Updated)
6. Other Business
7. Next Meeting
8. Close

Unconfirmed Minutes

Central Committee Meeting #10 – Friday 28 April 2017

Date: 28 April 2017

Time: **16 30**

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

Chair: Sander BREDAL

Acknowledgement of Indigenous Owners

Attendance and Official Welcome

Absent with Apologies

Exco :
Directors :
Officers : Edelin ONGGO, Jack KHOR

Late with Apologies

Exco :
Directors :
Officers : Wuyang QIAN, Pearly YAP

Leaving early with Apologies

Exco :
Directors :
Officers :

Absent without Apologies

Exco :
Directors :
Officers :

Motion 1

Move that Standing Orders be adopted for CCM #10 at 16 43

Mover : Eu Gin LEE

Seconder : Tzeyi KOAY

CARRIED without contention.

1. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #10 be adopted.

Mover : Josef KUEK

Seconder : Melia WIJAYA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #9 be accepted and confirmed as a true and accurate record.

Mover : Hui Qin CHAN

Seconder : John HEE

CARRIED without contention.

Motion 4

Move that Miss Angeline LAYADI be granted observer status and speaking rights.

Mover: Yuen Yuen LIN

Seconder: Josef KUEK

Motion 5

Move that representatives from Habitat for Humanity be granted observer status & speaking rights.

Mover: Daniel TAN

Seconder: Chowlen LIM

Motion 6

Move that Standing Orders be suspended to discuss the Habitat for Humanity Grants Application at: 16 48

Mover: We Lee ONG

Seconder: Yuen Yuen LIN

Motion 7

Move that Standing Orders be resumed at: 16 55

Mover: Jordan VO

Seconder: Ivy ZHAO

Motion 8

Move that Habitat for Humanity be awarded a grant of \$52.50 for Pancake Party.

Mover: Jaycee LEE

Seconder: Samantha WONG

4. Proposals

4.1 ISA Appreciation Night Semester 1 2017 Proposal

Motion 9

Move that the ISA Appreciation Night Semester 1 2017 Proposal be accepted.

Mover: Kai Ren YU

Seconder: Pearly YAP

4.2 Visa / PR Workshop Semester 1 2017 Proposal

Motion 10

Move that the Visa / PR Workshop Semester 1 2017 Proposal be accepted

Mover: Ethan ZHANG

Seconder: Michelle LUM

Abstentions: Marcelo DIAZ

5. Final Reports

5.1 Self-Protection Workshop Semester 1 2017 Final Report

Motion 11

Move that Self-Protection Workshop Semester 1 2017 Final Report be accepted.

Mover : Wuyang QIAN

Seconder : Angel WEE

CARRIED without contention.

6. Other Business

6.1 Working with Children Check

6.2 Central Australia Trip

6.3 Sweat Out Stress

Motion 12

Move that CCM #10 be adjourned at 18 40

Mover : Kai Wen LOO

Seconder : Joshua LUKITO

Motion CARRIED

Prepared by,

Marcelo Diaz
Secretary 2016/2017
UMSU International

4. Proposals

UMSU International Office Bearers 16/17 Appreciation Event 2017 Proposal Central Committee Meeting #11 – Friday 12 May 2017

1. Objective

These events consist of a Farewell Trip and an Appreciation Lunch as part of the appreciation and acknowledgement on behalf of UMSU International (UMSU Intl) towards the 32 members of Office Bearers (OBs) on their contribution and sacrifice for the welfare of international students at The University of Melbourne throughout the term (2016-2017).

2. Details

(b) Farewell Trip

Date : 29th July 2017 (Saturday)

Time : TBC

Venue : TBC

Number of people attending: 30 OBs

(a) Appreciation Lunch

Date : 30 July 2017 (Sunday)

Time : Sharp 11:45am- 4:00pm (Melbourne time zone)

Venue : Eureka 89 (Level 89, Eureka Tower/7 Riverside Quay, Southbank VIC 3006, Australia)

Dress code : Formal attire

Number of people attending* : 31 OBs and 1 Administration and Project Officer

*Due to in-advance booking and regulations by the venue, OB's who do not show up without formal notification within 14 working days before the event scheduled date or without having reasonable explanation may be required to sustain the cost of paid meal for that respective OB.

3. Budget

(a) Farewell Trip

| Items | Budeted Expenses/\$ |
|----------------|---------------------|
| Transportation | \$910 |
| Miscellaneous | \$150 |
| Total | \$1100 |

Total Allocated Budget* \$1100

*Due to budget constraint, the amount allocated is served as the purpose of subsidisation rather than a full cover of the cost.

(b) Appreciation Lunch

| Items | Budgeted Expenses/\$ |
|----------------------|----------------------|
| Food and Beverages* | \$4620 |
| Security Fee | \$300 |
| Appreciation gifts** | \$3480 |
| Miscellaneous*** | \$500 |
| Total | \$8900 |

Total Allocated Budget \$9,000

*Beverages may contain alcohol

**TBC

***Decorations, cards, photos, etc

4. Conclusion

This concludes my proposal for UMSU International Office Bearers 16/17 Appreciation Event. Please do not hesitate to approach me in person if you have any questions about the events mentioned above.

Prepared by,

Michelle Xiao Yie, LUM

Treasurer 2016/17

UMSU International

UMSU International Sweat Out Stress Semester 1 2017 ProposalCentral Committee Meeting #11 – Friday 12 May 2017

Introduction

Sweat Out Stress (SOS) is an exam boost event for students before the examination period. Events under SOS include giving out of exam support packs and a BBQ/games hosted by PlanetUni (potentially) for students. Students who intend to collect the exam support pack will be required to 'follow' us on Instagram or on other social media platforms before they are able to collect their exam support pack. Event details are as follows:

Coordinator: Current committee and incoming 2017/2018 committee

Date: 18th May 2017, Thursday

Time: 12pm to 2pm

Venue: North Court, Union House

Number of participants: ~450 students

2. Objectives

1. To provide a platform for all students to know about UMSU Intl and the services UMSU Intl provides.
2. To motivate students as SWOTVAC and examination period are nearing.

3. Scope

At least 450 people would be expected to come to the event. The BBQ/games section will be managed by the PlanetUni. Exam Pack will be managed by the Education and Welfare Department along with other OB members available at that time.

4. Timeline

| Period | Tasks |
|---|---|
| Week 10, 14 th May | Purchase of items for exam support packs |
| Week 11, 15 th to 17 th May | Packing of Exam Support Packs (Approx. 500) |
| Week 11, 18 th May | SOS |

5. Budget

a. SOS will have a total budget of \$1600 divided between BBQ and Exam Pack Giveaway.

b. BBQ Breakdown

A total of \$600 dollars have been allocated for this section. Below is a rough expenditure breakdown for the event.

| Item | Quantity | Price | Total costs |
|-----------------------|----------|--------|-------------|
| White bread (650g) | 25 | \$0.85 | \$21.25 |
| Beef Sausages (1.7kg) | 30 | \$8.50 | \$255.00 |
| Vegetarian patties | 20 | \$5.40 | \$108.00 |
| Chicken sausages | 10 | \$6.20 | \$62 |

| | | | |
|-------------|---|---------|-----------------|
| BBQ Hire | 3 | \$30.00 | \$90 |
| Tables | 5 | \$11 | \$55 |
| Final Total | | | \$591.25 |

c. Exam Pack Breakdown

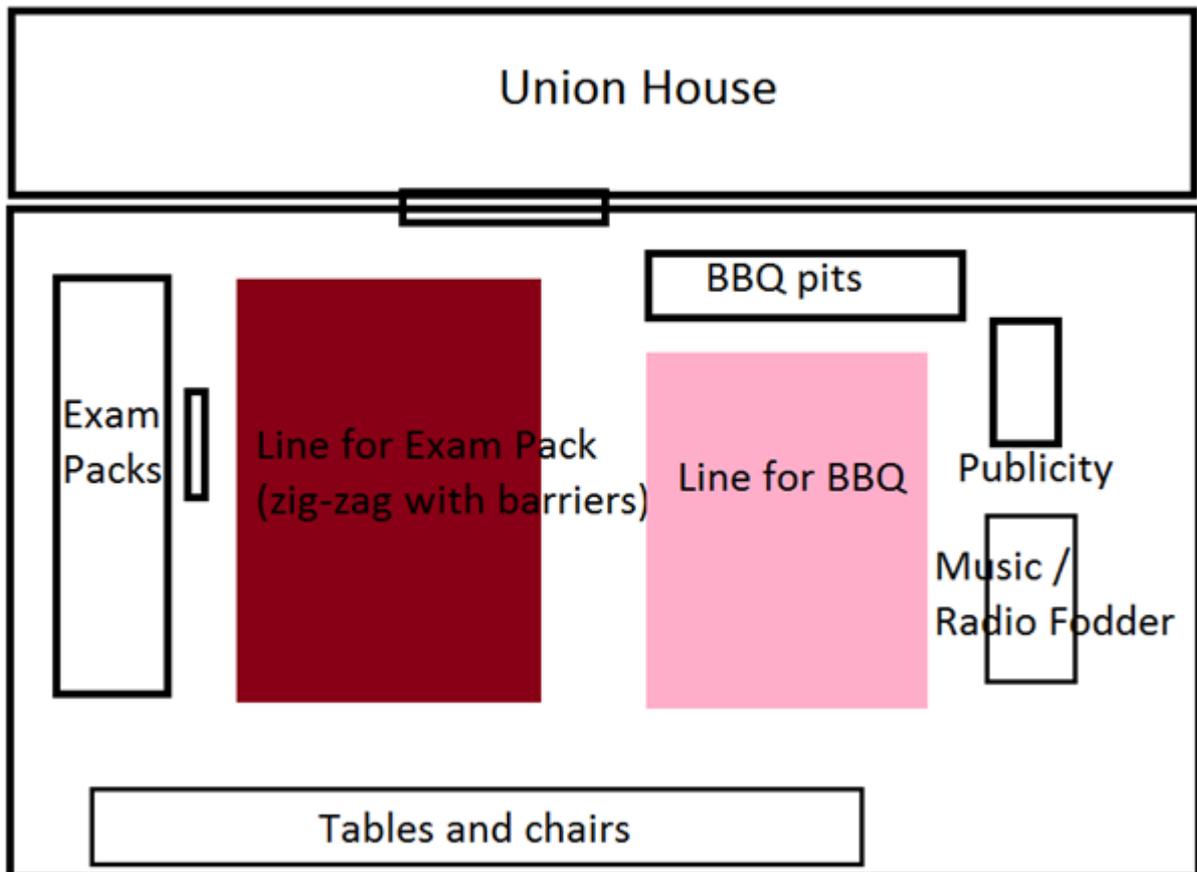
A total of \$1000 dollars have been allocated for this section. Below is a rough list of the items that will be included in the exam pack. The list with prices will be updated.

| Item | Quantity | Total costs |
|---|----------|--------------|
| Pens | 450 | \$150 |
| Ziploc Bags | 450 | \$53.98 |
| Uncle Toby's Muesli Bars | 450 | \$214.02 |
| Instant Noodles | 450 | \$412.5 |
| Coffee/Tea Packets | 450 | \$95.35 |
| Gummy Bears | 450 | \$59.28 |
| UMSU International folder | 450 | \$0 |
| Red Bull (sponsored & liaise with P&S) | 450 | \$30* |
| Highlighter (sponsored & liaise with P&S) | 450 | \$275 |



| | | |
|---------------------|-----|------------------|
| San Churro Vouchers | 450 | \$0 |
| Final Total | | \$1015.13 |

6. Layout



7. Logistics on event day

A. ISAs and OBs will come two hours before the actual time of the event to ensure that equipment is set and food is prepared.

B. The exam packs will be brought to the North Court one hour before the event and be located in the western side of the North Court. A table and a physical barrier will be used to separate the packs from the crowd.

C. Music will be set up 30 mins before the event by Radio Fodder or AV Melbourne.

D. Tables will be provided for the exam pack giveaway.

E. Tables and chairs will be provided for attendees at the northern side of the North Court and will be set up one hour before the event starts.

F. Barriers for crowd control will be set up 30 mins before the event starts.

8. Conclusion

This concludes our proposal. Please feel welcome to approach us with any questions, concerns or suggestions.

Prepared By

Yuen Yuen Lin

Education and Welfare Director 2016/2017

UMSU International

5. Final Reports

UMSU International Night Market 2017 Final Report Central Committee Meeting #11 – Friday 12 May 2017

1 Introduction

This report covers the period of 1st March 2017- 13th April 2017.

2. VIP reception

Coordinator: Chowlen LIM

VIP Welcome Session started at 5pm. 4 EXCOs attended the session. Drinks were served. EXCOs and the VIPs had a wonderful networking session and we managed to introduce UMSU International to the VIPs. The VIPs were invited to the opening ceremony at 5.55pm.

Problems

1. Some invited VIPs have to leave early due to prior commitment.
2. The models are not interacting with the VIPs while waiting at the entrance of MSD Building.

Improvement

1. Save the date emails were sent to VIPs in January after the team confirmed the date and the theme.

Suggestion

1. Brief the models on what to do during opening ceremony in future. (if applicable)

List of VIPs

| Faculty/Department | Position | Name |
|---|-------------------|---------------------------|
| Melbourne School of Government | Interim Director | Professor Andrew Walter |
| UMSU | President | Yan Zhuang |
| UMSU | General Secretary | Yasmin Luu |
| Melbourne Law School | Dean | Professor Carolyn Evans |
| Catholic Chaplain to International Students | | Delma Lambs |
| TALQAC | Chair of TALQAC | Professor Ian Malkin |
| AFIS | President | Candy Tong |
| Faculty of Veterinary & Agricultural | Dean | Professor John Fazakerley |

| | | |
|--------------------------------------|---|-------------------|
| Science | | |
| City of Melbourne | International Student Projects & Events Coordinator | Gary Lee |
| UMSU International | Former President | Tony Wen Kai Wang |
| UMSU International | Former President | Yu Kong Low |
| University Services | Community and Student Support Officer | Rima El Hage |
| Asean Youth Organisation of Victoria | President | Natalia Agus |
| FASTCO | President | Mike Malicsi |
| FASTCO | Director for Organisational Development | Matt Wamil |
| FASTCO | Director for Learning | Ethel Villafranca |
| Singaporeans of Victoria | President | Wei Cheng Ang |
| City of Melbourne | International Education Project Coordinator | Shane McIlroy |
| Singaporeans of Victoria | Executive Director (Finance) | Garrett Quek |

Expenditures (VIP Reception)

| Item | Amounts (\$) |
|--------------|--------------|
| VIP Catering | 150.00 |

3. Opening Ceremony

The president and VIP delivered their opening speeches after the opening dance. The dance started from stage to MSD back to the stage. The response to the opening act was good, as it attracted the attention of the crowd and performances as such can be considered in the future. However, the opening ceremony is delayed 15 minutes due to electrical issues which I will discuss more about it in section 5.5.

4. Performances

Coordinators: Pearly YAP, Ivy ZHAO

Performances were arranged to entertain attendees of the event. The timeline was as follows:

| Night Market 2017 Performance Timeline | | |
|---|--|--|
| | | |
| Emcees: Linda FANG, Royston CHUA, Cedric CHIN | | |
| Time | Performances | Performers |
| 4.00-5.30 | Instruments Sound Check | Tulalah, Acapollo choir, DJ Erick |
| 5.45-5.55 | OPENING PARADE | Belly Dance Troupe |
| 5.55-6.05 | Authentic Egyptian Bellydance | Dance Baladi Bellydance Studio |
| 6.10-6.20 | Opening speech followed by OPENING CEREMONY (Light projection on MSD) | UMSU INTL President - Sander Bredal UMSU President - Yan Zhuang |
| 6.25-6.35 | Singing (Duet) | Tzeyi KOAY & Carine LIM |
| 6.45-6.55 | Choir | Acapollo |
| 7.05-7.15 | Dance | Flare Dance Ensemble |
| 7.25-7.30 | Model Runway Show & DJ | 8 Models & Erick Gonzales |
| 7.35-7.45 | LED Show & DJ | Sean Kelly-Kobes & Erick Gonzales |
| 7.50-7.55 | Saxophone performance | Saxon LIU |
| 8.00-8.05 | Dance (Michael Jackson) & Flash mob | Med Moves |
| 8.10-8.15 | Singing (Solo) | Joy HENG |
| 8.20-8.25 | Bollywood Dance | LAKS |
| 8.30-8.45 | Fire Show - IGNITE | Cirque Mystique (David Leach & Brendan Angelo) |
| 9.00-9.30 | Band | Tulalah |

| | | |
|------------|-------------------------|---|
| 9.40-10.00 | CLOSING CEREMONY | LUCKY DRAW, TOKEN OF APPRECIATION, THE END |
|------------|-------------------------|---|

4.1 Problems Encountered and suggestions

- Pulled out of external performance due to delay of confirmation while we were still negotiating and comparing the prices.
- Volume of sound system was not loud enough
- Initially we did not get many applications from clubs or performers who never perform in Night Market.

4.2 Suggested Improvements

- Enquire few companies at a time so it would be easier to find a backup
- Communicate and reflect this issue to AV Melbourne (Steve) before event day
- Reach out to all cultural or performance based clubs to recruit more new performance by emails and social media. Use Umsu International brand and emphasizes the exposure to the performers.

4.3 Additional suggestions

- Rent a bigger venue (eg. Grand Buffet Hall) as preparation room for internal performers
- Medmove, Flare Dance Assemble, Fire Show from Cirque Mystique and models dressed up according to the theme are strongly suggested as they successfully attracted a big crowd.
- An internal band is recommended over an external band as students will come if their friends are performing and an external band is way more expensive.
-

4.4 Detailed Expenditure (Performance)

Night Market 2017- Performance Team Expenditure

Performance

| No | Name of Performance | Name of Company/Performer(s) | Amount (AUD) |
|-----------------|---------------------------------------|--|--------------|
| EXTERNAL | | | |
| 1 | Authentic Egyptian Bellydance | Dance Baladi Bellydance Studio | 650 |
| 2 | Fire Show - IGNITE | Cirque Mystique (David Leach & Brendan Angelo) | 818.24 |
| 3 | Band | Tulalah | 800 |
| 4 | Dance | Flare Dance Ensemble | 200 |
| INTERNAL | | | |
| 5 | Singing (Duet) | Tzeyi KOAY & Carine LIM | 30 |
| 6 | Choir | Acapollo | 50 |
| 7 | DJ for Model Runway Show and LED show | Erick Gonzales | 20 |
| 8 | LED show | Sean Kelly-Kobes | 300 |
| 9 | Saxophone performance | Saxon LIU | 20 |
| 10 | Flash mob | Med Move | 30 |
| 11 | Singing (Solo) | Joy HENG | 15 |
| 12 | Bollywood Dance | LAKS | 30 |

Others

| No | Item(s) | Amount (AUD) |
|---------------|--|-------------------|
| 1 | Token of appreciation | 143.4 |
| 2 | Make up artists (1 emcee + 4 models) | 150 |
| 3 | Costumes for emcees and models | 643.01 |
| 4 | Props for opening ceremony & Miscellaneous | 160.9 |
| TOTAL: | | \$4,110.55 |

5. Food

Coordinators: Eu Gin LEE, Josef KUEK, Angel WEE

There were 19 participating stalls, all of which were clubs within the University of Melbourne. All clubs were allowed to access the kitchen (130 degrees) 2 days before the event to prepare and store their food. Such measures reduced over-crowding on the day of the event.

5.2 Problems Encountered

- Bain-maries were not fully functional due to the electrical outage. Hence, we disallowed the clubs to come out from the kitchen. The clubs only started selling at 6.30pm instead of 6pm.
- Equipment supplied by Harts had non-functional ones. (especially BBQ pits)
- Struggled to find food stalls before the deadline, as the usual participating clubs have their own event the next day (Good Friday).

5.3 Suggested Improvements

- Communicate with the electrician prior to the event.
- Hire extra equipment and have them ready during the event in case any faulty ones. Also, inform Harts about this issue for the upcoming Festival of Nations and Night Market.
- Had to extend the deadline and call up head of clubs to inform them about the event. Main reason to this issue is because a lot of clubs were not aware about it especially clubs that never participate before. I suggest we can invite more clubs to the HOC meeting and let them know Night Market will be one of the agenda of the night.

5.4 Additional suggestion

- Clubs were very happy with the service provided by Chef Cameron. It is recommended to hire Chef Cameron again for future events.

5.5 Comment

The city councils were happy that all participating food stalls followed the rules and regulations. City council pointed out that we did a very good job in resisting the pressure of the food clubs by not allowing them to exit the kitchen and go to their respective stalls. Although the food stalls can only start selling at 6.30pm instead of 6pm, we think it is more important to ensure the electricity is ready and all the bainmaries are fully functional. Last year, we had the electricity issues as well and because the temperature in bainmaries was not optimal, some food was forced to dispose off by city council.

5.6 Detailed Expenditure (Food)

| Item | Amounts (\$) |
|---|--------------|
| Food team (cleaning items, hairnet, gloves) | 220.66 |

6. Decorations

Coordinators: Jaycee LEE Zhao Chii

The decorations were done based on the theme “Ancient Egyptian” which included mummy, Anubis, ancient Egyptian fans & sunshades, ancient columns and many more. A team of 16 ISAs and one OB was formed 3 weeks prior to the event.

6.1 Problems Encountered

- Not all ISA in the team put equivalent effort and time as others in the team.
- Arts room was too dirty after everyday use by décor team. (unwashed brush, leftover paint etc)
- Time for set up on the event day was not enough as it is too rush to complete everything in 1.5 hours.

6.2 Suggested Improvements

- Different hours were given to each ISA in the décor team based on their commitment and effort during the preparation period.
- Weekly meeting and a Whatsapp group chat for décor team was created in order to keep all the progress in track.
- Arts lab should be booked for at least two weeks including weekends for the preparation of event.
- OB needs to check the arts lab regularly and Décor team is strongly advised to keep the arts room clean in every meeting.
- ISAs in the décor team should be allocated in the deco set up on the event day as they are more familiar with their task.
- Car is rent from GoGet in order to save time to purchase all the materials for decorations.

6.3 Additional suggestions

| MATERIALS | SHOPS |
|--|---|
| Large / small cardboards | Micor / Boxestogo |
| Fabric | Trimmings & Remnants / Spotlight / Lincraft |
| Renting Props | The Prop Store |
| Gaffer tape, double side tape, wire, marker pens etc | Bunnings / Officeworks |
| Glue gun, cutter, scissors, crepe paper, glitter paper | Spotlight / The Reject Shops |
| Foam sheets, foam balls | Spotlight / Riot Arts & Craft |
| Colour Paint | Lincraft / Eckersley / Deans Art /Riot Arts & Craft |
| Wording Balloons | I love this shop / Melbourne Party Emporium |

6.4 Detailed expenditure (Decoration)

| ITEM | EXPENDITURE /\$ |
|------------------|-----------------|
| Cardboards | 83.77 |
| Fabric | 339.93 |
| Wording Balloons | 162.93 |
| Props Renting | 182.16 |
| Transportation | 226.16 |
| Others | 242.51 |
| Total | 1237.46 |

7. Games stall

Coordinator: Kai Ren YU, John HEE

There were 2 participating clubs (Japanese Club and Card Crew) for this year's Night Market.

7.1 Problems encountered

- Struggled to have games club applicants.

7.2 Suggestions

- Personally contact games-related club and let them know about Night Market.
- Feedbacks from clubs indicate that games club were not that well-received and have a way lower profit. However, they said that they participate as games stall to gain experience in order to be one of the food stalls in the next event.
- Since we usually struggled at finding games stalls but have more than enough food stalls, new committee will have to discuss whether to involve games stall in the upcoming event.

8. Haunted House

Coordinator: Kai Ren YU, John HEE

The haunted house was jointly organised by the coordinators and 21 ISA's. The ISA's were split into 3 groups of 7 and assigned their individual lanes in the haunted house. The ISA's were then given the freedom to create and customise their lanes under the supervision of the coordinators. This presented the ISA's with an opportunity to plan and execute an event themselves.

The Haunted House was very successful with a line forming even before opening. An estimated 500 participants were able to experience the haunted house. Within 30 minutes of the opening of the Haunted House, the line was approximately 90 minutes long and had to be split into 2 sections, left and right of the entrance.

8.1 Problems encountered

- Haunted house line grew very long very quickly. We ended up splitting the line in 2 to prevent it from blocking the exits of Union House
- AV Melbourne did not set up drapes and lighting as planned which delayed us by 15 minutes.
- ISA's were too tired towards the end of the night because of the constant flow of participants.
- Participants demanded entry into the Haunted House even after 10pm and would not leave even after stopping the line at 8.45 pm

8.2 Suggested improvement

- The line should be stopped earlier to prevent the haunted house from progressing past 10pm
- Initiate 2 lines system from the start of the event
- If possible, increase number of ISA's involved in the Haunted House so a partial shift system can be implemented. However, this is unlikely given the amount of manpower needed for the whole Night Market. It is advisable to inform the ISAs involved about the long working hours and advise them to eat before the event.

8.3 Detailed expenditure (Haunted House)

| Items | Cost (\$) |
|--|-----------------|
| Haunted House Expenditure (3 teams for 3 lanes) | \$315.39 |
| 2 Make up artists | \$147.29 |
| Game Stalls Expenditure , Food and Drinks | \$173.58 |
| Miscellaneous | \$14.14 |
| Total | \$650.40 |

9. Camel Ride

Coordinator: Kai Ren YU, John HEE

The camels are hired from “Peter Hodge Camel Hire”. Peter arrived at 4:30pm, one and a half hour before the event started. This was a plus point as it has gathered a small crowd which helps to further publicise the Night Market 2017. This camel riding was held at the North Court, which has plenty of space for participants to ride for a round, under the control of the professional camel handlers. The queue was reasonably long throughout the event and the unusual camels’ presence in the university was a pleasant surprise to many.

9.1 Problems encountered

- The queue was long at certain moments and caused the end of camel ride’s queue to coincide with the haunted house’s queue. This has raised certain safety concerns by the officers as it has congested the area near the exit route of the union house.
- Foul smell from the excretion of the camels was unpleasant to certain people.
- There was one contentious environmentalist who was confronting to the people in charge of the camels, that the riding of the camels was inhumane and abusive to the animals. People in charge of the camels had to explain how the camels’ welfare has been taken care of.

9.2 Suggested improvement

- Before the event, it is important that the queue line has been clearly marked on the floor, and that it is well prepared for long queue, while adhering to the safety regulations (such as avoiding queue lines near the main doors)
- For any future events that could potentially raise concerns regarding the topic of animal rights or welfare, it is important that during publicising, the public is also informed and assured that many steps have been taken by the organisation to ensure that the animal’s welfare has been well taken care of under the hands of professionals so as to minimise such events from arising again.

10. Publicity

Coordinator: Jack KHOR

Event Responses: 1936 vs 3554 (70% Increase)

Reach: 40K vs 71K (75% Increase)

Publicity Methods:

- Physical flyers given out
- Chalking
- Poster Runs
- Organizations helping us spread our events through newsletters and social media
- Clubs and societies sharing event
- OBs and ISAs sharing the event
- OBs and ISAs changing profile pictures
- Word of mouth and flyers during meet and greet
- Published article on WhatsOnMelbourne

What went well

- There was a consistent flow in publicity, event was hyped up in a correct way and orderly fashion (due to experience from FoNs)
- Surpassed our target of 2000 event responses on Facebook
- ISAs knew what they were publicizing about and was well briefed
- Could hear and see people actually interested in Night Market when attending lectures and tutorials
- There was indeed a huge turnout on event day itself

Problems encountered

- Balloons will be a no go from now onwards
- Organizations were a hassle to deal with (some said yes and did not actually help)
- SD card was lost so future committee will find it slightly harder to promote Night Market as the photos taken this year were really good

Recommendations

- Back up pictures and SD card should never ever leave the office
- Chase after organizations and pester them with emails
- For greater reach, look into broadsheet au or timeout au for an article.

10.1 Detailed expenditure (Publicity)

| Items | Cost (\$) |
|------------------------------|-----------|
| Facebook Boost | 243 |
| External Designer for layout | 150 |
| Vouchers | 226 |
| Printing | 270 |
| Total | 889 |

11. Photo Booth

The Photobooth was hired from Photorazzi. The attendants required minimal directions and were helpful. Hence, it is strongly recommended for the future events to engage the photobooth from Photorazzi.

12. Henna Booth

3 Henna artists were hired to provide free Henna services. The Henna Booth was very well-received and still unable to cope with the long queue despite us hiring 3 (was 1 previously). They had to work until 10.30pm.

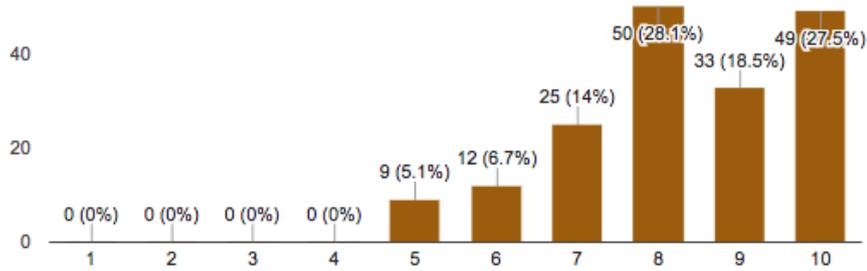
13. Light Projection

Inspired by the idea from White Night, we decided to give it a try by having Sarah Tan to create a Egyptian themed film for us. It was displayed onto the wall of MSD. The light projection was supposed to be display during opening ceremony but it was delayed due to technical issues by AV Melbourne. It was thought to be the main attraction of the night having invested quite a large sum of money, it was nice but it did not lift up to the massive expectation as there were too many things going on at the same time during Night Market.

14. Survey (Participants excluding OBs and ISAs)

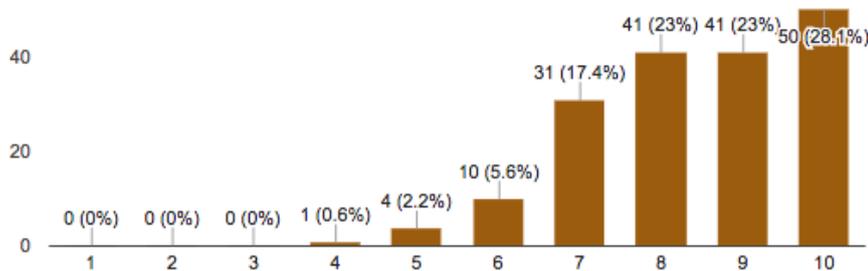
How much would you rate for the event decorations?

178 responses



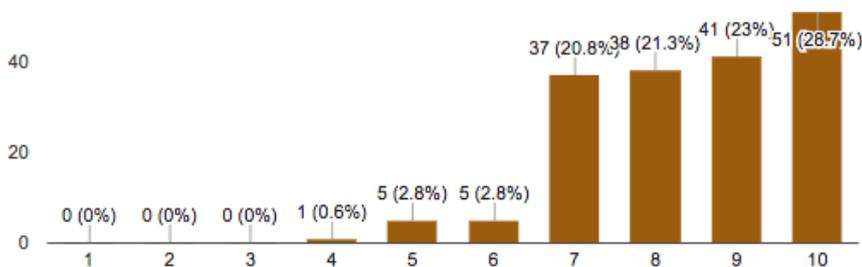
How much would you rate for the performances?

178 responses



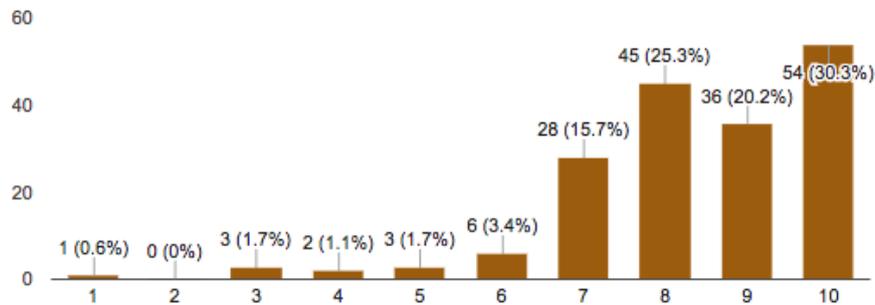
How much would you rate for the artwork display? (eg. White Night Projection, Henna & Calligraphy)

178 responses



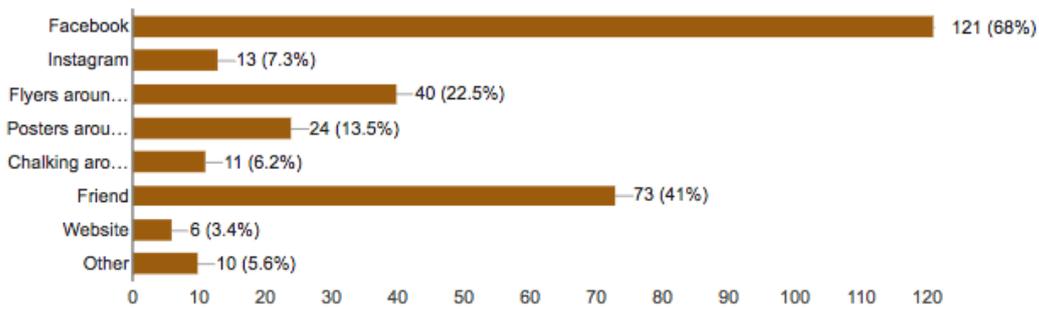
How much would you rate for the entertainments? (eg. Haunted House, Camel Ride & Photobooth)

178 responses



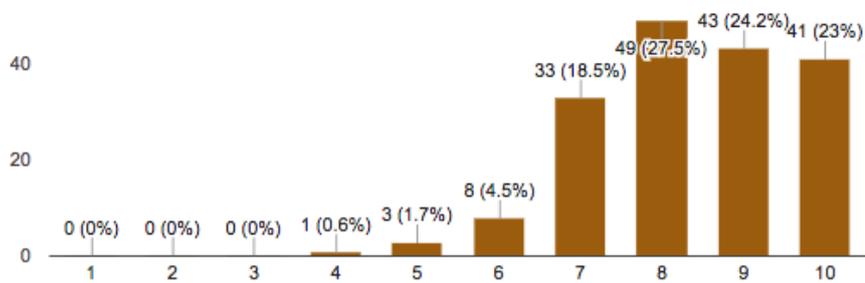
How did you hear about Night Market?

178 responses



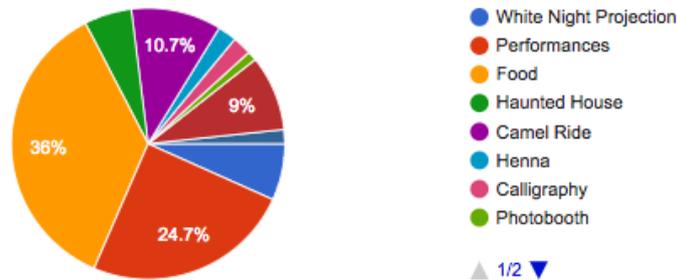
How much would you rate for overall event?

178 responses



What did you enjoy most at Night Market?

178 responses



15. Survey (Participating Games and Food Clubs)

- All food and games club were happy with the event. (Max: 10 Min: 7.5 Mean: 9)
- All 19 food stalls managed to earn profit. (Max: \$1000, Min: \$200, Mean: \$400)
- Both games stall also managed to make a small profit. (Max: \$200, Min: \$38)
- Clubs pointed out that the crowd this year was a lot better compared to prior years which explains the high profit.
- However, clubs were disappointed that they could not start selling at 6.00pm sharp due to electrical issues.

16. Prizes

- Best decorated stall: International Commerce Student Society (ICSS)
- Best dressed members: Japanese Club

Both clubs received a cash prize of \$100. This contest is recommended for future events to encourage clubs to decorate their stalls and dress up either according to our theme or their own culture.

17. Final expenditure

| Item | Proposed Budget | Expenses | Total expenses |
|---|---|--|----------------|
| Decorations <ul style="list-style-type: none"> Oil pastels Brush Paint Cardboard Trimming Prop Hiring Transport of Material | \$1,000.00 | \$489.21 \$339.93 \$182.16 \$226.16 | \$1237.46* |
| VIPs <ul style="list-style-type: none"> Reception Parking | \$500.00 \$200.00 | \$150.00 \$80.00 | \$230.00 |
| Performances <ul style="list-style-type: none"> Emcee props Opening props Internal performers External performers Token of Appreciation Make Up Artist | \$3,500.00 | \$157.50 \$545.00 \$2,468.24 \$143.40 \$150.00 | \$3,464.14 |
| Food <ul style="list-style-type: none"> Food coupons (\$1/\$2) Hygiene equipment (gloves, garbage bags, detergent, hairnets and etc.) Oil funnels Ice Bags (20 bags) Food premises registration Chef Hiring | \$1,500.00 \$800.00 | \$945.00 \$277.06 \$780.00 \$1,887.89* | \$3,889.95* |
| Equipment Hire <ul style="list-style-type: none"> Marquees Gas stoves Bainmaries BBQ pits Gas tanks and cage Hot water urns Fire Blanket Fire Extinguisher Labour cost Tables & Chairs Stage & PA system & light & | \$18,550.00 \$20,000.00 \$10,000.00 | \$14,868.93 \$33,000.00** \$850.00 | \$48,718.93** |

| | | | |
|--|--|--|----------------------|
| Generator (AV) <ul style="list-style-type: none"> • Testing and Tagging (AV) • White Night Projection (AV) • Projection Video | | | |
| Publicity <ul style="list-style-type: none"> • Posters • Flyers • Lucky Draw tickets & Vouchers • FB Advertisement • Costume • External Map Designer | \$1,500.00 \$500.00 | \$248.76 \$327.05 \$242.10 \$662.98 \$150.00 | \$1,630.89 |
| Miscellaneous <ul style="list-style-type: none"> • Security • Cleaning Services • Fire fighter • St.John Paramedic | \$2,000.00 \$500.00 \$1,700.00 \$400.00 | \$2,000.00** \$1,111.26 \$1,800.00** \$600.06 | \$5,511.32** |
| Games <ul style="list-style-type: none"> • Camel Ride • Haunted House | \$4,000.00 | \$1,716.00 \$650.40 | \$2,366.40 |
| Lucky Draw | \$500.00 | \$459.00 | \$459.00 |
| Special <ul style="list-style-type: none"> • Henna Booth • Photobooth • Videographer • Calligraphy • Best Dressed Stall • Best Decorated Stall | \$500.00 \$1,500.00 \$1,500.00 \$350.00 | \$336.00 \$1,200.00 \$1,500.00 \$378.45 \$100.00 \$100.00 | \$3,614.45 |
| Appreciation dinner | \$1,000.00 | \$650.68 \$120.00 | \$650.68 \$120.00 |

| | | | |
|----------------------|--------------|---------------|---------------|
| Subtotal | \$72,000.00 | \$71,893.22** | \$71,893.22** |
| Revenue from Eq.Hire | (\$2,500.00) | (\$2,735.00) | (\$2,735.00) |
| Sponsor | - | (\$1,000.00) | (\$1,000.00) |
| TOTAL (include GST) | \$69,500.00 | \$68,158.22** | \$68,158.22** |

Notes:

***Over budget **TBC**

Reasons of over budget

1. Chef hiring: We used to have free chef services from 130 degrees in previous Night Market and FONs. We have to hire the chef externally start from this year due to the closure of 130 degrees. This expenditure is not budgeted.
2. AV: Although we terminate the usage of festoons light, which costs around \$2,000, AV hire another generator to ensure the constant supply of electricity as we experience frequent current breakdown in the past Night Markets. There is an increment in labour cost as the next day is a public holiday.
3. Cleaning services: Due to miscommunication with Aviya, we doubled the amount of cleaners (from two to four) that we were not aware beforehand and hence we did not budget enough for that. It used to cost \$388.85 for two cleaners last year. In addition to that, there was also increment in labour wages as the next day is a public holiday.
4. St. John Paramedic: In the previous Night Market, we were lucky to get volunteers from St.John. Unfortunately this year, none of the volunteers are available and we get two full time paramedics.
5. Decorations: The transportation cost is shared by all teams. Decoration team has get approval for budget increment as the amount exceeded is not significant and can be covered.
6. Equipment hiring (Harts): There is a penalty rate for Good Friday picking up, which costs us \$720.00. Also, as we located some food stalls at Union Lawn, we need to spend some money on flooring.

18. Conclusion

This concludes my report. Please do not hesitate to contact me if you have any suggestions or queries. Hereby, I would like to express my gratitude to my team and the rest of the committee for all your help and support both before and on the event day itself. Thank you once again.



Prepared by,

Kai Wen (Kelvin) LOO
Cultural and Social Director 2016/2017
UMSU International

UMSU International Summit 2017 Final Report (Updated)

Central Committee Meeting #11 – Friday 12 May 2017

1. Overview

This report concludes the entire Umsu International Student Summit 2017 covering the period from Week 1 to Week 4. The actual event took place on the 25th of March 2017, Saturday, 9AM to 5.30PM .

The objectives of this event were to:

1. Inspire and motivate (current/aspiring to be) international student leaders to make a change in their community.
2. Understand and gain insights on the challenges faced by current or former international student leaders and how they overcame their challenges.
3. Engage with other international students in discussions and share opinions on international student issues, raise awareness on these issues and find potential solutions.
4. Equip international students with the necessary skills for career development as well as personal growth.

The following are some of the details of the event:

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|--|---|
| Coordinators | SANDER Bredal, ETHAN Zhang, YUEN YUEN Lin, TZEYI Koay, WEI LEE Ong, SAMANTHA Wong |
| Date | 25 th of March 2017, Saturday |
| Time | 9AM TO 5.30PM |
| Venue | Woodward Conference Centre, Level 10, Law Building |
| Participating Clubs and Organizations | <ol style="list-style-type: none"> 1. ASEAN Youth Organization 2. CISA 3. AFIS 4. FASTCO 5. MUISS (Monash University) 6. Singapore Student Society 7. OXFAM 8. IVSUM 9. GSA 10. Taiwanese Student Association 11. MINT (Marketing Intelligence) 12. MPOZ (Malaysians Progressive) 13. Thai Student Association 14. TedxMonash 15. Melbourne University Environmental Engineers Society |

| | |
|----------------------------------|--|
| Students | Approximately 82 (Includes OBs and ISAs) |
| OBs and ISAs | 6 OBs and 10 ISAs |
| Club/Orgs representatives | 34 |
| Non-club representatives | 32 |

2. Task Allocation

Coordinators: Yuen Yuen Lin, Wei Lee Ong, Tzeyi Koay, Samantha Wong, Ethan Zhang, Sander Bredal .

The following are the task allocation for each organizing committee member:

Sander Bredal:

1. Providing contacts to speakers and panelists
2. Chairing the panel/discussion session
3. Overseeing the summit.

Ethan Zhang:

1. Liaise with the speakers and panelists with regards to any information/updates about the summit and the topics of their speeches or discussions.
2. Welcoming and receiving the speakers and panelists on the event day.

Yuen Yuen Lin:

1. Clubs/organizations liaison.
2. Inviting and updating the student delegates via Facebook and text messages.

Samantha Wong:

1. Purchase of thank you gifts for speakers and panelists;
2. Purchase of name tags and pens for the participants;
3. Handling the printing of the programme booklets.

Tzeyi Koay:

1. Set organisation and stage preparation
2. Stage management
3. Copywriting and Facebook

Wei Lee Ong:

1. Selection of emcees and editing of the script
2. Allocation of manpower (both OBs and ISAs) for the event day

3. Expenditure

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| Venue (Includes morning/afternoon tea and lunch; counted per pax) | \$9,800.00 (\$80 per person, with 120 attendees; additional \$150 per hour for after hours charge; \$50 WiFi service) |
| Videographer hire | \$1,100.00 |
| Appreciation gifts for speakers | \$574.34 (3 floral bouquets: \$225; 1 bottle of wine with flower decoration: \$115; 8 travel journals and 8 passport holders: \$234.34) |
| Program booklet | \$1260.00 |
| Card holders and pens | \$123.45 |
| Total | \$12,283.45 |
| Budget provided | \$14,700.00 |

4. Intended Event Flow and Rationale behind Programming

| | | |
|----------------------|--|--|
| 08.00 – 09.00 | Preparation <ul style="list-style-type: none"> ● Booklets and table allocations <ul style="list-style-type: none"> ○ Ensuring that table layout was according to planned layout. ● 1 MacBook (Ethan), 1 Windows (Yuen, Sam) <ul style="list-style-type: none"> ○ As backup laptops in case the main laptop ran out of battery. ○ Necessary for registration, all information was on laptop. ● Double check setup. <ul style="list-style-type: none"> ○ Ensure that mics had batteries; projector was working; clicker was working; sufficient whiteboards/markers; main laptop has battery and charger on standby. ● Run through registration process <ul style="list-style-type: none"> ○ ISAs were briefed as to what participants should receive, how they would be grouped, and how to look for participants' name tags. ● Show ISAs and OBs around <ul style="list-style-type: none"> ○ Familiarize with the venue, and person-in-charge. ● Bring UMSU International Banner | Helpers/Coordinators: ISA: Evelyne, Henry, Munirah, Peggy, Vivi OB: E&W team |
| 09.00 – 09.50 | Registration <ul style="list-style-type: none"> ● Booklets <ul style="list-style-type: none"> ○ Ensure participants had a booklet, with an allocated group. (group allocation is for the forum session afterwards) | Munirah, Melia, Edelin Downstairs |

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| | <ul style="list-style-type: none"> ● Checking in <ul style="list-style-type: none"> ○ Ensure that participants actually signed up for the Summit before giving them their merchandise. ● Name tags <ul style="list-style-type: none"> ○ Participants given name tags (different colored name tags for participants and organizing committee) | <p>guides: Henry, Vivi</p> <p>Evelyne, Peggy</p> |
| 09.50 – 10.00 | <p>Welcome and Opening Address</p> <ul style="list-style-type: none"> ● Speaker was the UMSU International Education and Welfare Director. Provided with 10 minutes to open up and introduce the event to participants, the Director was one of the main coordinators of the Summit, therefore had a better idea of introducing and setting the scene. <p>Speaker: Yuen Yuen Lin</p> | <p>Yuen</p> <p>Munirah, Melia, Edelin, Sam</p> <p>Wuyang, Vivi, Evelyne, Henry, Peggy</p> |
| 10.00 – 11.00 | <p>Keynote Speaker: Karen Poh, Founder, Meld Community, Meld Magazine</p> <p>Topic: Overcoming challenges</p> <ul style="list-style-type: none"> - Karen Poh of Meld Magazine was chosen as our keynote speaker to inspire international students to make a change in the community, through her own journey. - Her background as a former international student aligns with the goal of this event, which is for students to understand and gain insights on the challenges faced by international students, and how they overcome them. | <p>Sam, Evelyn</p> <p>Munirah, Peggy</p> <p>Mic runners: Henry, Vivi, Edelin</p> |
| 11.00 – 11.30 | <p>Morning Tea & Networking</p> | <p>Evelyn, Melia</p> <p>Munirah, Vivi, Henry, Peggy</p> |
| 11.30 – 13.00 | <p>Speaker: Nina Kharina, National President, Council of International Students Australia</p> <p>Workshop: International student leadership and affairs</p> <ul style="list-style-type: none"> - For a student of her age, we felt that Nina was a suitable candidate because most student delegates would have the same background as her: a full-time international student leader, wanting to advocate for | <p>Melia, Munirah</p> <p>Evelyn, Vivi</p> <p>Mic-runner: Henry, Peggy</p> |

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| | <p>international student welfare.</p> <ul style="list-style-type: none"> - Having to deal with federal level issues at her age, Nina was a suitable candidate in explaining to student delegates how she overcame challenges as a young international student leader. - This workshop was intended to equip international students with the necessary knowledge about current international student affairs, as well as to promote student leadership amongst student delegates. Nina, as well as the organizing committee, wanted the workshop to be interactive and engaging, and suggested a problem solving scenario for the student delegates to work with, in order to effectively use the hour and a half given. - With Karen opening up about inspiring student leaders to take action and make change in their community, Nina's section was intended to provide student delegates the necessary background information needed for students to take action. | |
| 13.00 – 14.00 | Lunch & Networking | <p>Sam, Vivi, Edelin</p> <p>Evelyn, Peggy, Henry, Munirah</p> |
| 14.00 – 15.00 | <p>Speaker: Maxine Lee, Melbourne Accelerator Program (MAP)</p> <p>Topic: Entrepreneurship skill-set</p> <ul style="list-style-type: none"> - The intention of this speaker session was for Maxine to introduce some skill-sets that could be applicable to international student delegates in their leadership skills and their career development. - This session also intended to bring some insight for students to understand how these skillsets can be put to use in different scenarios. | <p>Peggy, Edelin, Melia</p> <p>Vivi, Munirah</p> <p>Mic-runner: Henry, Evelyn</p> |
| 15.00 – 15.30 | Afternoon Tea | Evelyn, Edelin, Melia |
| 15.30 – 17.25 | International student panel & forum | velyn, Edelin, Sam |

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| | <p>Panel: Leading navigation: international student leadership</p> <p>Forum: Career opportunities</p> <p>Chair: Sander Bredal, President, UMSU International</p> <p>Panelists:</p> <ul style="list-style-type: none"> - Sebastian Au, Germany, former President, VU International Student Association - Mike Malicsi, President of PPIA Victoria - Sonia Lim, Vice President, MIRS - Tony Wang, former President, UMSU International - Natalia Agus, ASEAN Youth Organization of Australia - Carine Lim, Former President of MIRS - Soo Jian Guan, Chairperson of MASCA <p>1) Panel with Reflections by panellists to questions</p> <ul style="list-style-type: none"> - The panel was facilitated by Sander Bredal, UMSU Intl President, with Sander asking the panel several questions with regards to navigating student leadership, and each panelists having about 1 to 2 minutes to answer each question. - Through this, we wanted students to gain insight on how each student leader overcome challenges in different ways; what their motivations were; and any advice they may be able to provide to future student leaders. - Panelists were selected based on their merits and contribution to the international student community, and their background as an international student leader. | <p>Peggy, Munirah</p> <p>Mic-runner:</p> <p>Henry, Vivi</p> |
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| | <p>2) Breakout session discussing specific topics with delegates</p> <ul style="list-style-type: none"> - Panelists were to choose a group, and to discuss on a topic with regards to career development, or student leadership. - Panelists were given the theme beforehand and asked to prepare their own question, based on that theme. This provided freedom to panelists in deciding what topic would be best, based on their experiences. - Career development was chosen as it is a common issue among student delegates, and a topic that the organizing committee thought would be a topic that is of interest to student delegates. <p>3) Recap by panellists</p> <ul style="list-style-type: none"> - Panelists summarized their findings from each group after discussion with their respective groups. - The aim was for delegates of other groups to find out about the topics of other groups, and if there are any insights and skills that student leaders discussed which may be applicable to student delegates. - With different topics on each table, being facilitated by panelists with different background, we hope for the findings and summary to be diverse and useful. | |
| 17.25 – 17.30 | <p>Closing Address</p> <p>Speaker: Ethan Zhang</p> <ul style="list-style-type: none"> - The Vice President of UMSU Intl was chosen to close the event. He was one of the main organizers of the event, and therefore, would be able to share his goals and what he hopes the student delegates have achieved through this summit. | <p>Evelyn, Edelin, Sam</p> <p>Peggy, Vivi, Henry, Munirah</p> |
| 17.00 – 18.30 | Pack up | All OBs and ISAs |

Registration

- At least one ISA was at the registration at all times. This was necessary for emergencies, and for participants who are leaving early/coming in late to be registered and informed of the event flow.

Crowd control, answering questions from participants, ushering them to seats randomly

- Crowd control was necessary during breaks in ushering students back to their seats/venue after each break. Mic runners were on standby whenever questions were open to the floor.

5. Event detail and suggestions:

5.1 Preparation Timeline:

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| <p>Summer break - 24th Jan</p> | <p>Group Discussion (finalized aim/theme)</p> <ul style="list-style-type: none"> - Research on the direction of the summit - Why this summit is being held, what is the aim and goal of the summit |
|---------------------------------------|---|

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| | <ul style="list-style-type: none"> - What themes will follow from the aims and goals of summit - Research on other conferences to better understand how the program should run, why a summit is being held, and what the summit wants to achieve. <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - The initial idea was for the Summit to be separated according to the different departments in USMU Intl (i.e., Human Resources, Communications etc.) and have clubs/organizations send their representatives in similar departments to engage in discussions. This was later then not considered, as this was much too broad and required a very diverse theme in each department. - The aim and theme that we considered next, revolved around international student welfare. We considered several options, if to focus on solely success stories to inspire students, or workshop-based summit to equip students with skillsets. - We wanted student leaders to be inspired, and motivated to make change in their community, what international student welfare issues they can potentially make a change in, and to be equipped with the necessary skillsets to make these changes. - Therefore, the aim and theme revolved around student leadership and international student welfare. - Career development was added on much later on, when participation was low. This theme was added to potentially gain students' attraction. |
| 29th Jan | <p>Group Discussion (finalized date, venue, task allocation to organizing committee, target audience/participants, target number of delegates, flyer design draft)</p> <ul style="list-style-type: none"> - Date (whether it was to be a one day/two day conference, weekends or weekdays would be better) - Venue (scout for potential venues that could accommodate for the number of participants, and had the prestige) - Task allocation (select officers for organizing committee, recommend to contact other department's directors to inform and update them about the summit) - Target audience (deciding the breakdown of attendees: how many ISAs/OBs, number of internal (WITHIN UNIMELB) and external organizations, exact numbers/percentage) - Target number of delegates (how many planned to invite, how many percentage UNIMELB students, how many external to that, how many can the venue fit) - Flyer design draft (themed colors) <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - With regards to date, we considered doing a one day event, from 9am to 7pm initially, which was to include a networking night. However, due to budget constraints, we had to remove networking night and end the summit at 5pm. We did consider having a 2 day event, however due to budget constraints as well we had to restrict this to one. - Target audience that we considered were international student leaders, whether they were already involved in international student community work, or want to be involved in. We ended up with selecting student leaders who are already engaged (i.e., clubs/organizations) in international student community. We finalized the target audience to committee members of clubs/organizations with the assumption that committee members would have experience in student leadership. - We decided to target both internal (UniMelb) clubs and external organizations. As to the ratio of how many internal and external, we decided to go with a 70:30 ratio, with more internal UniMelb clubs as compared to external. OBs and ISAs were included as well and were separate from this ratio. - As to how many delegates we were targeting, we considered it based on the size of the venue, |

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| | <p>and targeted 120 participants.</p> |
| 8th Feb | <p>Finalize invitation list (target participants, speakers, panelists)</p> <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - Research on speakers and panelists was done to shortlist who to invite and from which organizations. - The organizations for which we shortlisted, had to align with the goals and aims of the summit. |
| 9th Feb - 27th Feb | <p>Speaker invitation and confirmation</p> <ul style="list-style-type: none"> - Consistent updates about the Summit was sent to speakers. - Request for portrait and biography for Summit booklet. - Request for powerpoint slides for event day. - Set up meeting times, to go through the event and what speakers will be presenting about, and how to present. |
| 13th Feb | <p>Finalized program</p> <ul style="list-style-type: none"> - Why the program is set up in such a way - Is enough time allocated to each slot <p>What was considered/not considered/ and what we ended up going with</p> |
| 15th Feb | <p>Flyer design completed, Clubs and Organization Invitation</p> <ul style="list-style-type: none"> - Ensure that clubs and organizations receive email invitation and respond ASAP. Personal contact numbers are advisable to get, liaise with PNS department for better communication and relay of information. <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - Shortlist of Clubs and External organizations were done. Almost all cultural clubs were contacted within UniMelb as cultural clubs would consist of mainly international students. - External organizations that considered were also mainly cultural clubs, with some organizations who are international student welfare focused. |
| 20th Feb | <p>Group Discussion (Finalized budget allocation and logistics, list of internal and external organizations to be invited, question prepare for speakers and panel, theme set for forum)</p> <ul style="list-style-type: none"> - Finalized budget allocation (provide each organizing committee budget for different sections) - Logistics (sourcing of gifts and needed materials, such as pens and name tags) - List of internal and external organizations (shortlisting who to send it to, and why they should be invited instead of others, and how many from each organization should be invited) - Questions for speakers and panel (prepare beforehand a set of questions to be asked to speakers, initiate the first question and have the crowd take the rest) - Theme set for forum (Forum should surround not more than 3 themes, depending how many facilitators are present) |

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| | <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - The theme set for the forum was initially to be only student leadership and international student welfare. However, career development was included nearer to the date to attract students' attention. - Questions and discussion topics were then set to revolve around these themes. A shortlist of topics were compiled and then sent to panelists to decide which topics they would like to follow, or if they would like to come up with their own, as long as it fits the theme and goal of summit. - Did not consider streamlining and choosing the topics for each panelist, as each panelist may have a better idea of explaining the topic based on their own experiences. |
| 26th Feb | <p>Clubs and organizations invitation sent, online application form opened</p> <ul style="list-style-type: none"> - Extension of application forms are possible, to accommodate for participants <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - A deposit was not considered for this event. Future committee members are highly recommended to instil this system to have a better guarantee of participant's attendance. |
| 1st Mar | <p>Site Visit (discuss layout with venue manager based on number of participants, table and chair arrangement finalized)</p> <ul style="list-style-type: none"> - Layout (discuss with the venue manager which layout is best depending on how many participants you are targeting, what theme you are going for would determine the layout as well) - Table and chair arrangement (whether reshuffling in between breaks are necessary, and is there a need for the reshuffling?) - Re-situate a participant (consider shuffling the coordinators, and participants alternatively) <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - Layout that we initially wanted to go with was to utilize the foyer of the venue as well. However, the foyer was not included in the layout setting when we went for our second site visit, therefore we could only make do with using one part of the venue. - Different session required different layout. We decided to split the groups to 8, one group for each panelist, for the forum and discussion session. - A rotating system was not considered and we tailored the number of panelists with the number of participants per table. With 120 students, we had one panelist discussing with a potential 15 students per table. |
| 4th Mar - 9th Mar | <p>Panelist Invitation and Confirmation</p> <ul style="list-style-type: none"> - Consistent updates sent to Panelists about event. - Theme and questions shortlisted and sent to participants for discussions. - Outline and describe the role of panelists and the structure of the forum. - Best to send out questions for them to choose from beforehand, so that they can prepare and engage with students prior. |
| 5th Mar | <p>Target audience changed from committee members of clubs/organizations to general engaged students</p> <ul style="list-style-type: none"> - Necessary due to lack of response from committee members of clubs/organizations. |

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| | <ul style="list-style-type: none"> - Recommend to have back-up, feasible target audience in case the target audience are unresponsive |
| 6th Mar | <p>Emcees appointed</p> <ul style="list-style-type: none"> - Rehearsal necessary 1 week prior to event - Ensure emcees write script, and have time to edit and proofread - Role of emcee clearly described (not just for crowd control and introduction, but also provide a “break” from all other intense sessions) |
| 7th Mar | <p>Online and Physical publicity started</p> <ul style="list-style-type: none"> - Publicity strategy to be discussed and implemented much early on. - Push for online publicity to build an atmosphere around the event. - Introduction of speakers and panelists to be put up to attract participants. - Propose to have the booklet in PDF format, to send to participants. <p>What was considered/not considered/ and what we ended up going with</p> <ul style="list-style-type: none"> - Initial publicity was set out to be creating a private Facebook group with student delegates (committee members) once they have confirmed registration. Updates of events would then be sent to this facebook group to create hype and send off a streamline information. - However, due to lack of response from participants, the facebook event page was then restructured to be Public, to attract more students. |
| 9th Mar | Program booklet material submission |
| 13th Mar | Program booklet design finalized |
| 16th Mar | Catering menu confirmation |
| 22nd Mar | Finalized final number of participants to venue manager |
| 22nd Mar - 25th Mar | <p>Contacted and confirmed attendance of participants (via phone call, emails, and SMS)</p> <ul style="list-style-type: none"> - Confirmation of attendance by participants. - Future committee can consider placing a deposit, to ensure that students do not pull out at the last minute. |

5.2 Each Session on the Day

5.2.1 Speakers’ presentations

- Karen: Karen was our keynote speaker. From most of the student delegates, Karen’s speech was very inspiring, and she truly shared her personal experience of being an international student and the struggle she has gone through when establishing Meld Magazine and keeping it sustainable. Many students felt connected and motivated by her stories. The Q&A session was very engaging and we had to limit the number of questions to finish in time.

- Nina: Nina gave out an interactive workshop on the pros/cons of different leadership styles and also discussed the issues faced by international students, and what CISA has done to tackle these issues. Student delegates formed an active discussion following different leadership styles, and experienced the effect of different leadership on decision making. With regards to the issues faced by international students, cultural shock and workplace rights were touched on. During the discussion, issues on public transport concession and work exploitation were brought up by student delegates. Some delegates think the topics she covered are too broad and probably spent too much time on discussing leadership styles. This could be due to the misleading title for this session on the programme booklet. As in the booklet, Nina's session is called "International student affairs: a crash course", participants may expect the session to be more about the issues faced by international students.
- Maxine: Maxine had a professional talk on startup and entrepreneurship. She shared her personal involvement with startup case competition and her experience in MAP. Although her stories were quite interesting and changed people's common conception about entrepreneurship, some delegates suggested that her topic was a bit irrelevant to the theme of this summit, which was student leadership. This could be due to lack of communication between organising team and the speaker. Initially, we wanted her to talk about entrepreneur skillset and how it can be applied to student leadership. But this idea may not be clearly communicated to our speakers.

5.2.2 Panel/Forum Discussion

- For the panel session, the topic was navigation of student leadership. Each panelist had a chance to share their personal experience of being a student leader. We had 7 panelists in total, which gave the benefit of more diverse perspectives. However, it also restricted the amount of time allocated to each panelist. For example, one panelist could only have less than 2 mins to answer one question. Also, some panelists went overtime, causing us to extend the session to finish all the questions. Some of the answers were quite inspiring, but it could be due to the time constraint that some answers were a bit superficial and could be elaborated more.
- For the forum session, the topic was career development. Delegates were divided into 8 groups and each group will have a panelist to facilitate discussion on career related topics. Although we set the topic to career development to attract more students joining the summit, it confused some delegates about the central theme of the summit. Also, student leaders might not be the perfect people to give students advice on their career. Overall, the student delegates still had engaging discussions with the panelists and some interesting ideas were generated.

5.2.3 Networking Session

- For morning tea and afternoon tea sessions, student delegates enjoyed the opportunities to network with each other. Also, these sessions gave delegates breaks in between each session. The food provided was highly rated by the participants, but it was a bit over-ordered, and there were more than one tray of food remaining for each session. For the future summit, less food but more drinks can be served during the morning tea and afternoon tea session.
- As the summit was quite long and most of the delegates were tired after panel/forum discussion, we canceled the night networking session.

5.2.4 In General:

- The entire summit went very smoothly, and majority of the participants rated the event good or excellent. There are some improvements that could be made to better streamline the theme, which include revising emcee script to better bridge each session, communicating more with the speakers, and focusing on a single specific theme.
- Participants all came to the summit with different expectation, and some of them may regard certain parts of the summit as irrelevant to student leadership. However, given that we can neither predict nor fulfill everyone's expectation and having the summit is to let the participants learn different experiences and ideas, it may not be a bad thing to have multiple topics for a summit. That being said, for the future summit, we still need to find the balance between a specific topic that might not appeal to all delegates, and a wide range of topics that could be hard to relate them to the central theme.

5.3 Logistics

5.3.1 Gifts

For the gifts, the main issue was deciding what gifts to buy for the speakers and panelists. After doing some research and discussion, the gifts were decided and the purchase went smoothly. The gifts were well received by the speakers and panelists.

Suggestions

1. For future Summits, future committee can continue partnering with Bloom R Us, the florist who provided the flower bouquets for the speakers.
2. Additionally, the future committee can consider getting gifts for panelists (travel journals were given to panelists, similar gifts can be considered for next summit).

5.3.2 Name Tags and Registration

Most of the names of the participants were printed out the day before the summit, as the attendance was confirmed later on in the week before the summit.

For the registration, there were a few participants who did not have name tags printed out for them. The registration team had to provide handwritten name tags for these participants. Moreover, some of the speakers and panelists do not have name tags printed out for them as well.

Suggestions

1. For the name tags for the participants, the participants found it slightly hard to pin the name tags appropriately. In the future, lanyards can be used in place of name tags for more convenience. However, lanyards would have to be designed much earlier beforehand (printed design for committee and participants respectively). Therefore, if lanyards were to be considered, it would be wise to plan ahead.
2. For registration, one suggestion is to confirm the participants' attendance and print out the name tags a few days in advance before the Summit.

5.3.3 Programme Booklets

We have outsourced the printing of the programme booklet from Dinkums Print & Design. All in all, the programme booklets were well-done and professional. The programme booklet incorporated the designs and color scheme that the team had in mind.

Suggestions

1. The team recommends partnering with Dinkums Print and Design for printing the programme booklets for future Summits.

5.4 Setup and Stage Management

5.4.1 Set organisation

1. The task involved corresponding with the events manager of the Woodward Centre regarding the props and managerial tasks required for our event.

5.4.2 Stage preparation

Visual representations and verbal instructions were used to convey the physical setup of the space. Initially, a significant rearrangement of the Woodward Centre was required shortly prior to the panel segment of the Summit, as the initial conceptions of the event involved a theatre set-up in the beginning of the event. Due to the infeasibility of the quick alterations, we maintained a seated table setup instead.

There were significant misinterpretations of our intentions by the events manager of the Centre. We requested the space be setup with 10 seats per table over the maximum of 10 tables that could fit into the space without obstructing the view of the lectern. However, upon our arrival the morning of the event, the setup was executed in theatre format. With the contributions of all our helpers, we were able to rearrange the setting shortly before the event.

We also asked for "8 whiteboards with markers" but the events manager informed her team that we required 8 different markers instead, without the whiteboards. The on-set team managed to locate whiteboards in the end.

Suggestions

It would be prudent to require of Woodward's events manager a summary of the tools and setup we had requested to ensure seamless communication. Future organisers might consider an alternate location in which to hold the Summit, as despite the Woodward's beauty and efficiency on the day, it's long body was quite restricting. We could not utilise the entirety of conference room 1 and 2, the lounges and breakout spaces, as participants seated in the fringes would not have been able to see the speakers at the lectern. The whiteboards were ultimately unnecessary.

5.4.3 Stage management

The task involved ensuring the fluidity of events. Each segment began and ended largely on time, excluding the panel segment. However, the late finish did not appear to perturb our participants. There was a moment during the keynote speech in which our laptop was diminished of power. We were forced to interject in the middle of her speech to plug in the charger. There was also some error with the microphones, where the power was indicated to be low even immediately following the change of new batteries. There was some confusion during the set period for registration, where the simultaneous arrival of many participants necessitated a greater proportion of our resources.

Suggestions

Future organisers should consider allocating a greater number of laptops and ISAs/OBs to the registration area in the beginning of the event. They should also ensure the laptop is plugged in at all times, regardless of its battery percentage. They should also carry packs of AA batteries wherever they go and oversupply microphones.

It might also be appropriate to reduce the time given to the introduction of the panelists to ensure adequate time for the discussion and summary. It is also advisable for the organizers and emcees to have allocate time limits for presentations and question and answer sessions in order to keep within time frame.

5.5 Copywriting and Facebook

The task involved generating the descriptions for Facebook and creating visual marketing material for the speakers.

Suggestions

We strongly recommend the Education and Welfare team be granted custody of the Summit event page, rather than it being sourced to the Communications department. It would have streamlined the

process for us by enabling us to quickly edit and post whatever was necessary and saved the Communications team the labour. The lapse in the time between the point in which we created the material and it was posted on Facebook required that we hasten our completion of the necessary material, thereby increasing the rate of errors.

Both E&W and Comms were faced with some obstacles in communication due to the complexity of the event and the sheer volume of information. We needed to convey the information to each other before forwarding it to Comms, who needed to confirm with us before we reconfirmed with them, who then needed to share it with the public. It was an arduous and ineffective process. However, it is advisable for both teams to communicate as to what kind of strategies should be allocated with regards to publicizing this event. A strategy plan for the summit is highly recommended, considering the complexity of the event.

5.6 Volunteering

5.6.1 Selection of emcees and editing of the script

Due to shortage of time, the emcees selected were those who emceed for Professional Mingle 2016 Semester 2. However, one of them could not attend the Summit, therefore an emcee for Festival of Nations 2016 was chosen as a replacement. Script writing was slightly challenging as there were no previous references.

Suggestions

Allow other ISAs or OBs who show interest in the Summit to have a chance to be an emcee by conducting auditions if sufficient time is allowed for. Therefore, a much earlier planning is required to confirm this, in case circumstances such as the above (emcee pulling out) occurs. It is thus advisable for an officer from E&W to be present during interviews for ISA recruitment to scout for potential emcees.

5.6.2 Allocation of manpower

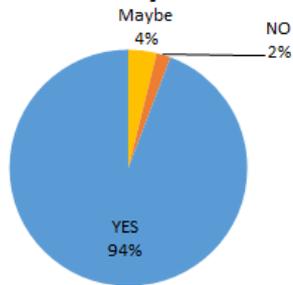
A site visit and briefing session was undertaken a week before the event with the ISAs who signed up for the event to ensure that they were familiar with the venue and event flow. The task allocation for each ISA and E&W OB was clearly defined and executed accordingly.

Suggestions

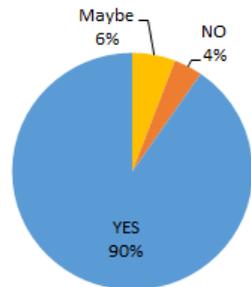
Rehearsals and a clear briefing should be given to volunteers so as to enable a smoother flow of event. Encourage the ISAs to be more involved in the discussions, especially during the times where there are no tasks at hand.

6. Feedback from student delegates

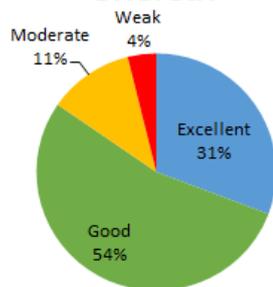
Would you recommend future UMSU INTL events to your friends



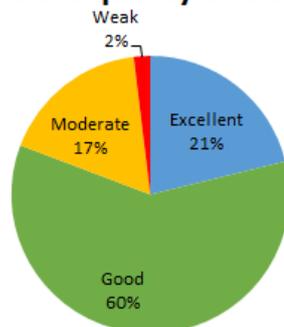
Would you participate in a similar event next time?



How were the quality of speakers offered?



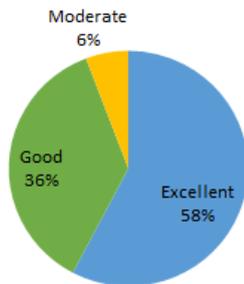
How were the quality of discussions?



How engaging and interactive was the summit?



How was the quality of refreshments served?



6.1 Potential Topics from delegates

| Potential Topics | Sum of Count |
|--|--------------|
| Career | 16 |
| Cultural barrier | 4 |
| Future planning | 5 |
| Helping/supporting intl students | 5 |
| Immigration | 1 |
| LGBTI | 1 |
| Overcoming problems faced by intl students | 7 |
| Politics | 1 |
| Skill development | 3 |
| Student leadership | 3 |
| Student welfare | 3 |

6.2 Student Comments:

- Event is too long (mentioned 5 times)
- Theme is too broad (and unclear).
 - “Objective of the the summit is too broad for a one day event. Next time can focus on just one topic”

- “It would be good to streamline the theme of the summit. I came with the impression that this summit would solely be focused on international students and particularly on advocacy and welfare, However, I felt that it was more business oriented with the multiple networking sessions and talk on MAP, perhaps it would be better to have a clearer agenda in the future.”
- “Some speakers' topics went out of theme/ aims”
- More time for discussion
- More diversity with regards to student delegates

7. General Problems

1. Theme is too broad (or unclear).

Potential causes:

- A. **The theme of the summit was adjusted at the beginning of week 3. Besides leadership navigation, we included the career opportunities as the theme for the panel/forum session.**

The rationale of behind the changes was that career development is the major key issues that student delegates are concerned about. Also, as during publicity students showed more interest when we told them it is related to their career, we hoped that by introducing a career element in the summit we can attract more students to attend.

- B. **Inconsistency between the programme booklet and the actual topics in each session.**

Although we have told the speakers what topics we would like them to touch on one three weeks before the summit, all of the three speakers confirmed their topics very last minute due to their busy schedule. However, the programme booklet needs to be ready to print one week before the summit. Therefore, when designing the programme, there was an uncertainty of what and how the speakers would present in their speeches.

Recommendation:

- A. Set up one specific theme for the summit. The topics could be based on the feedbacks mentioned previously or based on the response in International Student Survey.
- B. Research more on the speaker's' background select the suitable ones who have relevant experiences. Communicate with the speakers more and meet them in person to discuss about the topics if possible. Also, let them know about the topics of other speakers to better bridge the sessions.

- C. Discussions and having a clear goal in mind of what is to be achieved from the summit would aid in setting a theme as well. Since this is the first time UMSU International has conducted such an event, the ultimate aim of the summit was a bit hard to grasp during discussions. Research on other conferences/summits is highly recommended to give future committee a better idea of what kind of summit they want to conduct, and how to conduct the summit.

2. **Low number of registration before week 3.**

Potential causes:

- A. **Late start of publicity. Publicity only started in the late week 2, due to the change of target audience.**

At the early stage of planning, the type participants we wanted was mostly executive committee members from various clubs and organization. However, due to low number of responses from the clubs and organizations, we decided to start physical publicity and expand the target audience to the engaged students who are interested in international student affair. It only left us with less than 2 week to publicize.

- B. **Students are uncertain about what a student summit looks like.**

Majority of the university students have never attended a summit/conference before and do not have a clear idea of what a student summit looks like. Also, the description given on the Facebook page was too formal and generalised. It's hard to attract students to our event if they have no idea about the event itself.

- C. **The theme was not "attractive" to students; branding of the event was poor.**

As the theme of the summit was initially student leadership, there was not a lot of reception based on this theme. Although career development was added on afterwards, students who attended the event was however interested in leadership instead. International student affairs was the central focus of both themes, which limited our target audience to solely international students. The aim of the summit ultimately had to be altered to fit to students' needs, however this caused the summit to appear too messy.

Recommendations:

- A. If still targeting general engaged students, it's better to discuss with Comms team about the publicity strategy and start publicity can start during O-week. If focusing more on the current student leaders, it still would be a great idea to talk to them in person during Head of Clubs. As different type of participants would have different expectation about the summit, the organising team needs to take it into account when finalising the theme and topics.
- B. It is also advisable for the E&W committee members to liaise with Partnership and Sponsorship department with regards to contacting the committee members (if they are the target audience of the event). Although contacting members of organizations via email is more professional, future committee should take into account the length in time that members reply to email. Getting personal contact numbers and arranging for meetings with

respective committee members of organizations would have been a better way to communicate with the participants. It allows for the future committee to explain the aim of the summit and the “attraction points” of attending the summit to organizations. If this strategy were to be implemented, future committee will have to take into account how many organizations they plan to contact and plan ahead when to set up meetings with respective organizations.

- C. With the aid of a promotion video, it would be easier to convey the idea of a student summit to students. Facebook event description needs to be clearer, and more specific about the theme and topics.
- D. A publicity strategy is recommended for this event. Liaising with Communications department as to which publicity strategy would work more efficiently and effectively can ensure a better build up towards the event, as well as consistent exposure about the event.

8. General Recommendations

1. Programme ran smoothly and kept on time

- The programme tailored to sufficient time (aside from the last forum section) and participants had the chance to mingle after every session during the break. Each session did not overload students with too much information, and student delegates had time to rest and digest the information after each session.

Improvements: A 2-day event can be considered provided it is within budget. A networking night (with corporate and business higher-up) is highly recommended as an incentive for student delegates to stay throughout the event. The second day can be utilized into setting up competitions, or concurrent sessions which may attract student delegates to attend.

2. Engagement between and within students and speakers/panelists was good

- The sessions contained interactive elements and improved the engagement amongst students, and between the speakers/panelists and student delegates. It is highly

recommended for future committee to maintain engagement and interactive-ness as a priority in conducting the sessions.

Improvements: For forums and panels, it's good to include a rotation system. Either have the participants change to a different panelists, or have panelists change to different tables to obtain diverse discussions and for student delegates to have the opportunity to engage in different topics. Also wise to have interactive questions posted on social media/print out poster sized questions so that participants can express their opinions on things.

8. Conclusion

Overall, despite there is a lot of improvements that need to be made, UMSU International Student Summit 2017 was a success. Based on the survey form, over 80% of the participants rated the quality of speakers and discussions as good and excellent. Also, over 80% of the participant considered the summit has good or excellent interaction and engagement. Although there was an initial lack of participation from students, we managed to gather considerable number of engaging participants to form interactive discussions. Although there was a lot of confusion from the discussion and planning of event, to the publicizing of event, even up till the event day, still given that this is the first time an event like the Summit is being organized by the Education and Welfare Department, also probably the first time being organized by an university student body, we should be proud of making it happened and making it successful. With this first Summit as reference, we hope that the future committee would learn and use this report as a basis to create a more cohesive Summit/Conference. On behalf of the Education and Welfare team, we would like to extend our gratitude to each and every department that have helped out to make this event a rather successful one, despite the mishaps. We would also like to thank the Executive Committee for providing feedback and guidance for this event.

This concludes my UMSU International Summit Semester 1 2017 final report. Please feel free to approach me or anyone in Education & Welfare department should you have any questions or comments.

Prepared by

Education & Welfare Department 2016/2017

UMSU International

6/4/2017

6. Other Business

7. Next Meeting

Friday 26 May 2017