

Agenda

Central Committee Meeting #11 – Tuesday, 6th May 2025

Time : 17:00

Venue : PAR-263-L2-217-Flexible Learning Space (Kwong Lee Dow)

1. Procedural Matters

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

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. CCM #10

4. Proposals

- 4.1. PR VISA Workshop Sem 1 2025 Proposal
- 4.2. ISA Graduation and Winning House Dinner (July & August 2024 Intake)
Proposal

5. Reports

- 5.1. Employability Summit Sem 1 2025 Report

6. Other Business

7. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #10 – Tuesday, 15th April 2025

Time : 17:00

Venue : PAR-160-G-G03-Evan Williams Theatrette

1. Procedural Matters

- 1.1. **Acknowledgement of Indigenous Owners**
- 1.2. **Official Welcome**
- 1.3. **Attendance and apologies**
 - Attendance – 28 members

Late with Apologies

Officers: Suhas AGRAWAL, Shreeyukta ADHIKARI

Absent with Apologies

EXCO: Seoyoun KIM

Directors: Ella LIANG, Shruthi Tharmia PRABHUSHANKAR

Officers: Isabelle HII, Kathryn WANG, Alyssa RESWARI, Jeasy CHUNN, Pavitra RAVI, Qawiemah LEONG

Late with No Apologies

Directors: Tiffany Auyeung

Officers: Raunak RAGHAVAN

Motion 1

Move that **Standing Orders** be adopted for **CCM #10** at 5:06PM

Mover : Zhao He KOK

Seconder : Jasmine LOW

Motion Carried.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #10** be adopted at 5:07PM

Mover : Cornellius SALIM (Cornel)

Seconder : Kaelyn MIRANDA

Motion Carried.

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 : Yuxuan LIU

Seconder : Winnie LAO

Motion Carried.

Motion 4

Move that the **Earth Week Sem 1 2025 Proposal** be accepted.

Mover : Tiffany AUYEUNG

Seconder : Kayven SATRIO

Motion Carried.

Motion 5

Move that the **Get Certified Sem 1 2025 Proposal** be accepted.

Mover : Aerizqa RAKHMADANI

Seconder : Korakot SAINGAM (Kayden)

Motion Carried.

Motion 6

Move that the **Mental Health Week Sem 1 2025 Proposal** be accepted.

Mover : Raunak RAGHAVAN

Seconder : Smruti MHALGI

Motion Carried.

Motion 7

Move that the **Snack and Seek Sem 1 2025 Proposal** be accepted.

Mover : Chloe LIN

Seconder : Irina ANANDA

Motion Carried.

Motion 8

Move that the **Heads of Clubs Sem 1 2025 Report** be accepted.

Mover : Isaac HII

Seconder : Vinaya WIHARSA

Motion Carried.

Motion 9

Move that the **ISA March 2025 Intake Report** be accepted.

Mover : Raunak RAGHAVAN

Seconder : Kaelyn MIRANDA

Motion Carried.

4. Other matters

Other Business

- Lounge water bottles
- Night Market profile picture
- Night Market availability

Motion 10

Move that **Standing Orders** be suspended at **5:39PM**

Mover : Isaac HII

Seconder : Minh Daht NGUYEN (Damian)

Motion Carried.

Motion 11

Move that **CCM #10** be adjourned at 5:39PM

Mover : Tiffany AUYEUNG

Seconded : Jasmine LOW

Motion Carried.

Prepared by,

Qi Evelyn WANG (Evelyn)
General Secretary 2024/25
UMSU International

PR/VISA Workshop Sem 1 2025 Proposal

Central Committee Meeting #11 – Tuesday 6th May 2025

1. Introduction

Many international students lack the accessibility to attain relevant information regarding pathways to obtain a PR and/ or various forms of Visa in Australia. Additionally, the recent

implementation of new migration policies has resulted in changes within the application process. To tackle these issues, we plan to hold a PR/Visa Workshop to give international students the opportunity to clarify pathways and processes, as well as to update and explain the new policies in applying for a PR/Visa.

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2. Objectives

This event aims to:

- Provide information to international students regarding the processes and various pathways of obtaining Permanent Residency or other forms of visas.
- Inform students about the updates made to Australian migration policies and subsequent changes in the Permanent Residency and Visa application processes.
- Address questions that international students may have about the new policies, Visa options, obtaining Permanent Residency and/or migration mechanisms.

3. Event Details

Date	: Thursday, 8 th May 2025 (5.30 pm – 7.00 pm, Melbourne time)
Venue	: Carrillo Gantner Theatre, Sidney Myer Asia Centre (PAR-158-B1-B02)
Number of Attendees	: 100 - 150
Coordinators	: Tiffany AUYEUNG, Pavitra RAVI
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$490

4. Event Overview

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. There will be a short workshop afterwards about student rights and navigating relevant complications of the VISA process (eg: health issues, application for extension). After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 100 to 150, with a ticket registration limit of 200. Students who are interested in this workshop will need to register through a *try booking* link.. Students who signed up will get the booking confirmation and will be emailed prior to the workshop.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Apr 16 2025	Open Teamwork	Contact CME	Tiffany
	Apr 16 2025	Contact M&M	Contact M&M to help out with publicity	Pavitra
	Apr 16 2025	Contact the speaker	Email speaker from an agency regarding their availability	Tiffany
	May 6	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany
	May 1	Ticket Registration	Organize ticket registration with CME	Tiffany
	May 1	Request ISAs	Request ISAs with HR	Pavitra
	May 3	Create feedback form	Create feedback form questionnaire	Pavitra
	May7	Print Feedback form	Print QR code, add QR code to slides	Pavitra
Event Day				
	May 8	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Tiffany & Pavitra
Post Event				
	May 8	Feedback form	Ask attendees to fill it out	ISAs

		Complete report		Tiffany & Pavitra
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Pre-event

- Sort out payment with the speaker (how much he expects and decide how much we should pay the speaker).

Event Day

Event Flow

Time	Activity	Details	PIC
5:00pm - 5:30pm	IT preparation	Prepare speakers and any necessary IT on the day	
5:30pm - 5:40pm	Introduction	Introduce the speaker, UMSU International and the event	
5:40pm - 5:55pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	
5:55pm - 6:05pm	Q&A session (10 mins)		
6:05pm - 6:20pm	Information session part 2: PR	About obtaining Permanent Residency	
6:20pm - 6:30pm	Q&A session (10 mins)		
6:30 pm - 6:45pm	Information session part 3: VISA	About obtaining to graduate or working VISA	
6:45pm - 6:55pm	Q&A session (10 mins)		
6:55pm –	Wrap up	Ask attendees to fill in feedback form	

7:00pm		Attendees can stay for a bit to talk to the speaker for questions related to personal cases	
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Post Event

- € Compile responses from feedback form and create an event report

6. Budget

A total of **\$490** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
Miscellaneous	1	50	50.00
Food – Domino’s Pizza	24	14	340
TOTAL			490.00

7. Conclusion

This concludes our proposal for the PR/VISA workshop proposal 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Tiffany AUYEUNG, Pavitra Ravi
Education Department 2024/25
UMSU International

**ISA Graduation and Winning House Dinner
(July & August 2024 Intake) Proposal**
Central Committee Meeting #11 – Tuesday 6th May 2025

1. Introduction

The International Student Ambassador (ISA) ISA Graduation and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is an official graduation held by the Human Resources (HR) department to the ISAs that have reached the minimum requirement and to express our gratitude for their contributions and hard work throughout their term as an ISA. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood, or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

2. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment where different ISAs can interact easily with one another and the committee members.

3. Event Details

Coordinators	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Manpower	5 Committee Members & 3 onshore ISAs

4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Graduation	May 26th, 2025	\$3500.00
ISA Winning House Dinner	May 29th, 2025	\$850.00
Total		\$4350.00

5. Events

5.1. ISA Graduation

Date & Time	18:00-20:30, May 26th, 2025
Venue	In person - to be decided (we are searching for venues that have enough space for our participants)
Number of Attendees (expected for the venue celebration)	40 ISAs (excluding HR committee members but including 3 ISAs helping the event)

5.1.1. Event Overview

This is a celebratory event for all ISAs in the July and August 2024 Intake who have graduated, while providing an environment for them to interact with others and all the committee members.

5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
2/5-25/5	Event Preparation	Come up with venue suggestions, and themes, confirm the attendees	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWA L, Jasmine LOW
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.	
	Google form application for ISAs	Create a google form for ISAs to apply for the planning team	

	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
5/5- 8/5	Confirm Attendance	Send out the attendance form to confirm the number of participants	
Event Day			
17:00 - 17:30 , 26th May 2025	Conduct ISA Appreciat ion Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA , Suhas AGRAWA L, Jasmine LOW, ISAs
17:30 - 18:00 , 26th May 2025	Event Commence	Graduating ISAs meet up at the venue and commence with an introduction.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA , Suhas AGRAWA L, Jasmine LOW
18:00 - 18:30 , 26th May 2025	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30 - 19:30 , 26th May 2025	Dinner	All participants have their dinners.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA

			, Suhas AGRAWA L, Jasmine LOW
19:30 - 20:00 26th May 2025	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA , Suhas AGRAWA L, Jasmine LOW
20:00-20:30 26th May 2025	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA , Suhas AGRAWA L, Jasmine LOW
Post Event			
27th May 2025	Certificate Distribution (continued)	The HR department will send out the certificates to all ISAs through email.	Suhas AGRAWA L

5.1.3. Budget

A total of **\$3500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
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Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	45	20	900.00
Games Preparation	1	100	100.00
Dinner	62	65	2,030.00
Miscellaneous	-	-	470.00
TOTAL			3500.00

5.2. Winning House Dinner

Date & Time	18:00-20:00, 29th May, 2025
Venue	In person - to be decided (we are searching for venues that have enough space for our participants)
Number of Attendees (expected)	15 ISAs & 5 HR Members

5.2.1. Event Overview

This is a dinner for the winning house of the ISA July and August 2024 Intake to celebrate their achievement and interact with house members in person.

5.2.2 Event Timeline

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
2/5-25/5	Event Preparation	Come up with venue suggestions and confirm the attendees	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas

			AGRAWAL, Jasmine LOW
From 2/5	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
Event Day			
17:30- 18:00 29th May, 2025	Meet up	Coordinators go to the venue and check if there is any potential issue.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
18:30 - 20:00 29th May, 2025	Dinner	All participants have their dinners.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
20:00 29th May, 2025	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW

5.2.3. Budget

A total of **\$850** has been allocated for this event, with the breakdown as listed below:

Items	Qu an tit y	Unit Cost (AUD)	Total Cost (AUD)
Dinner	17	50	850.00
Miscellaneous	-	-	
TOTAL			850.00

6. Conclusion

This concludes our proposal for the ISA Graduation and Winning House Dinner (July & August Intake) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

Prepared by,

Kayven Claus SATRIO
Human Resources Director
UMSU International 2024/25

Employability Summit Sem 1 2025 Report

Central Committee Meeting # 11 Tuesday, 6th May 2025

1. Introduction

This report summarizes the Employability Summit 2025 which was held on the 11th of April 2025 and had the following objectives:

- Mediate international students' struggles with feelings of stress and worry that comes with employment

- Inform international students regarding Melbourne's employment opportunities
- Provide a platform where international students can network and directly reach out to experts

2. Event Details

Date	: Friday, 11 th April 2025 (11:00-14:00 - Melbourne time)
Venue	: Melbourne Connect
Number of Attendees	: 120
Coordinators	: Linda Liu, Tiffany Auyeung, Chloe Lin, Pavitra Ravi, Irina Ananda
Manpower	: 10 Committee Members & 16 ISAs
Budget	: \$ 10,000

3. Event Overview

Recognizing the intricate challenges faced by international students in securing employment in Australia, the employability summit is envisioned as a comprehensive solution, addressing the nuances of the job market, and facilitating practical connections.

The summit's focal point was to provide informative sessions designed to provide a nuanced understanding of Melbourne's employment market. By delving into the complexities and trends with technology, we aimed to equip our fellow students with a strategic advantage in their career pursuits. Beyond theoretical knowledge, the summit featured networking sessions, and panel discussions focused on soft skills, offering a unique platform for interaction with businesses, recruitment agencies, and distinguished speakers; as well as building up an essential toolkit in the career readiness of fellow students.

Employability Summit fostered a supportive community for international students. By providing a platform for shared experiences and collaborative growth, the summit sought to establish enduring connections that extend beyond this event, hence a networking session was held before the conclusion of the event.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	December 2024	Event Budgeting	Planning out budget for the event	Linda and Tiffany
-	January 2025	Ethical Registration for companies	Sending list of companies for ethical registration	Linda and Tiffany
-	January 2025	Venue booking (Melbourne connect + Catering)	Rooms at Melbourne Connect will be booked for the event	Linda
-	February 2025	Submission of proposal	Preparing proposal to be presented at the e-CCM	Irina

-	January 2025	Contact Companies	Reaching out to companies about our event Inviting them to be in the company booth section	All
-	January 2025	Contact speakers for panel discussion	Reaching out to Study Melbourne for speakers	Tiffany
1-6	February/March 2025	Requesting ISAs	Getting ISAs from HR and setting up the time slots	Irina
1-6	February/March 2025	Purchase of materials for event	-Event banners -Bins -Board -Other items	Chloe
1-6	February/March 2025	Social Media Designs	Working with media and marketing department to design posters and promotional material	Chloe
1-6	February/March 2025	Ticketing	Setting up ticketing	Irina
1-6	February/March 2025	ISA publicity	Creating template post for ISAs to repost	Pavitra
1-6	February/March 2025	Feedback form	Creating the feedback form for the event	Pavitra
Event Day				
6	11 April 2025	Briefing	Briefing the ISAs	Pavitra
6	11 April 2025	Set up	Set up AV and prepare company + speaker booths	All
6	11 April 2025	MC	MC speaker panel	Tiffany
6	11 April 2025	Feedback	Ask participants to fill out feedback form	All
6	11 April 2025	Clean up	-	All

Post Event				
6	April 2025	ISA hours	Record ISA hours	All
7	April 2025	Report	Finish writing report	All

Event Day

- Set up the pin boards in Melbourne Connect
- Set up company's signs on the pin boards
- Stick feedback form QR code around the room and ask participants to fill out

Event Flow

TIME	ACTIVITY	LOCATION	DETAILS	PIC
0830	UMSU INTL arrives at Melbourne Connect	FORUM	Final checks and set ups	UMSU INTL
0930	Exhibitors Arrive for set up	FORUM	Booth/Stall set ups	EXHIBITORS
1000	Atlantic Catering Arrives	LAUNCHPAD	Catering Set up	ATLANTIC
1030-1100	Exhibitors Morning Tea	EXT FORUM	Morning Tea is served for Exhibitors	EXHIBITORS, ATLANTIC
1100 - 1400	Employability Summit and Registrations Open	FORUM	Introductions, Acknowledgement of Country, remind participants that feedback form QR code is posted around the room	ALL
1110-1150	Part 1: Panel Discussion - Networking & Personal Branding 11:50-12:00 Q&A	LAUNCHPAD	Panel Discussion of 4 Speakers	Sam Herbert, Andrew Hobbs, Christine Filippidis, Prachi Tygi MC

1130	Atlantic Catering served	LAUNCHPAD	Light snacks, coffee and tea Till food runs out	ALL
1205 - 1235	Part 2: Interview session – Startups 12:35-12:45 Q&A	LAUNCHPAD	Networking with speakers and whichever individual who doesn't have their own company booth. Snacks and drinks will be available	Julian Jom MC
1250 - 1320	Part 3: Panel Discussion – Career pathways 13:20-13:30 Q&A	LAUNCHPAD	Keynote Speaker	Shardul Chavan Owen Wu MC
1400	Summit Finishes	FORUM	Closing remarks + thanking all speakers, companies and agencies + reminder about feedback form	UMSU INTL
1400 - 1500	Bump Out	ALL	UMSU INTL, Exhibitors, Atlantic bump out	UMSU INTL, EXHIBITORS, ATLANTIC

Post Event

- Record ISA hours
- Ask participants to fill in feedback form

5. Reflections

Publicity and Registration

- More publicity could have been done further in advance (we only had less than 2 weeks for publicity). Make sure that company logos are advertised more, while also getting clearance from the companies to use their logos.

Attendance

- There were 368 tickets booked for the event.
- 120 students attended the event; however, we expected more participants to attend.
- There may have been fewer participants due to a clash in scheduling, as there were classes occurring at the same time as our event.
- Human error in using the counter to sum up how many participants attended may have also been possible.
- Setting up some promotion outside of Melbourne Connect could help with attendance as some students didn't know the location of the event.
- The timing of the summit could be pushed forward to March to garner more attention from students.
- We suggest having this event earlier in the week and possibly earlier during the semester as that's when companies start to recruit employees. Make sure to check companies' internship programs/ recruiting period before setting the event date.

Speakers

- We had meetings with Alumni, Career and Employability team. They were super helpful with finding speakers for the panel discussions. We suggest collaborating with them for the next Employability Summit.
- The networking and personal branding panel discussion was popular and gained positive feedback from students and was followed by an enriching Q&A session.
- However, one speaker from the networking panel was cancelled at the last minute and changes had to be made to the slide deck.
- Speakers expected more attendance but appreciated the event.
- Some of the speakers were not that engaged with the students so the MC had to ask questions on the spot to keep the conversation going. Next time, we could have an online meeting with the speakers first to give them a better understanding of the event.

MCs

- Committee members were approached to MC for speaker sessions since we didn't have MCs from outside as a last resort.
- Next time we could invite students to express their interest in MCing so that we could give opportunities for students as well.
- Or we could invite well-known MCs from outside.

- We invited Enya as MC from Stint to moderate the career pathways panel discussion, which was a great decision as the panel went smoothly, we suggest having her again next year.

Company Expo and Companies

- Though we had lots of great companies, and the company expo was successful, we faced disagreements with UMSU's ethics registry when inviting companies to attend our event.
- We put in extra effort to help major companies of interest attend the summit by asking the ethics to be waived.
- Different companies from various streams of study were expected by participants.
- We suggest reaching out to companies earlier, ideally starting from February.
- Prioritize companies that we already have connections with first would be a better approach, since companies would be more likely to say yes if we know them already.
- There are lists of companies (e.g. Jane Street, KPMG) interested in joining the summit but because of time constraints, they could not come this year, but they indicated they would love to join next year.

6. Feedback

Feedback was collected through feedback form post-event. In total, we received 23 responses.

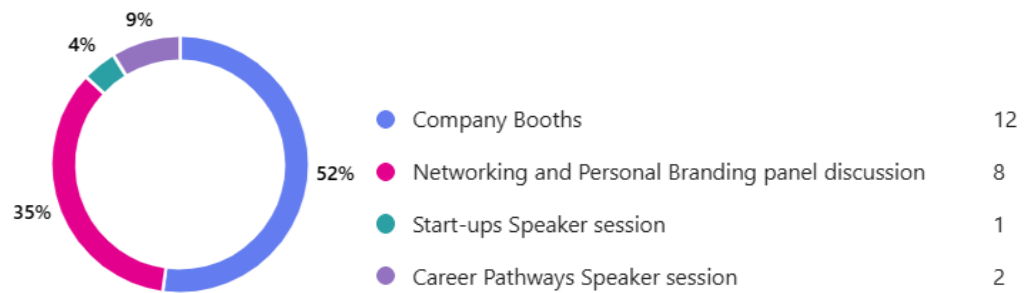
Event Satisfaction:

39% of attendees rate the event 5/5. Another 57% rate the event a 4 out of 5. 1 response rated the event 2 out of 5.



Most Helpful Part of the event:

The top 2 most helpful parts of the event were the company booths (52%) and panel discussion about networking and personal branding (35%). The start-ups and career pathways speaker sessions received lesser positive feedback.

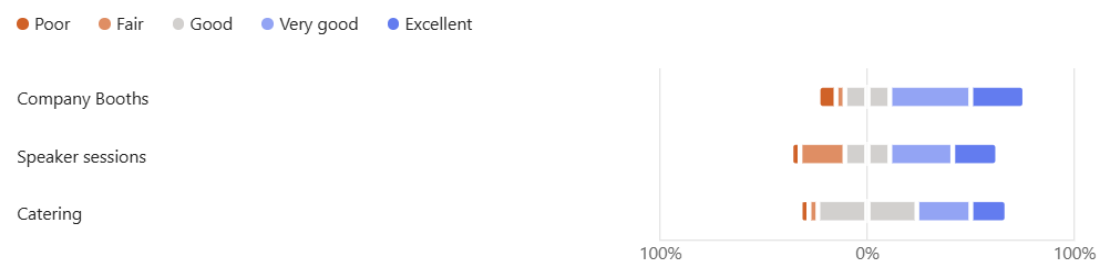


Other companies wanted by participants

The top companies wanted are technology/finance companies, as well as requests for biotechnology companies. The Big 4 and Victorian Government were requested as well.



Event satisfaction(sectionalized)



26.1% of responses rated the company booths as “Excellent”.

21.7% of responses rated the speaker sessions as “Excellent”.

17.4% of responses rated catering as “Excellent”.

How useful were the Speaker sessions? (1-not useful at all, 5-extremely useful)

[More details](#)



35% of attendees found the speaker sessions to be extremely useful, rating them at 5/5.

Areas of improvement for speaker sessions:

Many attendees suggested having the speaker sessions in a quieter or closed-off area, as noise from the catering area was disruptive.



Timing

87% of responses thought the event timing was just right, while 9% thought it ran too long.

ISA Feedback

- Panel sessions could be held in a closed room with less noise
- Most company representatives did not arrive at Cardigan Street, but from other entrances. Despite sending out emails to the company representatives, this situation cannot be prevented. We suggest sending updates in the helpout chat to ensure everyone is on the same page.
- Some ISAs felt that delegation of tasks could have been clearer and fairer. We could ask them to rotate with tasks as some tasks in nature seem less to do compared to other tasks.

7. Suggestions

- Partner with the University since that way ethical checking could be waived.
- Change the date of the summit to late March as most grad programs and internships intakes close by April.
- Assign 2 to 3 ISAs to stand in front of catering to make sure students each take 1 piece of a particular food item only. (or arrange a person to serve the food since this problem occurs only with self-service)
- Conduct speaker sessions in a less noisy environment, preferably in a closed room.
- Test sound systems in prior since microphone was poor; volume was low and could not be adjusted during the sessions.
- Consider allocating more of the budget to catering or choose other options from the menu since the Atlantic Group (only catering company we could use for Melbourne Connect) are expensive and the food ran out quite fast.
- More design and commerce companies, as well as health field/biotech companies.

8. Expenditure

A total of **\$10,000** have been allocated for this event, and the total actual expenditure for this event is with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Scones	42	6	5643
Tea & Coffee	42	6	
Pies & Sausage Roll Packs	42	13	
Bakery Bundle	42	13	
Savoury+ Drink Combo	170	12.5	
Sweet+ Drink Combo	170	11.5	
Service Charge (10%)	1	513	
Catering Service Charge	3	50	
Venue Hire (Forum + Launch Pad)	1	0.01	803.02
After-Hours Loading Dock Access	4	70	
Event Cleaning	4	45	
Set Up and Pack Down	3	90	
Pinboards	15	27	405

Delivery for Pinboards	1	170	170
Gift cards for speakers	6	100	795.36
Gift cards for MCs	3	50	
Card fee	9	5.04	
Surplus			2183.62
TOTAL			7816.38

9. Conclusion

This concludes our report for the Employability Summit 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,
 Pavitra Ravi, Yuxuan Liu
 Education Department 2024/25
 Umsu International

6. Other Business

7. Next Meeting

CCM #12

Date : Tuesday, 20th May 2025 (17:00)

Venue : PAR-260-L1-101A-101 & 102 Combined (Melbourne School of Health Sciences)