



Agenda

Central Committee Meeting #6 – Monday, 14th October 2024

Time : 17:30

Venue : Latham Theatre, Redmond Barry

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 #5

4. Proposals

- 4.1. UMSU International Merchandise Sem 2 2024 Proposal
- 4.2. OB Jacket Merchandise Sem 2 2024 Proposal
- 4.3. Central Committee Bonding Dinner Sem 2 2024 Proposal

5. Reports

- 5.1. International Hangout Sem 2 2024 Report
- 5.2. Meet and Greet & Mini Carnival Sem 2 2024 Report



- 5.3. Co-Options 2024 Report
- 5.4. Get Certified Sem 2 2024 Report
- 5.5. Personal Finance Workshop Sem 2 2024 Report
- 5.6. International Expo Sem 2 2024 Report

6. **Other Business**

- 6.1. Announcing and finalizing changes to committee roles (Jess and Zhao He)
- 6.2. UMSU International Awards
- 6.3. ISA Hours Task Sheet
- 6.4. Friendly Reminder
- 6.5. Committee Photo

7. **Next Meeting**

Unconfirmed Minutes

Central Committee Meeting #5 – Monday, 30th September 2024

Time : 17:30

Venue : PAR-155-B1-B25-Theatre 2 (92) Old Geology

Move that **Standing Orders** be adopted for **CCM #5** at 5:35PM

Mover : Zhao He KOK

Seconder : Cornellius SALIM (Cornel)

Motion Carried.



Late with Apologies

Officers: Jasmine Qawiemah LEONG

Move that the **Agenda for CCM #5** be adopted at 5:36PM

Mover : Yuxuan LIU (Linda)

Secunder : Ella LIANG

Motion Carried.

Move that the **minutes of CCM #4 be accepted and confirmed as a true and accurate record.**

Mover : Suhas AGRAWAL

Secunder : Seoyoun KIM (Youn)

Motion Carried.

Move that the **Exam Pack Giveaway Sem 2 2024 Proposal** be accepted.

Mover : Shreeyukta ADHIKARI

Secunder : Chloe LIN

Motion Carried.

Move that the **ISA Appreciation Night and Winning House Dinner (February & March 2024 Intake) Proposal** be accepted.

Mover : Shruthi PRABHUSHANKAR

Secunder : Isaac HII



Motion Carried.

Move that the **International Student Sports Carnival Report Sem 2 2024 Report** be accepted.

Mover : Jeasy CHUNN

Seconded : Kayven SATRIO

Motion Carried.

Move that the **ISA Recruitment August Intake 2024 Report** be accepted.

Mover : Minh Daht NGUYEN (Damian)

Seconded : Ashley OETOMO

Motion Carried.

Move that the **Sexual Health Week Sem 2 2024 Report** be accepted.

Mover : Kaelyn MIRANDA

Seconded : Qi Evelyn WANG (Evelyn)

Motion Carried.

Move that the **Buddy Up: Charms & Chats 2024 Report** be accepted.

Mover : Kayden SAINGAM

Seconded : Kathryn WANG

Motion Carried.



Other Business

- Introductions
- Working with PnS
- UMSU International Awards
- Adding EXCO on Facebook
- Jess's segment
- Committee Photoshoot

Move that **Standing Orders** be suspended at **6:33PM**

Mover : Winnie LAO

Seconded : Cornelius SALIM (Cornel)

Motion Carried.

Move that **CCM #5** be adjourned at **6:33PM**

Mover : Raunak RAGHAVAN

Seconded : Tiffany AUYEUNG

Motion Carried.

Additional Notes

- **ISSC Sem 2 2024 Report:**
 - Provide confirmation email
 - Timeslots for participants to increase participation rate
 - Turnout could reflect assignment period
- **Sexual Health Week Sem 2 2024 Report**
 - New batch of ISAs for both SHW and brekkie, so they required more briefing on the day



Prepared by,

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

UMSU International Merchandise Sem 2 2024 Proposal

Central Committee Meeting #6 – Friday, 14th October 2024

1. Introduction

The Media and Marketing Department is planning to design and order merchandise to give away to university students throughout various events. These merchandise items will be available to all University of Melbourne students to collect or win as prizes through various events that Umsu International will be holding throughout the year (s).

The merchandise designs are aimed at being easily readable and visually aesthetic, so that students who receive our merchandise are more likely to use our items and help advertise us throughout the university by bringing more awareness to Umsu International.



2. Objectives

This event aims to:

- Bring more awareness to UMSU International as a community by merchandise advertising
- Increase user engagement by providing students with more incentives to attend our events
- Provide students with a new line of merchandise to renew our brand identity

3. Event Details

Coordinators : Zhao He KOK

Manpower : 4 Committee Members

Budget : \$39,050

4. Budget

A total of **\$39,050** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Umbrellas	500	14	7,000
Tote Bag	750	20	15,000
Cutlery Set	500	3.5	1,750
Journal and Pen	1,000	4.5	4,500
Glass Water Bottle	1,000	9.5	9,500
Setup Fee	5	60	300
Shipping Fee	1	1,000	1,000
TOTAL			39,050.00



5. Conclusion

This concludes our proposal for the UMSU International Merchandise Proposal 2024. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

Zhao He KOK

Media and Marketing Department 2024/25

UMSU International

OB Jacket Merchandise Sem 2 2024 Proposal

Central Committee Meeting #6 – Monday, 14th October 2024

1. Introduction

The Media and Marketing Department is proposing merchandise for office bearers in the form of a quarter zip-up jacket, which all committee members will receive. The merchandise items will be available to collect before Semester 1 of 2025 begins.

The OB jacket is aimed at being modern, visually appealing and easy-to-style. The designs will represent the central committee by including elements of UMSU International, but not be overbearing at the same time. We aim to provide a piece of clothing that committee members can wear anytime without excessively bold branding.



2. Objectives

This event aims to:

- Bring the committee members (particularly the co-opts) closer to each other by having a shared identity through the jacket
- Allow committee members to be more easily identified at (larger) events that UMSU International conducts
- Provide committee members with a fulfilling reward for being part of and contributing to the UMSU International Central Committee

3. Event Details

Coordinators : Zhao He KOK
Manpower : 2 Committee Members
Budget : \$4000

4. Budget

A total of **\$4000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
OB Jacket	45	60.95	2742.75
Setup Fee	1	75.00	75.00
Shipping Fee	1	500.00	500.00
TOTAL			3317.75

5. Conclusion

This concludes our proposal for the OB Jacket Merchandise Proposal 2024. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,



Zhao He KOK

Media and Marketing Department 2024/25

UMSU International

Central Committee Bonding Dinner #1 2024 Proposal

Central Committee Meeting #6 – Monday 14th October 2024

1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to meet and get to know about one another.

2. Objectives

This event aims to allow the Committee Members to bond and get to know about one another.

3. Event Details

Date : Wednesday, 16th October 2024 [6:30PM – 8PM]

Venue : Father's Office Speakeasy Bar and Restaurant, 249 Little Lonsdale St



Number of Attendees : 34
 Coordinators : Qi Evelyn WANG
 Budget : \$2,065

4. Event Overview

We are planning to have a bonding dinner to welcome everyone and allow co-opts to get to know the rest of the Committee Members.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
7 October	Confirmation from OBs	Confirming how many OBs + Co-Opts will be going
8 October	Booking Venue	Calling the restaurant for booking and asking for a minimum surcharge.
12 October	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.
Event Day		
16 October 2024 6.30pm-8pm	Bonding and Dinner	
Post Event		
CCM #7	Present Report in CCM	

6. Budget

A total of **\$2,065** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Foods and Drinks	35	59	2,065
TOTAL			2,065.00



7. Conclusion

This concludes the proposal for the Central Committee Bonding Dinner Proposal 2024. Please do not hesitate to contact the Secretary should you have any queries.

Prepared by,

Qi Evelyn WANG and Korakot SAINGAM
General Secretary, Cultural and Social Vice President 2024/2025
UMSU International

International Hangout Sem 2 2024 Report

Central Committee Meeting 6 – Monday, 14th October 2024

1. Introduction

This report summarizes the International Hangout 2024 for Semester 2. The event, hosted by the Graduate Department, served as a platform for international students at the University of Melbourne to engage with their peers, relax, and play games to unwind before exam season. The event took place on **Monday, 7th October 2024** at **Market Hall (Building 189)**. Free food, painting sessions, bracelet making and board games were available for the students to enjoy.

2. Event Details

Date	: Monday, 7th October 2024 [11 a.m. - 2 p.m. AEST]
Venue	: Market Hall (Building 189)
Number of Attendees	: 250-300 students
Coordinators	: Qi Evelyn WANG, Shruthi Tharmia PRABHUSHANKAR, and Smruti MHALGI



Manpower : 2 Committee Members & 10 ISAs

Budget : \$3000

3. Event Overview

The International Hangout was designed to offer international students an opportunity to relax and enjoy a variety of activities. The event primarily targeted Graduate students but was open to Undergraduate students as well. The aim was to enhance student experiences through casual interaction, fostering a sense of community. Attendees were encouraged to participate in various activities, such as playing games, painting, and discussing their university experience with the OBs who were present to collect feedback and offer guidance. The event had an expected turnout with more than 250 students turning up for the event throughout the day.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	7 th September	Initial planning	Initial draft of approach + details Rough budget estimates	Shruthi and Evelyn
2	9 th September	Proposal	Presented the event proposal at CCM 4.	Shruthi
3	18 th September	Vendor reach out	New vendor reach out and proposal request	Shruthi

4	20 th September	Teamwork	Creation of activities on Teamwork	Shruthi and Evelyn
5	21 st September	Vendor Finalisation	Vendor finalisation and budget confirmation	Shruthi and Smruti
6	1 st October	Sponsorship	Secured drink sponsorship	Shruthi and Ella
7	4 th October	Promotion	Event being promoted on UMSU International Instagram page	Jesslyn
Event Day				
8	7 th October 11:00 AM - 02:00 PM	International Hangout	<p>Pre-event setup including furnitures, food, giant games and popcorn machine</p> <p>Main event starts at 11 AM. Students entering the Market hall were served food. Followed by a games session such as painting, board games and bracelet making. Promotion of the event was done by MnM department. ISAs and coordinators on crowd engagement and crowd control.</p> <p>Event pack up by 2 PM followed by cleanup</p>	Shruthi, Smruti and ISAs
Post Event				
9	10 th October	Report	Write up report w Feedback + suggestions for future committee	Shruthi



10	14th October	Presentation	Presenting the outcome of the event along with feedback, reflections and suggestions for next International Hangout at CCM#6	Shruthi
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Pre-event

- The event was supposed to be held on the 9th as planned earlier, due to venue booking confusion it was move to the 7th of October as market hall wasn't available on the 9th.
- ISA briefing was done online and guideline documents were shared explaining queue direction and management.
- The initial vendor Breadtop was dropped as the food came in bite-size which not filling for lunch time.

Event Day

- The set up took a little bit longer than anticipated but the event was opened to the students by 11:10 am
- Posters printed out were put up outside the venue i.e. Market Hall as an additional measure to help people navigate to the new venue easily
- Market hall music system was set up to give an additional vibe to the environment.

Event Flow

Time	Activity	Details	PIC
10 am to 10.30 am	Pre-event setup	<ul style="list-style-type: none"> - Collect drinks from sponsors - ISA assembling and briefing - Venue setup 	Shruthi, Smruti and all ISAs
10.30 am to 11 am	Food collection from the vendor	Collect food from the vendor in Cardigan St	Shruthi and 3 ISAs



11 am to 2 pm	Event Time	Banh Mi (food), Red Bull (drink) and popcorn were served. All coordinators and ISAs crowd engagement and crowd control. Survey forms being scanned and responses collected.	Shruthi, Smruti and ISAs
2:15 pm to 3:00 pm	Clean-up	Clean-up and tidy the venue	Shruthi and ISAs



5. Reflections

Attendance

- The turnout was as expected (around 250-300). Although we could have expected a better turnover if the event was held in prior weeks, but the event proceeded smoothly with a comfortable crowd.
- Around 200 responses were collected through the digital feedback form and the event received great response from all students.

Engagement

- Students participated actively in the painting sessions and board games. The OBs received valuable feedback about the students' university experience, which will be useful for future events and initiatives.

Challenges

- Since the planning of the event started a month before the event date, not enough time was set aside to get sponsorships and event promotion.
- A minor challenge occurred regarding the venue booking as Market Hall wasn't available on the day that was initially planned on
- The feedback was started to be collected 40 mins into the event so missed out to get feedback from first batch of people who came in for the event.

6. Feedback

- 230 responses were collected using the feedback form
- Of the 230 responses, 52.4% (120 responses) were Undergraduate, 50.16% (104 responses) were Graduate and 2.5% (6 responses) were PhD students
- 95% of the students appreciated the food being served but requested for more meat options for the next event. Better drink option other than Red Bull could have been offered.
- The students loved the DIY bracelet making kit, and painting session where they could engage with their peers and relax.
- Other feedbacks were good atmosphere, chill vibes, welcoming hosts, fun games station, fun people.

7. Suggestions

- Planning should have been started at least two months prior to allow time for promotions and acquiring sponsorships
- Better vendor negotiations - in terms of availability of food variety etc.
- Collect feedback from International Graduate students from the start of the event.
- More bracelet making kits as that was really popular amongst students.
- **Location Considerations:** Market Hall worked well for this event, but larger attendance might require a more spacious venue like the Amphitheatre.

8. Budget

A total of **\$3000** have been allocated for this event, and the total actual expenditure for this event is **\$2420** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Madame Linh Banh mi	400	4.50	1806	1800.00
Bracelet making kit	14	5.50	77.00	100.00
Canvas painting – fridge magnet	25	1.00	25.00	100.00
Plywood coasters	6	3.00	18.00	
Acrylic paint	2	10	20.00	
Paint brushes	2	4.50	9.00	
Paint palette	4	4.00	16.00	
Cups	2	3.00	6.00	
Games - Uno	2	7.00	14.00	
Jenga	1	29.00	29.00	250.00
Popcorn machine	1	250.00	250.00	
Others				150.00



TOTAL	2420.00	2420.00
Surplus		580.00

9. Conclusion

This concludes our report for the International Hangout Event 2024. Please do not hesitate to contact the Graduate Department should you have any queries.

Prepared by,

Shruthi Tharmia PRABHUSHANKAR

Graduate Department 2024/25

UMSU International



Central Committee Meeting #6– Monday, 14th October, 2024

1. Introduction

This report summarises the Meat and Greet Carnival 2024, which covers the period of 19th September 2024. During this event, HR, P&S and C&S worked alongside to bring the Meat and Greet Carnival to life. This event gave students the chance to socialise and make new connections, providing a safe, engaging platform for students to enjoy fun games, food release stress. The event consisted of the Meat and Greet and Mini Carnival games, providing a range of different activities for students to engage in.

2. Event Details

Date	Monday, 19th September, 2023 [11am - 2pm (AEDT)]
Venue	Amphitheater & Market Hall
Number of Attendees	613 attendees (for Meat and Greet) & (400 for carnival)
Coordinators	Korakot SAINGAM, Qi Evelyn WANG, KIM Seoyoun, Ella LIANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Aceline LEE, Shamika SHARMA, Isaac HII, Shreeyukta ADHIKARI, Ynez WU
Manpower	15 Committee Members & 40 ISAs (including coordinators which consists of 5 Committee Members)
Budget	\$5,000 (\$3,200 from HR & P&S; \$1,800 from Cultural and Social)

3. Event Overview

3.1 Meat and Greet

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques, slushies, popcorn and drinks.

3.2 Mini Carnival

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and



Social Department will give students the chance to socialise, make new connections, play carnival games and win prizes.

4. Event Timeline

4.1 Meet and Greet

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	8th August 2024	Venue Booking	Book AMPHITHEATRE	Qi Evelyn WANG, Kayven Claus SATRIO
5	19th August 2024	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
5	19th August 2024	Teamwork	Communicate with CME regarding the event details	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL
5 - 8	19th August - 20th September 2024	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL
5 - 8	19th August - 20th September 2024	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL
Event Day				
9	16th - 19th September 2024	Pick up	Pick up Halal Meat	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG,



				Kaelyn MIRANDA, Suhas AGRAWAL
9	19th September 2023	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL
Post Event				
9 - 12	20th September - 14th October 2024	Report	Writing the Report	Kayven Claus SATRIO
12	14th October 2024	Present Report in CCM	Presenting the Report	Kayven Claus SATRIO

4.2 Mini Carnival

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	19th August 2024	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
	1st September 2024	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Xin Huai LEE
	5th September 2024	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Kayden SAINGAM, Shreeyukta ADHIKARI
	11th September 2024	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Xin Huai LEE
	11th September 2024	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Shreeyukta ADHIKARI



	13th September 2024	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Kayden SAINGAM, Shreeyukta ADHIKARI
	19th August 2024	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
	12th September 2024	Trial Run	A short run through of the event to test all planned games	Kayden SAINGAM, Shreeyukta ADHIKARI, Isaac Hii, Shreeyukta ADHIKARI, Ynez WU, Shamika SHARMA
	15th September 2024	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Kayden SAINGAM
Event Day				
	19th September 2024	Taking attendance of game masters	Taking attendance of ISAs and OBs	Shamika SHARMA
Post Event				
	19th August 2024	Send ISA hours to HR	Record and report ISAs hours	Raunak RAGHAVAN
	19th August 2024	Report	Prepare report and present at next CCM	Isaac HII, Kaydem SAINGAM

Event Day

The Amphitheatre and Market Hall was booked for this event, the Mini Carnival is held in the Market Hall and the Meet & Greet is located at the Amphitheatre.

Event Flow for Meet and Greet

Time	Activity/ Details	PIC
9 am - 11 pm	Set up/ Collecting Order	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL



11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL
2 pm - 3 pm	Clean up	Qi Evelyn WANG, KIM Seoyoun, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL

Event Flow for Carnival Games

Time (AEST)	Activity	Details
10:00AM - 11:00AM	Set Up begins	Marquees, tables and games are set up in respective booths.
11:00AM - 2:00PM	Carnival	Students are able to freely roam, play games, socialise, get prizes and have refreshments.
2:00PM - 3:00PM	Clean Up	Tables were put back in the store and the game stalls are cleaned up

5. Reflections

Meat & Greet

- Coles order arrived the day before on the scheduled time, all breads were checked beforehand and all are in good condition.
- The Halal vendor was approachable, however, there were some communication problems. Despite coordinating with them that we prefer the halal meats to be delivered at 2 pm 18th September, they came in earlier without notice and were adamant to drop it off at the same time. This resulted in an unprecedented coordination as most of us were unavailable at the same time. However, the halal sausages were good and students were satisfied. We recommend having more beef sausages than chicken sausages as students mostly line up for the beef sausage.
- The vegan vendor is nice and approachable. The vegan sausages taste well and students were satisfied. Therefore, we would suggest purchasing vegan options from the same vendor.
- The UMSU popcorn did work properly, however the service was slow which caused the long line and slow waiting time. Several students complained that the popcorn was too salty and that greater variety in flavour (e.g. sweet popcorn) are preferred.
- The slushie machine hired from the external vendor (Eltham Party) arrived a day earlier (18th September) and the machine was working despite some leakage happening during the event. Moreover, it took 3 hours for the slush to freeze, resulting in a 1 hour delay for the



slushie to be served. We recommend having other alternatives such as fairy floss or pre-made ice cream.

- Due to the high number of students and their preferences, more beef sausages, less chicken sausages should be ordered, and fish options should also be considered in the future events.
- The promotional assets were posted late with only 3 days left before the event due to multiple revisions and lateness from CME. Better coordination with M&M and CME must be implemented for the next Meat and Greet.

Mini Carnival

- Students complained that the lines were too long and that there were no instructions/explanations given to the people stuck behind. Hence, better strategy on queue management will be developed and implemented for the next event.

Reflection on each game

- Bean Bag Toss- Due to the simplicity of the game, the queue for this game was relatively short, thus making the wait time for the other games longer.
- Numbers game- Most participants feel that the game overall was unengaging as most found that the memorising aspect of the game dull.
- Pin the Donkey- Better mask is recommended to better cover participants eyes, as most participants were able to see through the gaps of the sunglasses that were provided.
- Beer pong- During this game, cups would frequently fall off the table, and it is advised to weigh the cups in some way to better stabilise them.
- Ring toss- Similar to the beer pong game it is recommended to weigh the bottles as the water bottles would fall down after repeated attempts.
- Tower- Resetting this game after each attempt was time consuming, which made the wait time longer, a way to make this more efficient would be recommended.

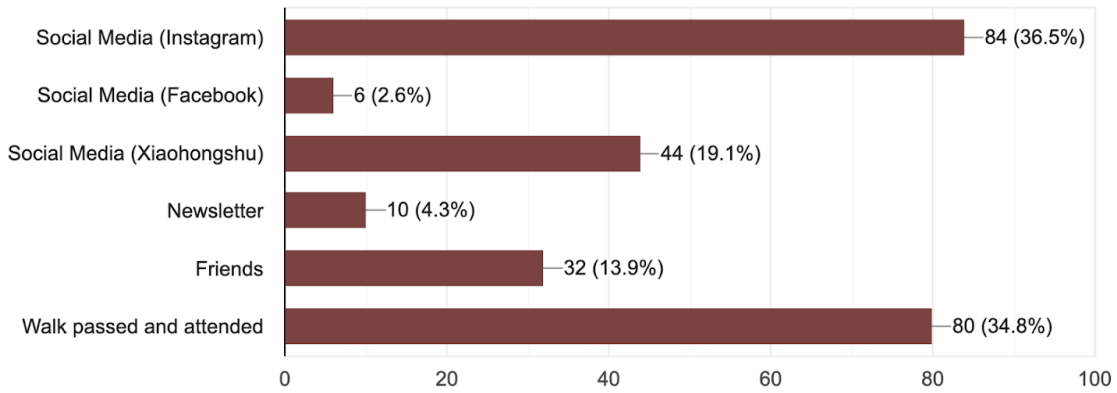
6. Feedback

Among 613 participants, 230 filled in the feedback form:

- Event Recognition
- Around 58.2% participants know about Meat and Greet through social media (Instagram, Facebook, Xiaohongshu).

How did you know about the event?

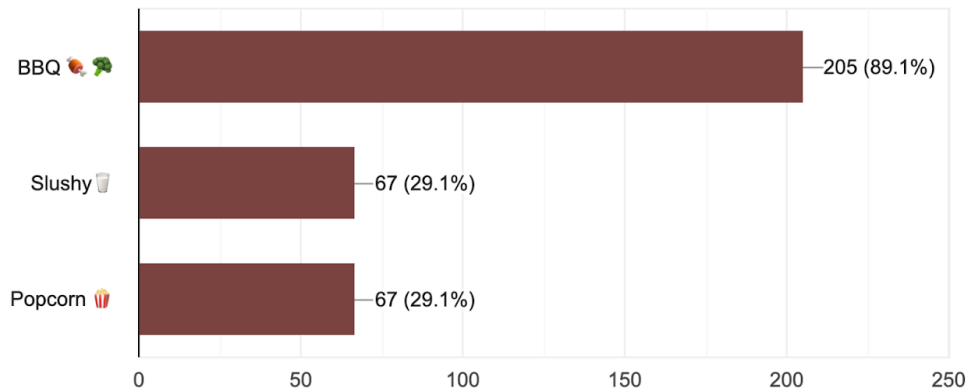
230 responses



- Event Satisfaction
 - 157 students rated 5 and 53 students rated 4 which indicate the majority enjoyed the event

What did you have for today?

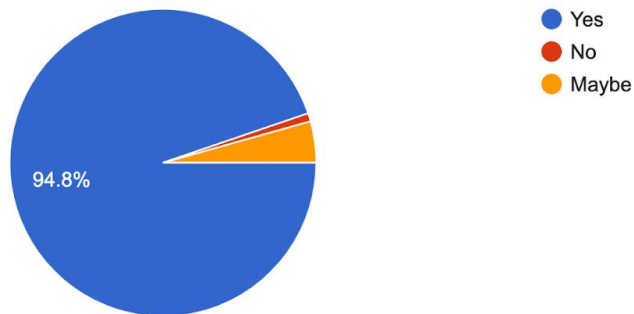
230 responses



- Returning Participants
- 94.8% of the participants claimed that they will rejoin a similar event in the future.

Would you join a similar event in the future?

230 responses

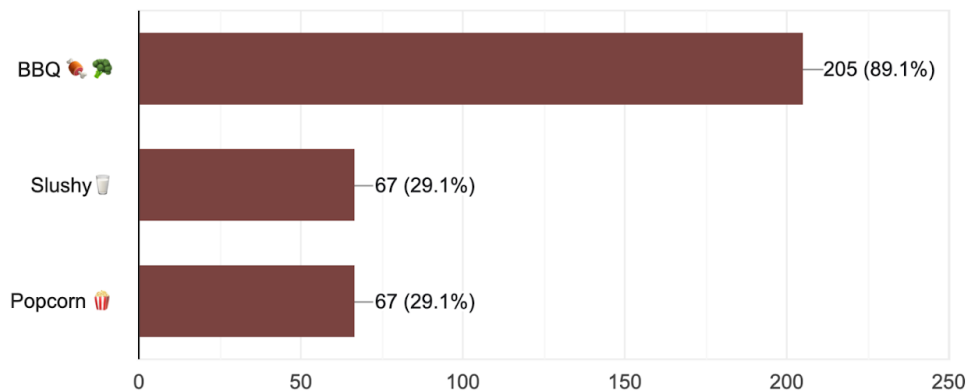


Food Options

- 205 participants had BBQ, 67 had slushie and 67 had popcorn
- This question design could not identify how many people only got the BBQ, slushie and/or popcorn or all 3 options. Future events should consider how to get the number of participants for each of the options
- Beef sausages ran out faster so people were a little hesitant to try chicken sausages and vegan options

What did you have for today?

230 responses



Other Feedback and Suggestions from Participants

Positive feedback



- Students quote that the event is amazing and that they appreciate having both halal and vegan as the meat option.

Improvements

- The line was too long for the event, people can work more efficiently especially with the popcorn.
- Have separate lines for different food options and more grills so the queue could be shorter

7. Suggestions

General Suggestions

- Queue management should be improved in order to get a specific number of each type of food. Feedback forms shall also be placed near the exit of slushy and popcorn pickup points so that participants who are only interested in grabbing these items can also fill in the feedback form.

7.1 Meat and Greet

Popcorn

- Faster service of popcorn should be preferable and make sure popcorns are ready before the event time. Greater variety of flavour options should be considered.

Grilling Food

- It is recommended in future barbecue events to take out and grill small amounts of food first, ideally 45 minutes before the event starts and keep the remaining ones in the fridge for backups. So that it will have better hygiene practices and reduce food safety concerns.

Madina Halal Meat

- Better coordination with the vendor regarding pick up time to prevent unprecedented delivery from happening.

7.2 Mini Carnival

Games

- Overall, the games were quite popular amongst students, however the wait time of the games were significantly long. It is noted that the ISAs had to explain the game repeatedly to the participants, which slowed down the overall flow of the queue. To improve efficiency and flow, a poster or instructional guide could be presented at the start of the game so that participants are able to familiarise themselves with the rules of the game.



Other suggestions

- Several students repeated the games by obtaining new paper cards, which were stamped to earn additional tickets for more prizes. To ensure fairness and provide equal opportunities for all students, it would be good to implement a more effective system to regulate this loophole.
- Plushies consistently appear to be the most popular prize at UMSUI events. To meet this demand, it is recommended that a greater variety and larger quantities of plushies be ordered for future events.

8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$3475.20** with the breakdown as listed below:

Event	Allocated Budget (AUD)	Total Actual Cost (AUD)
Meat & Greet	\$3,200.00	\$2270.20
Mini Carnival	\$1,800.00	\$1205.00
Total	\$5,000.00	\$3475.20
Surplus		\$1524.80

8.1 Meat and Greet

A total of **\$3,400** have been allocated for this event, and the total actual expenditure is **\$2829.69** with the breakdown as listed below:

Items	Total Cost (AUD)	Total Actual Cost (AUD)
UMSU BBQ Hire and Trestle Table	267.00	178.00
Coles Orders	600.00	392.60
Food Product - Halal Meat	900.00	250.00
Food Product - Vegan Options	800.00	102.50
Popcorn Machine (from UMSU)	150.00	175.90



Slushie Machine	200.00	309.00
Miscellaneous	283.00	862.20
TOTAL	3200.00	\$2,270.20
Surplus		\$929.80

8.2 Mini Carnival

A total of **\$1,600** have been allocated for this event, and the total actual expenditure is **\$1,205.50** with the breakdown as listed below:

Items	Allocated Budget (AUD)	Total Actual Cost (AUD)
Carnival Prizes (Soft toys, and bottles x 127)	1000.00	972.00
Game Logistics	300.00	233.00
Miscellaneous	300.00	0.00
TOTAL	1,600.00	1,205.00
Surplus		395.00

9. Conclusion

We would like to thank all the committee members who helped out in the event. Meat & Greet Carnival was successful and the collaboration between HR, P&S and C&S departments was smooth and delightful.

This concludes our report for the Meat and Greet Carnival Report 2024. Please do not hesitate to contact the HR, P&S and C&S Departments should you have any queries.

Prepared by,



Isaac HII, Korakot SAINGAM & Kayven Claus SATRIO
Cultural and Social Department 2024/25,
Human Resources Director 2024/25,
UMSU International

Co-Options 2024 Report

Central Committee Meeting #6 – Monday, 14th October 2024

1. Introduction

This report summarises the Co-Options 2024, which covers the period of Academic Year 2024-2025. Co-Option is one way for students to join the UMSU International family as a member of the committee. Applicants will be interviewed and selected by the current committee, who will evaluate each applicant based on the relevant skills and experiences that they have.

2. Event Details

Date : Monday, 12th August 2024 - Friday, 16th September 2024

Venue : Online

Number of Applications : 127 Applicants

Coordinators : Qi Evelyn WANG (Evelyn)

Manpower : Whole Committee

Budget : \$100

3. Event Timeline

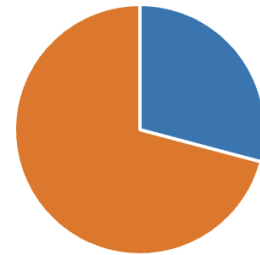
Wk #	Date	Activity	Descriptions	PIC
2-4	Before 12th Aug	Pre-event Preparation	<ol style="list-style-type: none">1. Preparation for publicity materials (Website, Social Media Posts)2. Obtain questions from departments for written application3. Create application form	Evelyn WANG

5-7	12th Aug - 23rd Aug 2024	Publicity	Engage in posting on social media and promotion through instagram Ads	Jesslyn ANDRIONO
6-7	23rd Aug - 26th Aug 2024	Pre-interview Preparation	Finalise interview time slots for each department and allocate each applicant to a time slot.	Evelyn WANG
7	27 th Aug 2024	Announcement First Round (Written Application)	Email to successful applicants (passed Round 1) to inform them of interview dates. If applicants are unable to attend their allocated interview slot, they have to inform us by 29th August	Evelyn WANG
7-8	30th Aug - 1st Sept 2024	Department Interviews	Successful applicants from Written Application interviewed by each department respectively	Respective Departments
8	1st Sept - 7th Sept 2024	Final Selection	Respective department chooses their co-opted officer(s)	Respective Departments
8	10th Sept 2024	Announcement email	Announcement email for successful applicants	Evelyn WANG
9	14 th October 2024	Report	Prepare and present report at CCM#6	Evelyn WANG

4. Demographics

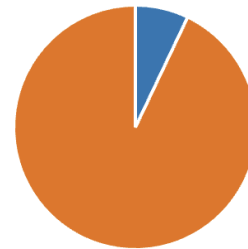
○ Gender

● Male	37
● Female	90
● Non-binary	0
● Other	0



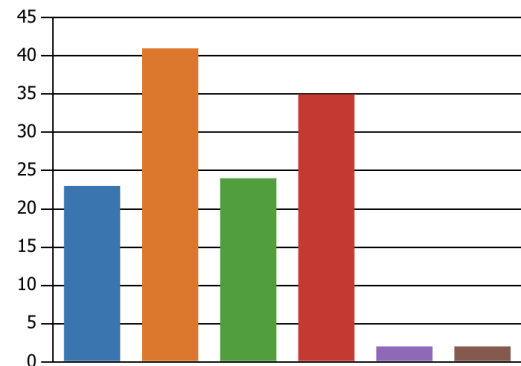
○ Australia Permanent Residency

● Yes	9
● No	118



○ Year and Semester of Applicant

● Year 1 Semester 1	23
● Year 1 Semester 2	41
● Year 2 Semester 1	24
● Year 2 Semester 2	35
● Year 3 Semester 1	2
● Year 3 Semester 2	2



○ Course Title

1.	Bachelor of Arts	16
2.	Bachelor of Biomedicine	3

11.	Master of Information Technology	5
12.	Master of Biomedical Science	1

3.	Bachelor of Commerce	34
4.	Bachelor of Design	8
5.	Bachelor of Science	20
6.	Master of Architecture	1
7.	Master of Arts	1
8.	Master of Information Systems	2
9.	Bachelor of Music	1
10.	Master of Law	1
11.	Master of Management	8
12.	Master of Urban Planning	1

13.	Master of International Business	1
14.	Master of Biotechnology	1
15.	Master of Data Science	1
16.	Master of Internatinal Relations	1
17.	Master of International Business	2
18.	Master of International Journalism	2
19.	Master of Food Science	2
20.	Doctor of Medicine	1
21.	Master of Industrial Engineering	1
22.	Master of Social Work	1

5. Feedback & Suggestions

5.1. Technical Issues

- Be prepared for any technical issues such as:
 - Waiting room in zoom not working

5.2. Application Process



- The timeline had to be shifted back to accommodate for the ISA August Intake 2024.
 - Due to scheduling conflicts, the promotion for Co-Options was pushed back by a week. Overall, it did not affect the timeline too much as we reduced the promotional period instead.
- Some applicants were confused regarding the application form (E.g. Not knowing they could apply for 2 positions), however in interest of fairness everybody was only allowed 1 attempt at the application form
 - In the future, it would be helpful to include “You are welcome to apply for more than 1 position” at the top of the form.

6. Budget

A total of **\$100** have been allocated for this event, and the total actual expenditure for this event is \$96 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Publications	1	100	96	100
TOTAL			96	100
Surplus				4

7. Conclusion

This concludes the report for the Co-Options 2024. Please do not hesitate to contact the General Secretary should you have any queries.

Prepared by,

Qi Evelyn WANG (Evelyn)

General Secretary 2024-2025

UMSU International



Get Certified Sem 2 2024 Report

Central Committee Meeting #6 – Monday, 14th October 2024

1. Introduction

This report summarises the Get Certified 2024, which covers the period of 24th to 26th September 2024. This event was aimed to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.

2. Event Details

Date	: September 24-26, 2024
Venue	: CBD College and Complete Hospitality Training
Number of Attendees	: 142 out of the 170 bookings
Coordinators	: Momoka HONDA, Irina ANANDA
Manpower	: 14 ISAs (2 for the 24 th , 3 each for the 25 th and 26 th), 3 OBs
Budget	: \$10,760



3. Event Overview

Get Certified was held over three days, focusing on providing students with certification courses in barista, first-aid, RSA training. The first day kicked off with the barista certification, with the following two days offering all three qualifications. The specifics on the three certifications are as follows:

1. Responsible Service of Alcohol (RSA)
 - Provider: Complete Hospitality Training
 - We are looking to provide subsidised prices to 50 students (25 students each for 2 sessions)
 - 4-hour course

2. Accredited Barista Training
 - Provider: CBD College
 - We are looking to provide subsidised prices to 48 students (24 students each for 3 sessions)
 - 5-hour course

3. First-Aid Plus CPR
 - Provider: CBD College
 - We are looking to provide subsidised prices to 48 students (24 students each for 3 sessions)
 - 5-hour course

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	1/8/2024	Planning Event	- Meeting to discuss what courses we want to provide	Momoka HONDA, Irina ANANDA

3	5/8/2024	Research and negotiations	<ul style="list-style-type: none"> - Research & contact course providers - Negotiating with vendors for group discounts. 	Momoka HONDA, Irina ANANDA
3	9/8/2024	Making bookings	<ul style="list-style-type: none"> - Finalising course providers and booking courses based on targets 	Momoka HONDA, Irina ANANDA
3	9/8/2024	Proposal	<ul style="list-style-type: none"> - Writing proposal 	Momoka HONDA, Irina ANANDA
8	9/9/2024 - 16/9/2024	Publicity	<ul style="list-style-type: none"> - Advertise event on social media 	Momoka HONDA, Irina ANANDA
8	9/9/2024 - 16/9/2024	Open registrations	<ul style="list-style-type: none"> - Release Trybooking links for students to book courses 	Momoka HONDA, Irina ANANDA
9	20/9/2024	Event Coordination with Provider	<ul style="list-style-type: none"> - Collecting participant details and sending them to providers 	Momoka HONDA, Irina ANANDA
Event Day				
Mid sem	23 rd - 24 th September	RSA	Participants undergo RSA training at Complete Hospitality Training	Momoka HONDA, Irina ANANDA
Mid	24 th -25 th	First Aid	Participants undergo First Aid training at	Momoka HONDA, Irina

sem	September		CBD College	ANANDA
Mid sem	23 rd – 25 th September	Barista	Participants undergo Barista training at CBD College	Momoka HONDA, Irina ANANDA
Mid sem	23 rd – 25 th September	Feedback	Collect feedback from participants after each course	Momoka HONDA, Irina ANANDA
Post Event				
10	7/10/2024	Payments to vendor	- Acquiring invoices and making sure they are paid	Momoka HONDA, Irina ANANDA
10	7/10/2024	Certificates	- Making sure the participants have received their course certificates.	Momoka HONDA, Irina ANANDA

Pre-event

- Contact and book providers
- Open registrations
- Send participant information to providers for first-aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

Event Day

- Registration
- Supervise event
- Provide QR code for feedback forms

Event Flow

23rd September 2024 – Barista

Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

24th September – Barista, First Aid and RSA

RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break	30-minute break	

Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

25th September – Barista, First Aid and RSA

RSA

Time	Activity	Details	PIC
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10am – 2pm	Session runs	RSA session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break	30-minute break	

Barista

Time	Activity	Details	PIC
9am-3pm	Session runs	Barista session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	Momoka HONDA, Irina ANANDA
TBD	Break		

Post Event

- Collect feedback
- Process payments/invoices to the vendors.

5. **Feedback**

42 responses were recorded.

Event satisfaction

Out of the 42 responses, the average rating for event satisfaction was 4.81/5 (8 rated 4, 34 rated 5)



Main feedback from participants include opening more spots and for lunch to be provided.

6. Reflections and Suggestions:

6.1 ISA Manpower

We had 1 ISA per location for each course and had them booked in for the entirety of the session. However, most of their time volunteering was spent with little to no tasks; a lot of the tasks were manageable by OBs at the venue.

For future Get Certified events, it is recommended to only request ISAs for the first and final hour of the event, as check-in and feedback forms are the only tasks that require more manpower.

6.2 Reminder Messages

We ran into multiple situations where participants were unable to make it to the event due to various reasons. We suggest sending mass text messages a day or two before the event date to confirm their attendance just in case participants cancel last minute due to unforeseen circumstances, in which case we can offer up their spot to other people through a waitlist.

6.3 Confirming Duration of Courses with Vendors

In the case of the RSA Courses, the courses ran for longer than the initial agreed duration due to regulation changes, but we weren't made aware of the changes until the day of the course. Therefore, for future Get Certified events, it would be good to double-check the duration and timings of the courses with the vendors again closer to the date of the event.

6.4 Ticketing

We ran into several issues surrounding ticketing due to platform errors which inconvenienced all parties. In the future, we recommend using a different ticketing platform if possible. If not, we suggest setting up 3 separate ticketing links on TryBooking for each of the 3 Get Certified courses.



7. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
RSA Course	50	\$50		2500.00
First-Aid Course	48	\$79 original \$99		3792.00
Barista Course	72	\$99 original \$199		7128.00
Ticket for Barista	72	-\$20		-\$1440
Ticket for RSA	50	-\$10		-\$500
Ticket for First-Aid Course	48	-\$15		-\$720
TOTAL				10,760
Deficit				-760

8. Conclusion

This concludes our report for the Get Certified 2024. Overall the event went well, received great feedback and many attendees expressed interests for future events. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Momoka HONDA

Irina ANANDA

Education Department 24/25

UMSU International

Personal Finance Workshop Sem 2 2024 Proposal



Central Committee Meeting #6 – Monday, 14th Oct 2024

1. Introduction

For most international students, living independently in a foreign country may be difficult. Due to their lack of exposure to financial knowledge, this can result in inefficient management of money, resulting in financial difficulties. Hence, this finance workshop aims to improve financial literacy amongst international students by focusing on personal finance management methods and investment. We hope to invite a professional in the field to give international students some advice on how to manage their personal finances, preferably the Personal Finance lecturer of University of Melbourne.

2. Objectives

This event aims to:

- € Improve the financial literacy of international students
- € Educate students on different finance management methods
- € Educate students on topics such as TFN, investing, banking and superannuation.

3. Event Details

Date	:	Monday, 7 th October 2024 [4:00pm - 5.30pm]
Venue	:	The Spot: Prest Theatre or (Level 4 – 4012, 4014)
Number of Attendees	:	60
Coordinators	:	Tiffany AUYEUNG, Chloe LIN
Manpower	:	2 Committee Members & 2 ISAs (including coordinators which consists of 2 Committee Members)
Budget	:	\$200



4. Event Overview

This workshop is open to all students who wish to improve their financial literacy. Event registration will be available a week prior to the workshop through trybooking.com. This event will address the following topics: TFN, investing, banking and superannuation.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5	Aug 19 (Mon)	Contacting Speaker	Contact finance lecturer from the university to be our speaker	Tiffany
5	Aug 19 (Mon)	Open Team Work	Request from CME	Tiffany
5	August 22 (Thurs)	Request ISAs	Contact HR for 3 ISAs	Chloe
7	September 6 (Fri)	Finalize Promo Designs	Get updates from M&M	Chloe
7	September 6 (Fri)	Ticketing	Publish ticketing with the help of CME and set reminder email the day before	Tiffany
8	September 9 (Mon)	ISA Publicity	Post on FB groups	Chloe
10	Oct 4 (Friday)	Feedback Form	Print before the event	Chloe
Event Day				
11	Oct 7 (Mon)	Finance Workshop	-	Speaker

Event Flow



Time	Activity	Details	PIC
5:15pm	Set up	Mic, Audio, Screen, Connection, Lights	Speaker
5:40pm	Introduction		OB
5:45pm	Session	Finance Management, Investment	Speaker
6:30pm	Q&A		Speaker
6:45pm	Closing		OB
6:50-7:10pm	Snacks		OB

Post Event

€ At the completion of the event, participants will be asked to fill out the feedback form.

6. Expenditure

A total of **\$200** have been allocated for this event, and the total actual expenditure for this event is **\$763** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Expenditure (AUD)
Speaker fees	1	100	100.00	200
Miscellaneous	1	100	100.00	0
Catering (Subway)	10	46-60	0	563
TOTAL			200.00	763
Deficit				-563



7. Feedback and suggestions

Attendance

- A total of 60 students attended the workshop, of which 42 are registered and 18 are walk-ins. A reminder email was sent out the day before the event.
- We had 100 registrations through Try Booking, but actual attendance could be improved through posting on our social media story the day before/on the day about event reminder.
- Some participants also reached out through trybooking after the venue is sold out if they could walk in.

Venue

- **Prest Theatre, FBE building** was a good venue as it was easy to find and can fit in large number of participants. We also had space for registration and food serving.
- The same venue can be used for future workshops.

Speaker

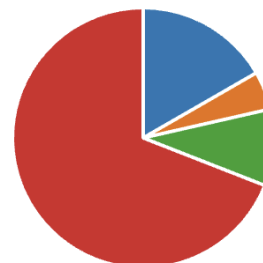
- **Oliver Knight** (FNCE20003 tutor)
 - knight.o@unimelb.edu.au
- Speaker is knowledgeable on the topics as he's been teaching similar topics in Introductory Personal Finance for 2 years. Topics had a good flow, starting from what to do when you get your first job until planning for the future.
- Topics include: TFN, Saving, Debt Management, Investing, Superannuation
- Complete workshop agenda and topics attached at the end of the report.
- Had interactive questions and examples which increased engagement of participants.
 - Could be more interactive when explaining the topics and maybe shorten some of the explanation of topics.

Feedback form

Attendees' demographics:

- Majority of attendees, approximately 69%, were graduate students

1st Year Undergraduate	7
2nd Year Undergraduate	2
3rd Year Undergraduate	4
Graduate	29

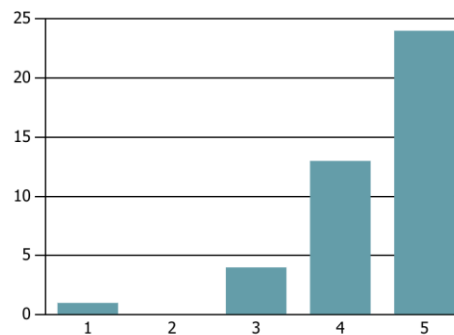




Event satisfaction:

- The average rating for the overall event satisfaction was 4.4/5 (1 rated 1, 4 rated 3, 13 rated 4 and 24 rated 5) (Note: Only 1 person rated 1 but has positive feedback)

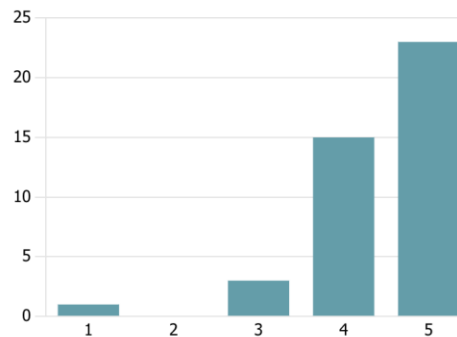
4.40
Average Rating



Content satisfaction:

- The average satisfaction rating for the content covered was 4.4/5 (35 respondents (90%) rated it 4 or 5, 3 rated 3 and 1 rated 1)

4.40
Average Rating

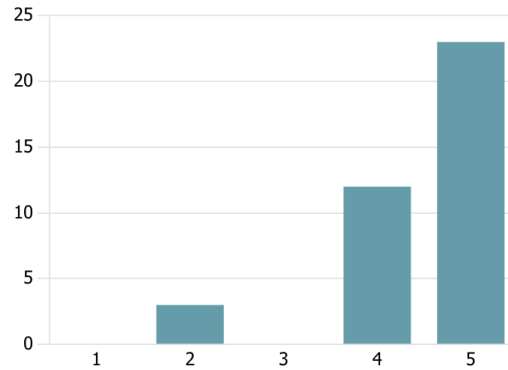


Likelihood of attending a similar event:

- Average rating of 4.45/5, 35 of respondents (92%) rated a 4 or 5, 3 people rated a 2



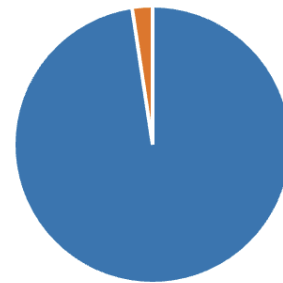
4.45
Average Rating



Likelihood of recommending this event to others:

- Among the respondents, 41 would recommend this event to others, while 1 would not, due to boredom experienced during the workshop

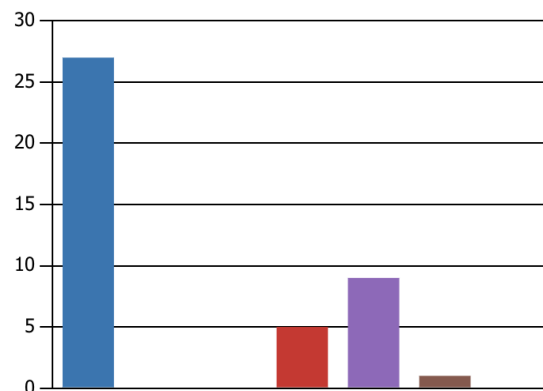
Yes	41
No	1



How participants heard of the event:

- Most attendees heard about the event from Instagram, followed by UMSU's newsletter and website

Instagram	27
Facebook	0
Xiao Hong Shu	0
UMSU's Website	5
Email/Newsletter	9
Friend/Family	1
Other	0





Suggestions from Feedback form:

Content to cover in the future:

- More on beginner investments and stocks
- How to identify exploitative services that target international students
- Tax deduction
- How to manage the limited scholarship funds (can collab with UMSU financial counselling)

Other Suggestions:

- More engagement
- Make the slides more appealing
- More app recommendations
- More real-life examples and elaborate further

Suggestions from Department:

- Inform M&M after tickets are sold out so they can update caption that walk ins are welcomed
- Future topics to be included:
 - How to differentiate scams:
 - ♣ Money Transfer Overseas (which has zero transfer fees but very high exchange rates)
 - ♣ A good example in the workshop was Afterpay (no interest but if you miss a payment, you pay more than normal interest)
- Workshop may be a bit lengthy, so it is recommended to take 5-10 mins break in between or a Q&A session in between so it could be more interactive
- Slido can be used again as an anonymous online Q&A platform for future events
- If intending to find a new speaker, have to start searching about a month in advance
- Remove sign-in feature for the feedback form
- Find tables to place food before the workshop if we decide to offer food catering
- Ordering snacks for events that are less popular is recommended to boost number of attendees.
 - Make attendees fill out feedback form first before they receive the food
- For future events, can collaborate with UMSU Financial Counselling as they have valuable topics which can be found on their website (need to plan ahead since the person in charge is just part time)
- Other potential speaker: Carsten Murawski, Christian Bien, Alan Martin, Abhishek Kansakar

8. Conclusion

This concludes our report for the Personal Finance Workshop Report 2024. Please do not hesitate to contact the Education Department should you have any queries.



Prepared by,

Tiffany AUYEUNG, Chloe LIN
Education Department 2024/25

UMSU International

International Expo Sem 2 2024 Report

Central Committee Meeting #6– Monday 14th October 2024

1. Introduction

This report provides a summary of the International Expo 2024, previously known as International Week, held on 30th September 2024. The International Expo is a dynamic and immersive event that brings together university students from diverse backgrounds to celebrate the richness of global cultures. Attendees had the chance to foster cross-cultural understanding and build a sense of community through a wide range of activities, including cultural games, performances, and interactive experiences (passport).

2. Event Details

Date	: Monday, 30 th September 2024
Venue	: Market hall and Amphitheatre
Number of Attendees	: 432
Coordinators	: Kayden SAINGAM, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika SHARMA, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN
Manpower	: 8 OBs & 45 ISAs (including coordinators which consists of 8 OBs)
Budget	: 20,000

3. Event Overview

International Expo had 432 participants, with the Market Hall appearing more crowded than the Amphitheatre. However, the event received positive feedback overall.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	29 August	Initial Planning and Contacting Resources	Initial Planning and logistics (Venue Decision)	Kayden SAINGAM
	3 September		Enquired about design and production with MnM, Teamwork Request, Venue Layout Creation	Kayden SAINGAM, Shreeyukta ADHIKARI
	7 September		Briefed AVM on Plan, Club Collaboration Logistics, Photobooth Enquiring, Budget Estimating	Shreeyukta ADHIKARI, Raunak RAGHAVAN
	11 September		Teamwork for Electrical + Vehicles + Bins and Meeting Logistics Sorting with Rory, Risk Assessment and Food Handling Safety Certificates created and requested	Kayden SAINGAM
	14 September		Reaching out to Student Clubs for Collaboration	Kayden SAINGAM, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika SHARMA

	17 September		ISA and OB Roles Determined for D-Day and Outlined, HR Department Contacted	Kayden SAINGAM
	18 September		Performances Enquired and Followed Up	Kayden SAINGAM
	18 September		Confirmation of Clubs and Societies, Briefed Clubs	Kayden SAINGAM, Shreeyukta ADHIKARI,
	20 September		Invoices for Food Vendors Processed	Isaac hung nguong HII
	21 September		Briefing for ISAs	Raunak RAGHAVAN
	29 September		Feedback Form Created	Xin Huai LEE
Event Day				
	30 September	International Expo	Participants come in and play games in the different booths to collect stamps to win prizes in the end	Kayden SAINGAM, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika + ISAs
Post Event				
	30 September	Pack Down	Returning Materials and Equipment to Storages	Kayden SAINGAM, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII,



				Ynez WU, Shamika + ISAs
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Pre-event

- AV Melbourne was contacted to negotiate whether the days that we planned the event to be on worked with their schedule
- A site visit was done to determine the spacing for where booths will be and to create a layout
- Clubs were contacted for performances and booths and were informed about their responsibilities
- Enquiries were done with professional performances and utilities such as photobooth
- Food Vendors were contacted and invoices processed.

Event Day

- The event day consisted of 8 clubs, snacks, and stamps to be collected
- End of the event day included prizes to be collected

Event Flow

Time	Activity	Details	PIC
30 September 10:15am - 12pm	Set Up	ISAs and Coordinators Set Up Booths and Posters on Venue	Kayden SAINGAM, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika + ISAs + OBs
12pm - 5pm	International Expo	Clubs came for Set Up and	Kayden SAINGAM,

	Event	for event, ISAs were stationed to their roles, Performances were done	Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika + ISAs + OBs
5:00pm – 5:30pm	Pack Down	Post Event Cleaning Up and moving materials back to lounge	Kayden SAINGAM, Shreeyukta ADHIKARI, Raunak RAGHAVAN, Damian NGUYEN, Xin Huai LEE, Isaac hung nguong HII, Ynez WU, Shamika + ISAs + OBs

Post Event

- Pack down was completed on the event day with the help of ISAs. Additionally, we moved equipment to UMSU Storage within half an hour to ensure nothing was left behind.

5. Reflection

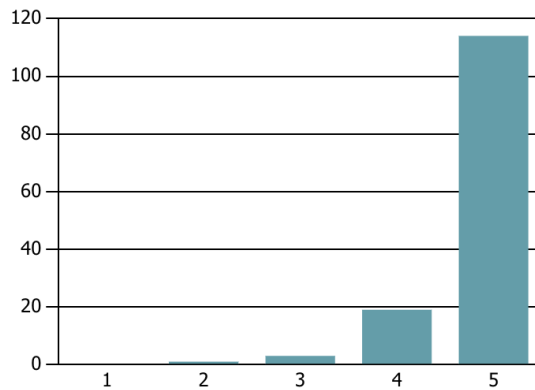
- Over 500 participants engaged with diverse cultural booths, performances, and games.
- An interactive "passport" system encouraged participation, with participants collecting stamps to win prizes.
- Long queues due to the insufficient number of stalls impacted participant experience.
- Event timing (held after mid-semester break and on a Monday) affected student attendance.
- Clubs faced scheduling conflicts with their AGMs, limiting their participation.
- Photobooth quality was below expectations; earlier checks and higher-quality equipment are needed.
- The event was successful in celebrating cultural diversity but highlighted key areas for improvement, such as better scheduling, increased stall capacity, and equipment quality, to enhance future event



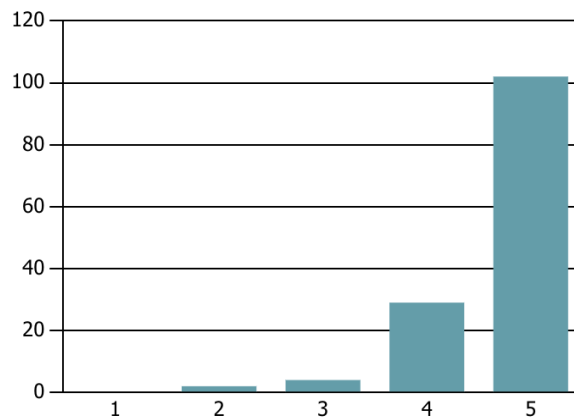
6. Feedback

https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&token=8056218c77aa4a21897900c733047688&id=z_NbDvQft0aRdlLFOMIqTT8SSncRu6ZGiaUuDZdiK4IUMINVUVhPSVv5SVoxTEpENVhCNzI3QVdJNC4u&analysis=true

- We received 137 responses from the feedback form.
- On average, participants rated the event 4.8/5



- On average, participants rated the prizes they received: 4.7/5



- **Favorite part of the event:** Photo Booth, games, passport and prizes
- **Improvements:** More stalls (the lining up was too long for all the clubs) More prize



7. Suggestions

- Consider scheduling the event on a different day or week, as it was held immediately after the mid-semester break, a time when many students were not on campus. Additionally, Mondays tend to be particularly busy, which may have impacted attendance.
- Along with that, most of the clubs had their AGM during the signing up period, that is why we didnt receive as many responds as anticipated. Scheduling the event on a different week could increase the number of clubs and create a vibrant atmosphere.
- Ensure the event is well-publicized 1-2 days beforehand to boost attendance.
- Ensure the setup is more compact to draw in the crowd.

The quality of the photobooth was not good enough, so we must check a day before the event to ensure proper quality.

8. Budget

A total of **\$20,000** have been allocated for this event, and the total actual expenditure for this event is **\$13,490.00** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
AV Melbourne Logistics	0	5000.00
Food distribution	3000.00	3000.00
12 page A5 Passport Booklet	0	2000.00
Photo Booth (Shutterbooth)	890.00	650.00
Club Expenses	4500.00	5000.00
Rewards/Prizes	5000.00	2000.00
TOTAL	13490	20000
Surplus		6510.00



9. **Conclusion**

This concludes our proposal for the International Expo 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Kayden SAINGAM, Shreeyukta ADHIKARI

Cultural and Social Department 2024/25

UMSU International



6. Other Business

- Announcing and finalizing changes to committee roles (Jess and Zhao He)
- UMSU International Awards
- ISA Hours Task Sheet
- Friendly Reminder
- Committee Photo 8.45AM

7. Next Meeting

ECCM #1

Date : TBC

Venue : TBC