

Agenda

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

Time : 13:00

Venue : Zoom

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 #6

4. Proposals

- 4.1. ISA Recruitment March 2024 Intake Proposal
- 4.2. Heads of Clubs Proposal
- 4.3. International Student Survey Proposal
- 4.4. Just Dance Proposal
- 4.5. International Orientation Workshop Proposal
- 4.6. Employability Summit Proposal
- 4.7. Night Market 2024 Proposal

5. Reports

6. Other Business

- 6.1. UMSU International Sharepoint



7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #6 – Monday, 16th October 2023

Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 36/40 members

Leaving Early with Apologies

Directors: Tanveen KAUR

Officers: Asawari Sahebrao SIRSAT

Absent with Apologies

Directors: Aksh BATRA, Hiranmayi RAMESH

Officers: Christopher MINN, Yashvi NARULA

Late with No Apologies

Directors: Danielle CHEN

Officers: Seoyoun KIM (Youn), Qi Evelyn WANG (Evelyn)

Motion 1

Move that Standing Orders be adopted for CCM #6 at 5:38PM.

Mover : Rebecca CHRISTOPHER

Seconded : Christian VALERIAN

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #6 be adopted.

Mover : Robertus Jonathan INDRADJAJA

Seconded : Soudaphone SITTHIXAY (Planet)

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #5 be accepted and confirmed as a true and accurate record.

Mover : Christie DEANDRIA

Seconded : Coby CHEUNG

Motion Carried.

Motion 4

Move that the Amazing Race 2024 Proposal be accepted.

Mover : Wun Tung LUM (Cherry)

Seconded : Kayven Claus SATRIO

Motion carried.

Motion 5

Move that the Food Adventure Semester 1 2024 Proposal be accepted.

Mover : Shifa NATHANI

Seconded : Gurshan Singh NANDA

Motion carried.

Motion 6



Move that the UMSUi Giveaway Merchandise Proposal be accepted.

Mover : Yuen Jie NG (Jason)

Secunder : Xinyuan WANG (Cynthia)

Motion carried.

Motion 7

Move that the Summerfest Giveaway 2024 Proposal be accepted.

Mover : Madeline SUTANTO

Secunder : Sol KWON

Motion carried.

Motion 8

Move that the Accommodation Workshop Proposal be accepted.

Mover : Yuxuan LIU (Linda)

Secunder : Qi Evelyn WANG (Evelyn)

Motion carried.

Motion 9

Move that the Revised SWOTSNACC Proposal be accepted.

Mover : Nikita GOYAL

Secunder : Jesslyn ANDRIONO

Motion carried.

Motion 10

Move that the Revised Exam Pack Giveaway Proposal be accepted.

Mover : Seoyoun KIM (Youn)

Secunder : Luong Hien TAM (Tam)

Motion carried.

Motion 11

Move that the Central Committee Bonding Dinner #3 Proposal be accepted.

Mover : Christian VALERIAN

Secunder : Ella LIANG

Motion carried.

Motion 12

Move that Standing Orders be suspended at 6:09PM

Mover : Andrea MAKATITA

Secunder : Angelina PENG

Motion carried.

Motion 13

Move that Standing Orders be resumed at 6:20PM

Mover : Gurshan Singh NANDA

Secunder : Rebecca CHRISTOPHER

Motion carried.

Motion 14

Move that the PR/Visa Workshop Semester 2 2023 Report be accepted.

Mover : Kayven Claus SATRIO

Secunder : Mansi RAWAT

Motion carried.

Motion 15

Move that the R U OK Day 2023 Report be accepted.

Mover : Ella LIANG

Seconded : Chenxi SONG (Vicky)

Motion carried.

Motion 16

Move that the Get Certified Report be accepted.

Mover : Andrea MAKATITA

Seconded : Kayven Claus SATRIO

Motion carried.

Motion 17

Move that the Co-Options 2023 Report be accepted.

Mover : Rebecca CHRISTOPHER

Seconded : Seoyoun KIM (Youn)

Motion carried.

Motion 18

Move that the Central Committee Bonding Dinner #2 Report be accepted.

Mover : Qi Evelyn WANG (Evelyn)

Seconded : Wun Tung LUM (Cherry)

Motion carried.

Motion 19

Move that the Central Committee Bonding Camp 2023 Report be accepted.

Mover : Coby CHEUNG



Secunder : Jeslyn TANDYAJAYA

Motion carried.

4. Other matters

- 4.1 Treasurer Announcements
- 4.2 Amendment to ISA Strike System
- 4.3 Confidential Unspoken Form
- 4.4 Official Reprimand for Aksh BATRA
- 4.5 UMSUi Infringement Policy
- 4.6 Post Exam Bonding Activity
- 4.7 UMSU International Award

Motion 20

Move that Standing Orders for CCM #6 be suspended at 7:11PM.

Mover : Soudaphone SITTHIXAY (Planet)

Secunder : Christie DEANDRIA

Motion carried.

Motion 21

Move that CCM #6 be adjourned at 7:12PM.

Mover : Wun Tung LUM (Cherry)

Secunder : Qi Evelyn WANG (Evelyn)

Motion carried.

Prepared by,

Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International



ISA Recruitment March 2024 Intake Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

The ISA Recruitment 2024 will be divided into two parts: February Intake and March Intake (further explained in a separate proposal). The February Intake mainly functions to recruit ISAs for the upcoming events before the start of the upcoming semester (E.g. Summerfest). Meanwhile, the ISAs from March Intake will focus on supporting any events going to be conducted after the start of Semester 1, 2024.

2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2024.
- Recruit around 40 ISAs out of 150 applications for the February Intake.

3. Event Details

Date	:	Sunday, 3rd March 2024 - Sunday, 10th March 2024
Venue	:	Online
Coordinators	:	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Manpower	:	4 Committee Members
Budget	:	\$120

4. Event Overview

We are now aiming to start our March Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

5. Event Timeline

We aim to have the application start on 3rd March. Interviews will be conducted from 15th March to 17th March. Big Day Out (induction) will be hosted on 22nd March. We will try our best to complete the recruitment before Mid-Sem break to ensure sufficient manpower. Nonetheless, it is subject to the communication process with UMSU.

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
12/02/2024- 02/03/2024	Contact M&M and Start Teamwork	Contact CME and Start Teamwork for ISA Recruitment Promotion Posters	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Event Day			
03/03/2024 - 10/03/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
03/03/2024 - 10/03/2024	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
15/03/ 2023 - 17/03/2023	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, EXCOs, Directors
Post Event			
18/03/2023	Send Emails	Send out acceptance and rejection emails for candidates	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
22/03/2024	Big Day Out	A welcoming and induction event for ISAs	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

6. Budget

A total of **\$120** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Social Media Advertisement	1	120	120.00
TOTAL			120.00

7. Conclusion

This concludes our proposal for the ISA Recruitment March 2024 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Wun Tung LAM (Cherry)
Human Resources Director 2023/24
UMSU International



Heads of Clubs Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about UMSU International and what we can offer them.

2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicise their events for the semesters and discuss potential challenges and problems they may be facing.

3. Event Details

Date	:	Thursday, 7th March 2024
Venue	:	Sidney Myer Asia Yasuko Hiraoka Myer Room (106)
Number of Attendees	:	50
Coordinators	:	Cynthia WANG, Angelina PENG, Jeslyn TANDYAJAYA
Manpower	:	3 OBs & 3 ISAs (including coordinators which consists of 3 OBs)
Budget	:	\$1000.00

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	27th January, 2024	Present Proposal	- Present proposal during ECCM	Cynthia Wang
N/A	Throughout the week	Prizes	- Contact UMSU Advertising Officer about prizes available to use during the event	Cynthia Wang

0-1	Throughout the week	Logistics	<ul style="list-style-type: none"> - Book venue - Order food from Vendors - Buy Drinks and Supplies - Ticketing link from CME Help Desk - Task sheet for ISAs 	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
0-2	Throughout the week	Promotion	<ul style="list-style-type: none"> - Notify M&M about promotion at least 2 weeks prior to promotion period - Arrange social media promotion for the event via UMSU International socials - ISA Publicity Hours - Brief ISAs on event requirements 	Cynthia Wang Angelina Peng
0-2	Throughout the week	Participants	<ul style="list-style-type: none"> - Write email drafts for clubs - Invite participants - Confirm number of participants and dietary requirements 	Cynthia Wang Angelina Peng
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> - Create feedback form to be used on the day post-event 	Cynthia Wang Angelina Peng
1-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> - Notify committee about slides - Finalise and compile slides 	Cynthia Wang Angelina Peng
Event Day				
3	7th March, 2024	Heads of Clubs Event	(Written in event flow down below)	Cynthia Wang Angelina Peng
Post Event				
5	N/A	Report	Writing and filling out the report	Cynthia Wang Angelina Peng
6	N/A	Present Report	Present report in CCM	Cynthia Wang

Event Flow

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> - Chairs - Utensils and tables set up - Getting presentation ready 	Cynthia Wang Angelina Peng



		<ul style="list-style-type: none"> - OBs arrive - ISAs help - Arrange food delivery 	
5.30 PM	Introduction	<ul style="list-style-type: none"> - Participants arrive - Introduction of event - Participants can take drinks - ISAs hand out appetisers and label main foods 	Cynthia Wang Angelina Peng
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> - PnS initiate activities with participants - Give prizes to winners 	Cynthia Wang Angelina Peng
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: <ul style="list-style-type: none"> Executive, E&W, C&S, M&M, HR P&S Grants 	Cynthia Wang Angelina Peng
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> - ISAs and OBs will help to distributing food to participants and other OBs - OBs and participants network and interact 	Cynthia Wang Angelina Peng
6:15 - 7.50PM	End of Event	<ul style="list-style-type: none"> - Thank participants for coming - Instruct ISAs to ask participants to fill out feedback form 	Cynthia Wang Angelina Peng
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> - ISAs and P&S department clean up once all participants leave 	Cynthia Wang Angelina Peng

5. Budget

A total of **\$1000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)

Food Catering	-		\$750.00
Soft Drinks and Water	3	\$20	\$60.00
Name Tag Pack	2	N/A (inventory)	\$0.00
Napkins: 500 serviettes	1	\$4.50	\$4.50
Sugarcane Plates	2	\$10	\$20.00
Timber Fork (20pcs)	4	\$2.50	\$10.00
Gloves	1 Box	\$5	\$5.00
Tongs	4	N/A (inventory)	\$0.00
Waste Disposal Bags	1	\$5.5	\$5.50
Prizes	3	\$16	\$48
Miscellaneous	N/A	N/A	\$97.00
TOTAL			\$1000.00

6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasise our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Heads of Clubs Proposal 2024. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Cynthia Wang & Angelina Peng
Partnership and Sponsorship Department 2023/24
UMSU International



International Student Survey Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

The International Student Survey will be conducted throughout Semester 1, 2024 (March-May). This survey aims to obtain suggestions, opinions and comments on the overall experience of international students. This survey will act as a guideline for us, as well as the university, to better understand the needs of international students.

2. Objectives

This survey aims to:

- Quantify and study the awareness level of international students in regard to UMSU International.
- Investigate the academic difficulties faced by international students.
- Identify social issues that are of paramount concern in regard to the overall welfare of international students.
- Study the health and safety status of international students.
- Examine the perception and experiences of international students in regard to current and future employment.
- Highlight and raise awareness of services that are provided or made available to students within the university.
- Identify services required by international students that are unavailable upon completion of data collection.
- Attend changes international students might suggest.

3. Event Details

Date	: March-May 2024 (Week 4-8)
Venue	: South Lawn and McFarland Court (in-person promotions)
Number of Survey Respondents	: 1,500+
Coordinators	: Andrea MAKATITA, Robertus INDRADJAJA, Natasya Jestine WIRAATMAJA, Tiffany AU YEUNG
Manpower	: 10 Committee Members & 24 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$6,750

4. Event Overview

The International Student Survey (ISS) will be open for students to fill out from week 4 to week 8 of Semester 1, 2024. The ISS includes the completion of an online survey, which will be distributed to students through a link to university emails or can be completed with the help of on-campus ISAs



during the event duration. Throughout the entire ISS period, on-campus promotions will also be executed to raise awareness regarding the survey.

5. Sections of Survey

- General Information (pertaining to student details)
- University and Academic Experience
- Graduate Student Experience
- Work and Employment
- Financial Situation
- Accommodation
- Health, Safety and Inclusivity
- UMSU International Awareness and Perception

6. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	December 18, 2023	Survey Questions	Finalize survey questions	Andrea and Robertus
2	March 4, 2024	Gather Volunteers	Gather up ISAs and committee members for on-campus promotions	Tiffany
Event Day				
4	March 18, 2024	Survey Commencement	Send out survey link to student emails	Andrea and Robertus
4	March 18, 2024	In-Person Promotions	Begin in-person promotions and on-site filling out of forms	Tiffany
8	April 28, 2024	End of Survey	Close survey from all respondents	Andrea and Robertus
Post Event				
-	April 24, 2024 - Winter Break	Preliminary Analysis	Analyze survey responses and start building report	Andrea and Robertus
10	May 4, 2024	Collection of Giveaway Prizes		Andrea and Robertus



-	June 22, 2024	ISS Final Report	Publication of ISS final report	Andrea and Robertus
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7. Prizes (Brands TBC)

Item	Quantity
iPad	2
Noise canceling headphones (eg. Sennheiser, Bose, Sony)	3
Tumbler (eg: Brumate, Hydro Flask, Frank Green)	6
Backpacks (eg: Fjallraven Kanken, Muji)	4
Powerbank	10
\$25 Woolworth or Prezzie gift card	50
\$5 coffee or boba gift card (for first 150 respondents)	150

8. Budget

A total of **\$6,750** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
iPad	2	750	1500.00
Noise canceling headphones	3	200	600.00
Tumbler (eg: Brumate)	6	50	300.00
Backpacks	4	90	360.00
Powerbank	10	50	500.00
Prezzie gift card	50	25	1250.00
Coffee Gift Cards	150	5	750.00
Typeform Subscription	1	460	460.00
Printing	1	150	150.00
Snacks	500	0.5	250.00



Miscellaneous	1	480	480.00
TOTAL			6750.00

9. Conclusion

This concludes our proposal for the International Student Survey Proposal 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Andrea MAKATITA, Robertus INDRADJAJA
Education Department 2023/24
UMSU International



Just Dance Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

Just Dance is a vibrant and inclusive weekly dance workshop that unites university students through the language of dance. With a diverse range of dance styles, attendees will learn to foster respect, tolerance and appreciation for each style, promoting not only physical wellness but also nurturing of deep connections and social bonds.

2. Objectives

This event aims to:

- Facilitate an environment where attendees can learn and appreciate different dance forms from various cultures
- Create a space that welcomes participants from different backgrounds, promoting inclusivity and celebrative diversity while encouraging a sense of unity and community among UniMelb students
- Encourage respect for other cultures, traditions and their unique forms of expression through dance

3. Event Details

Date : Every Tuesday of March, 5/12/19/26 March 2024 [5:30-7:30 PM]

Venue : In person, Market Hall

Number of Attendees : 160

Coordinators : Shifa NATHANI, Yashvi NARULA, Rebecca CHRISTOPHER

Manpower : 8 ISAs (2 for each day)

Budget : \$2,500.00

4. Event Overview

Event will be held every Tuesday of March at Market Hall where we have collaborated with Flare Dance Ensemble, UKC (Unimelb Kpop Club), Bollywood Club, and an external salsa company (The Salsa Foundation) to come in and host a dance workshop teaching specific dance styles to around 30 participants.

Will have 4 different registration links for the 4 workshops accommodating the different interests. Will be opening registration for 40 people + walk-ins on first come first serve depending on the space available on the day.

5th – UKC | 12th – BOLLYWOOD CLUB | 19th – SALSA | 26th – FLARE

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	12/12/23	Brainstorming and Drafting proposal	Meeting up with team to decide what dance clubs to contact and how to go forward with the event and draft proposal to present in eCCM	Shifa, Yashvi, Rebecca
	5/1/24	Official email communication	Ask PnS to officially communicate with the clubs to confirm their availability and attendance to host the workshop	PnS
	19/1/24	Set up teamwork and contact MnM	Set up teamwork with Hollie	Shifa
	22/1/24	Contact MnM	Message MnM with all the marketing requests and timeline for the event	Shifa, Yashvi, Rebecca
	24/1/24	ISA signups	Fill in ISA request forms and send it to HR	Shifa, Yashvi, Rebecca
	7/2/24	Contact AVM + CME	Contact AVM for sound system and speaker renting and rent out Market Hall	Shifa, Yashvi, Rebecca
	16/2/24	Task sheet goes live	HR publishes task sheet for ISA signup's	HR
	18/2/24	Go live with event + post on socials	Ask MnM to post event on UMSUi socials + registration link to sign up	Shifa, Yashvi, Rebecca
	26/2/24	ISA Briefing	Briefing meeting with ISAs on their task and role at the event	Shifa, Yashvi, Rebecca
	27/2/24	Feedback form	Make feedback form and print out QR codes for participants to fill out	Shifa, Yashvi, Rebecca



Event Day			
5, 12, 19, 26/3/24	Dance workshops	Workshop will run for 45 mins to an hour with a little buffer time at the beginning and at the end for socialising	ISAs + OBs
Post Event			
5, 12, 19, 26/3/24	Feedback surveys	ISAs to ask participants to fill in feedback forms after each workshop	ISAs in charge
25/3/24	ISA hours + report	Send ISA hours to HR and start drafting the report	Shifa, Yashvi, Rebecca

Event Flow (will be following the same for each week)

Time	Activity	Details	PIC
5:00 - 5:30	ISAs + OBs meet to set up market hall	Brief ISAs and set up market hall with the sound system and UMSUi signage	Shifa, Yashvi, Rebecca
5:30 - 6:00	Participants come in	Hosts and participants come in for the workshop	Shifa, Yashvi, Rebecca
6:00 - 6:45/7:00	Dance workshop	Participants engage in the dance workshop	Shifa, Yashvi, Rebecca
7:00 - 7:30	Closing + feedback form	Socialising + feedback forms	Shifa, Yashvi, Rebecca

Post Event

- Ask participants to fill in the feedback form and encourage them to come in for the next workshop
- Return the speakers to AVM and bump down
- Take the rest of the food and drinks back to the lounge for next week

6. Budget

A total of **\$2500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AVM speaker rent	2 speakers (x4 days)		800.00
Salsa hire (external)	1	500.00	500.00



Club hire (internal)	3	250.00	750.00
Advertising		200.00	200.00
Miscellaneous		450.00	450.00
TOTAL			2500.00

7. Conclusion

This concludes our proposal for the Just Dance Proposal 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Shifa NATHANI, Yashvi NARULA, & Rebecca CHRISTOPHER
Cultural and Social Department 2023/24
UMSU International



International Orientation Workshop Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

As a new semester is coming up at the University of Melbourne, new international students may face challenges to adapt and familiarize themselves. This orientation workshop will help them in providing essential support and resources, also ensuring their smooth transition to university life.

2. Objectives

This event aims to:

- To guide new international students by providing comprehensive information related to academic policies, and accessing the university resources and facilities.
- To create a supportive environment promoting proactive learning experiences and engagement in their university life transition.

3. Event Details

Date	:	Monday, 26 th February 2024 (14.00- 16.00 pm Melbourne Time)
Venue	:	UMSU Union Theatre
Number of Attendees	:	100-150
Coordinators	:	Natasya Jestine WIRAATMAJA & Tiffany AU YEUNG
Manpower	:	2 Committee Members & 5-6 ISAs (including coordinators which consists of 2 Committee Members)
Budget	:	\$750

4. Event Overview

The Orientation Workshop will consist of two parts- the academic university and life at the university. The first half of the event will discuss university related study and resources, and the second half will be focusing on life at the university by giving them tips and guidance.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	January, 9 2024	Open Teamwork	Contact CME	Natasya



0	January, 16 2024	Make Proposal	Drafting the proposal and planning the event flow	Natasya & Tiffany
0	January 17-26, 2024	Make a draft of guidebook and/or ppt slides	Prioritize making the slides then if topic needs to be more specified then we can add it in the guidebook	Natasya & Tiffany
0	January 27, 2024	Present Proposal	Present final proposal at eCCM	Natasya
0	January 27, 2024	Contact M&M	Contact M&M to help out for publicity	Natasya & Tiffany
0	January 29, 2024	Contact Panelists	Contact guests who will be the speakers (Academic Skills, University Library, 3 Seniors from different faculties: BCommerce, Science, BArts)	Natasya & Tiffany
0	January, 29, 2024	Ticket Registration	Organize ticket registration with CME through TeamWork	Tiffany
0	February, 5 2024	Request ISAs	Requests 5-6 ISA with HR	Natasya
0	February, 5 2024	Create Feedback Form	Create feedback form questionnaire, print QR code	Tiffany
0	February, 24 2024	Inform Panelists	Supervise the panelists with the event flow (Online)	Natasya & Tiffany
0	February, 24 2024	ISAs	Supervise ISAs (Online)	Natasya & Tiffany
Event Day				
1	February, 26 2024	Set up the Venue	Bring the catering	
1	February, 26 2024	Pick up Catering	Pick up food and drinks from the restaurants	
1	February, 26 2024	Inform Panelists and ISAs	Briefly supervise the panelists and ISA with the event flow (30 mins before the event)	
1	February, 26 2024	International Orientation Workshop	Monitor throughout the event	Natasya & Tiffany

1	February, 26 2024	Feedback	Tell ISAs to ask attendees to fill out the feedback form so that attendees can receive slides/guidebook	
1	February, 26 2024	Cleanup	Bring remaining food and drinks, tidy up	Natasya & Tiffany
Post Event				
	February 27, 2024	Feedback form report	Report the feedback results	
	February 27, 2024	Reimbursement	Pay the catering	
	February 27, 2024	Collect ISA hours	Send ISA hours to HR	
	February 27, 2024	Final report	Complete International Orientation Workshop report and present in the next CCM	

Pre-event

- Sort out the list of the panelists and the topic they will be covering
- Arrange with CME regarding the catering service that will sell finger food for the event

Event Flow

Time	Activity	Details	PIC
First session (45 minutes)			
14:00-14:05	Introduction	Acknowledgement of country, introduce the speakers, UMSU International and the event	
14.05- 14.20	Academic Skills speaker	Presentation by Academic skills representation	Natasya
14.20-14.35	Library speaker	Presentation by Library Staff representation	Natasya
14.35-14.45	My.unimelb demo	Give brief demo on my.unimelb, timetable,	Tiffany



		student portal (enrollment), LMS	
Break (10 minutes)			
Second session (35 mins)			
14:55- 15:05	Restaurants/ Cafe & Study spots (libraries)	Recommend restaurants around Unimelb, promote food social media pages Study spots in University Libraries and outside of Uni	Tiffany
15:05-15:10	Public Transport	PTV, myki, Free Tram zone, Bus, Train, Vline, Uber, Didi	Natasya
15:10-15:20	Health Services	Unimelb Clinic, Special Consideration, OSHC Invite Andrea to give a talk about Special Consideration process	Natasya
15:20-15:30	Tips on making friends/networking	Importance of study groups and joining clubs and events Promote the UMSU website for attendees to browse through all sorts of clubs offered in Uni	Tiffany
Networking (30mins)			
15:30-16:00	Subject Selection	Divide the attendees into groups based on faculties and the Seniors (Peer Mentor) will brief them about subject selection Remind Attendees the importance of attending their Peer Mentor Session and University tours	

6. Budget



A total of \$750 have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Catering (snacks + drinks)	50	10	500.00
Gift Cards	5	25	125.00
Miscellaneous	1	75	125.00
TOTAL			750.00

7. Conclusion

This concludes our proposal for the International Orientation Workshop Proposal 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Natasya Jestine WIRAATMAJA & Tiffany AU YEUNG
Education Department 2023/2024



Employability Summit Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

Employment is a key theme many students struggle to gain a complete understanding of. Though the university provides many tools and resources to mediate this issue, international students often feel overwhelmed with the degree of uncertainty that comes with employability.

To take on this challenge, we plan to organize an “Employability Summit”. This event will include informative sessions where students can gain knowledge regarding Melbourne’s employment market. Moreover, we will also have networking sessions with businesses, recruitment agencies and speakers. During this session, students will be able to put what they’ve learnt from the informative sessions into practice.

2. Objectives

This event aims to:

- 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

3. Event Details

Date	:	Tuesday, 26 th March 2024 (11.00-15.00 - Melbourne time)
Venue	:	TBD; Melbourne Connect?
Number of Attendees	:	350
Coordinators	:	Andrea MAKATITA, Asawari SIRSAT, Gia ZHOU, Mansi RAWAT, Rachel ZHOU
Manpower	:	8 Committee Members & 16 ISAs (including coordinators which consists of 4 Committee Members)
Budget	:	\$ 10,000

4. 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 will be informative sessions designed to provide a nuanced understanding of Melbourne's employment market. By delving into the complexities and trends with technology, we aim to equip our fellow students with a strategic advantage in their career pursuits. Beyond theoretical knowledge, the summit will feature networking sessions and a panel discussion 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.

The summit will also feature a LinkedIn photo booth which aims to enhance the professional profiles of our attendees. We will be inviting professional photographers to the event, to offer participants the opportunity to capture high quality and industry appropriate headshots that can be integrated into their LinkedIn profiles. This aims to empower our international students with a polished and impactful online presence further contributing to their career advancement.

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

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
-	20 January, 2024	Photographer booking	Sourcing photographer for the photoshoot session of the summit	Rachel
-	26 January, 2024	Room booking	Rooms at Melbourne Connect will be booked for the event -TBC	Gia
-	26 January, 2024	Submission of proposal	Present the proposal at the e-CCM	Andrea
2	6 March, 2024	Allocation of ISAs	Getting ISAs from HR and setting up the time slots	Rachel
2	8 March, 2024	Purchase of food and refreshments	-	Gia
Event Day				

5	26 March 2024	Set up	Set up AV and prepare company + speaker booths	All
5	26 March 2024	MC	-	Andrea
5	26 March 2024	Feedback	Ask participants to fill out feedback form	All
5	26 March 2024	Clean up	-	All
Post Event				
6	1 April, 2024	ISA hours	Record ISA hours	Rachel
6	3 April, 2024	Reimbursement	Sort out reimbursements	Gia
6	5 April, 2024	Report	Finish writing report	All

Event Day

- Company booths and LinkedIn photo booth will be opened outside all throughout
- Stick feedback form QR code around the room and ask participants to fill out

Event Flow

Time	Activity	Details	PIC
11:00 am - 11:05 am	Opening	Introductions, acknowledgement of country, remind participants that feedback form QR code is posted around the room.	Andrea Makatita
11:05 am - 11:35 am	“Technology and Employability”	Keynote speaker	Speaker
11:35 am - 11:40 am	Short Break	5 minute break	•
11:40 am - 12:30 pm	“Networking ...All your questions answered”	Panel discussion	Speakers
12:30 pm - 13:30 pm	Break	Networking with speakers and whichever individual	-

		who doesn't have their own company booth. Snacks and drinks will be available.	
13:30 pm - 14:15 pm	"Soft Skills 101"	Mini workshop	Speaker
14:15 pm - 14:55 pm	Networking Session	Time at the end of the event to do more networking for those who have not.	-
14:55 pm - 15:00 pm	Conclude Event	Closing remarks + thanking all speakers, companies and agencies + reminder about feedback form	Andrea Makatita

Post Event

- Ask participants to fill in feedback form

6. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Catering	350	10	3500
Table and Chair Hire	15	50	750
Venue Hire	1	3000	3000
AV Hire	1	300	300
Company Rep Catering	30	20	600
Linkedin Booth Photographer	1	590	590
Miscellaneous	1	1260	1260
TOTAL			10,000.00



7. Conclusion

This concludes our proposal for the Employability Summit Proposal 2024. Please do not hesitate to contact the Education and/ or Graduate Department should you have any queries.

Prepared by,

Andrea MAKATITA, Gia ZHOU, Rachel ZHOU
Education Department 2023/24
UMSU International



UMSU Intl. Buddy Up Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

UMSUi Buddy Up is an initiative to help students adapt and adjust into the new semester by placing students into groups (both international and domestic). Many students have expressed their concerns in building friendships and suffering from feelings of isolation. Thus this program aims to facilitate students in building long-term friendships by grouping participants that share similar interests together. UMSU Intl. acts as an intermediary that brings students together and assists the peer-pairing process through an effectively designed questionnaire. We will also host ongoing fortnightly events such as board game nights, picnics, and outings to further facilitate these relationships.

2. Objectives

This event aims to:

- Accommodate international students in building new connections with their peers
- Helping students to find a sense of belongingness through strengthening their bonds with their peers
- Create a safe and supportive environment for students to form bonds organically
- Create groups that are self-sustainable and active
- Present UMSUi as a welcoming community and support system

3. Event Details

Date	: Week 2 - Week 12
Venue	: Discord & various social media channels (in person events TBA as the semester goes)
Number of Attendees	: ~156
Coordinators	: Robertus INDRADJAJA, Danielle CHEN, Planet SITTHIXAY, Linda LIU, Nikita GOYAL, Ella LIANG, Evelyn WANG, Seoyoun KIM
Manpower	: All the coordinators
Budget	: \$1000.00

4. Event Overview

Buddy Up is a long term program that runs through the semester, as the aim is to help students to build long term friendships where they can find a sense of belongingness and a support system. Registered students will be asked to fill in a questionnaire that collects information on their interests, values, motivations to join the program, etc. According to the answers, UMSU Intl will pair people with similar interests together in a small group form (approx 12-13 people). UMSU Intl will provide an official communication platform on Discord that involves subchannels for individual groups but also the whole program for participants to engage with each other. These subchannels will be supervised by the coordinators and they will drop chat prompts if the group is inactive. By effectively putting people with complement hobbies together, we are hoping to see self-organized hangout sessions within the groups. UMSU Intl will also host fortnightly meetups for participants to enjoy together. These events will generally be open exclusively to participants. To encourage attendance and team-building, there will be a team point system enforced where individuals can gain points for their team by both attending events and winning in games/activities at said events. There will also be individual prizes for the people who get the most points.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Jan 23rd	Meeting with CME	- Kick-off meeting with CME	Robertus INDRADJAJA, Danielle CHEN
	Jan 27th	Proposal	- Present proposal	Danielle CHEN
		Creating registration form	- Creating a google form to collect data from the participants, along with their consent of having their information shared with their future group mates (mailing address, email address, etc.)	Seoyoun KIM, Ella LIANG
		Creating instructions for participants	- Creating detailed instructions for participants - Preparing biweekly event prompt to be sent out later in the process	Robertus INDRADJAJA, Danielle CHEN
0		Beginning of registration	- Market the event on social media and email (and Summerfest) - Open the registration form for students to sign up	Robertus INDRADJAJA, Danielle CHEN



0		Event Planning	<ul style="list-style-type: none"> - Finalize list of biweekly events and event details. - Contact sponsors for the first event (picnic) 	Planet SITTHIXAY, Nikita GOYAL
1		Complete set up communication platform	<ul style="list-style-type: none"> - Create channels based on group categories on Discord - Invite students to join 	Evelyn WANG, Linda LIU, Ella LIANG
1		Event 1 (Picnic) Preparations	<ul style="list-style-type: none"> - Kick-off meeting with CME - Book South Lawn through CME - Purchase necessary supplies/food for event - Organise internal sign-ups for event 	Robertus INDRADJAJA, Danielle CHEN
1	28th February	Finish registration	<ul style="list-style-type: none"> - Finalize the participant list - Place students into groups of 12 students based on similarity - Additional students who signed up will be placed on a waitlist. 	ALL
Event Day				
Even number weeks (starting from W2)		Host fortnightly official meet ups	<ul style="list-style-type: none"> - Send out messages on Discord to remind students about the meetup and pre announce the theme/event - Book venue prior if required - Prepare for events 	ALL
Odd number week (starting from W2)		Check on Discord channels' activities	<ul style="list-style-type: none"> - Frequent check on Discord channels to make sure they are actively used among the groups - Shoot a message to each group to ask about the updates on their groups - Drop chat prompts (eg. memes) if the chat is inactive 	ALL
Post Event				
12		Collect event feedback	<ul style="list-style-type: none"> - Create feedback forms for the participants to fill in - Internal meetings to discuss about the performance and how can it be improved 	ALL

Event Day

- On even number weeks (W2, 4, 6, 8, 10, 12), official meetup sessions will be held by UMSU Intl. These sessions will be supported by a main event that everyone can enjoy together and build bonds (eg. picnic, speed dating, movie night...).



- Attendance at events are not compulsory but strongly encouraged. It is an opportunity for people to meet participants outside their groups. Absences in the first picnic event will be sent an email to confirm their continued interest in participating in the event.
- On non-official meetup days, the coordinators will check the channels on Discord frequently to ensure the groups are active and the vibe is right. Changes for group might happen and this will be accommodated. Coordinators will drop chat prompts to spice up the conversation and keep a good update on the groups in order to facilitate the team building.

Post Event

- Collect feedback from the participants to learn about future improvement opportunities

6. Budget

A total of **\$1000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Various snacks/drinks	1	\$500	500.00
Various activity supplies (board games/game equipment etc)	1	\$250	250.00
Miscellaneous	1	\$250	250.00
TOTAL			1000.00

7. Conclusion

The Welfare department hopes to provide support and enhance the sense of community for international students at the University of Melbourne. We recognise the importance of social and welfare support in a time where students may feel largely disconnected. We understand that short term events are sometimes not realistic in producing long-term friendships thus, we hope this ongoing initiative will help facilitate these bonds.

This concludes our proposal for the Buddy Up. Please do not hesitate to contact the Welfare Department should you have any queries.


Prepared by,

**Ella LIANG
Nikita GOYAL
Danielle CHEN**

**Welfare Department 2023/24
UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU** INTL *Care for, Act for, Stand for International Students*



UMSU International Brekkie Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

The UMSUi Welfare Department will be continuing the International Brekkie until the university provides better affordable food and beverage options on campus. It will be held throughout semesters 1 and 2 in 2024. The main goal of this breakfast initiative is to provide easy and nutritious food for international students who might not be able to afford breakfast and regular meals. These breakfast meals will be provided by a rotating roster of vendors in order to celebrate the diversity within our international student community.

*This event will also run in conjunction with UMSU Welfare where they will be running breakfasts/brunches on Tuesdays and Thursdays.

2. Objectives

This event aims to:

- Provide students with an easy, nutritious breakfast
- Fulfill students' basic daily nutritional needs
- Reduce the number of students who have low food security
- Reduce students' financial burden
- Improve students' overall wellbeing
- Overall by improving the welfare of students, they can spend more time and energy on their studies

3. Event Details

Date	: Week 1 – 12 (Mondays, Wednesdays, and Fridays)
Time	: 9:30 am - 11:00 am
Venue	: Student Precinct Outdoor Space
Number of Attendees	: 150-200 per day
Coordinators	: Robertus INDRADJAJA, Danielle CHEN, Nikita GOYAL
Manpower	: 3 Committee Members & 5 ISAs per day
Budget	: \$70,000

4. Event Overview

Around 150-200 participants will come on campus every Monday, Wednesday, and Friday morning for a free breakfast. This will be a long-term event, running 3 mornings a week throughout both semesters of 2024. We will be providing a rotation of different easy nutritious breakfast meals, including foods of international cuisines (e.g Chinese, Indian etc).

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Jan 23rd	Meeting with CME	- Kick-off meeting with CME to discuss details	Robertus INDRADAJA, Danielle CHEN
	Jan 27th	Proposal	- Present proposal	Danielle CHEN
	Jan 30th	Contact vendors	- Start contacting vendors for the earlier dates, and continuously contact more vendors throughout the semester	Danielle CHEN
	Feb 7th	Request ISAs	- Contact HR for ISAs	Nikita GOYAL
0	Feb 15th	Finalize vendors	- Finalize list of vendors and dates they will be supplying us on	Danielle CHEN, Robertus INDRADAJA
0	Feb 25th	ISA Briefing (Ongoing Brekkie)	- Briefing for ISAs helping out for ongoing Welfare Brekkie	Danielle CHEN
Event Day				
1-12	Ongoing starting 27th Feb	Set up at location	- Set up tables, serving dishes, cutlery etc.	ALL WELFARE
1-12		Receive the meal/vendor bump in	- Receive meal from vendors and set up to be ready to be given out	ALL WELFARE



1-12		Give out the meal/registration confirmations	- Serve breakfast meal to participants and check registrations	ALL WELFARE
Post Event				
1-12		Clean up	- Clean up tables, serving dishes, general area where event has taken place	ALL WELFARE
1-12		Bump out vendor	- Help vendor pack up and direct them out of University	ALL WELFARE
1-12		Record ISA hours	- Record hours for ISAs	Nikita GOYAL

ONGOING WELFARE BREKKIE (MON, WED, FRI) EVENT DETAILS

Pre-event

- Decide on, contact, and finalise orders with vendors
- Pay vendors in advance using invoice or credit card, ideally 2 weeks in advance to anticipate any issues with UMSU's finance team

Event Day

- *Please note that all event flow times are subject to change and timings are relative

Event Flow

Time	Activity	Details	PIC
9:00 AM	Vendor bump IN	Meeting up with the vendor and directing them to the event venue	PIC of the day
9:00 AM	Venue set up	Setting up venue: including tables, cutlery etc.	
9:30 AM - 11:00 AM	Breakfast service	Handing out prepackaged breakfast to students	
11:00 AM - 11:30 AM	Venue pack down and vendor bump OUT	Dispose of all rubbish in the area, return any infrastructure, help vendor leave the venue	

Post Event



- Review vendors and plan ahead for following breakfasts
- Make ongoing adjustments

6. Budget

A total of **\$70,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Breakfast food orders	72	\$958.33	69,000.00
Miscellaneous	2	\$500	1000.00
TOTAL			70,000.00

7. Conclusion

The Welfare department recognises that food security and access to meals is a challenge faced by many students. We hope that this initiative helps to appease this struggle and brings attention to this issue.

This concludes our proposal for the UMSUi International Brekkie Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Robertus INDRADJAJA
Danielle CHEN**

**Welfare Department 2023/24
UMSU International**



Symphonies of Nations Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

The Symphonies of Nations is an event in collaboration with the Engineering Music Society, showcasing different music from different countries in an instrumental arrangement.

2. Objectives

This event aims to:

- Provide a different kind of entertainment for students
- Showcase different international music
- Celebrate the diversity of students at the University of Melbourne

3. Event Details

Date	:	Wednesday 6 th March 2024
Time:	:	6:00 pm – 8:30 pm
Venue	:	Union House Theatre
Number of Attendees	:	~150
Coordinators	:	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
Manpower	:	6 Committee Members & 10 ISAs (including coordinators which consists of 4 Committee Members)
Budget	:	\$4750

4. Event Overview

Symphonies of Nations is an event that aims to highlight the diversity of cultures present at the University of Melbourne through music. This event will consist of performances from three different ensembles, courtesy of the Engineering Music Society (EMS), each playing instrumental pieces of different cultures. Post-event, there will also be time for attendees to mingle and enjoy free finger food and drinks.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
		Reaching out to EMS	- Liasing with EMS about them performing	Robertus INDRADAJA,

				Danielle CHEN
	Jan 23rd	Meeting with CME	- Kick-off meeting with CME to discuss details	Robertus INDRADAJA, Danielle CHEN
	Jan 25th	Meeting with UHT	- 6-week meeting with UHT Production Manager	Robertus INDRADAJA, Danielle CHEN
	Jan 27th	Proposal	- Present proposal	Robertus INDRADAJA
	Week commencing Feb 5th	Meeting with UHT	- 4-week meeting with UHT Production Manager	Robertus INDRADAJA, Danielle CHEN
		Open bookings	- Open ticketing for event	Robertus INDRADAJA, Danielle CHEN
0	Week commencing Feb 19th	Meeting with UHT	- 2-week meeting with UHT Production Manager	Robertus INDRADAJA, Danielle CHEN
0	Feb 19th	Request ISAs	- Fill out HR ISA request form	Ella LIANG, Evelyn WANG
0		Sound & lighting training	- Partake in training to operate sound and lighting systems	Ella LIANG, Evelyn WANG
0		Catering	- Reach out to vendor for catering on event day	Ella LIANG, Evelyn WANG
1		Feedback	- Create feedback form	Ella LIANG, Evelyn WANG
2	Mar 5th	Event preparations (in venue)	- Venue induction - Orchestra layout check	Robertus INDRADAJA,

			- Audio setup & line check	Danielle CHEN, Ella LIANG, Evelyn WANG
Event Day				
2	Mar 6th	Event preparations	- Soundcheck - Technical rehearsals	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
2	Mar 6th	Performance	- Ensembles perform <ul style="list-style-type: none"> o Stage Band o Symphonic Ensemble o Clarinet Ensemble - Post-event food and mingling	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
Post Event				
2	Mar 6th	Bump out	- Pack up venue	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
2		Record ISA hours	- Record hours for ISAs	Ella LIANG, Evelyn WANG
3		Feedback	- Collect and collate feedback - Complete UHT post-event survey	Robertus INDRADAJA, Danielle CHEN
4		Report	- Present report	Robertus INDRADAJA,



				Danielle CHEN
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Pre-event

- Complete production schedule, risk assessment, set plan, lighting plan, and audio plan for UHT by their respective deadlines
- Meet with UHT team to discuss details
- Finalise and confirm EMS ensembles' repertoires
- Undertake lighting and audio operation training
- Open bookings for event
- Create feedback form
- Contact and confirm with vendor for catering
- Venue induction, sound checks, technical rehearsals

Event Day

Event Flow

Time	Activity	Details	PIC
11AM - 12:30PM	Soundcheck	Testing sound and making necessary adjustments to venue	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
12:30PM - 3:30PM	Technical rehearsals		Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
3:30PM - 4:30PM	Meal break		
4:30PM - 6PM	Pre-event preparation	Company call, FOH call & induction, showing people to seats	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
6PM - 7:30PM	Performance		Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
7:30PM - 8:30PM	Post-performance mingling	Serve finger-food and drinks	Robertus INDRADAJA, Danielle CHEN, Ella LIANG, Evelyn WANG
8:30PM	Bump out	Clean up and pack up venue, lock up	Robertus INDRADAJA, Danielle CHEN, Ella LIANG,



			Evelyn WANG
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Post Event

- Bump out of venue
- Collect feedback
- Complete UHT debrief survey

6. Budget

A total of **\$4750** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
EMS Fee	1	1600	1600.00
Ticketing	150	5	(750.00)
Refreshments	150	20	3000
Miscellaneous	1	1150	1150.00
TOTAL			4750.00

7. Conclusion

This concludes our proposal for the Symphonies of Nations Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Danielle CHEN
Robertus INDRADAJA**

**Welfare Department 2023/24
UMSU International**



Sports Carnival Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

1. Introduction

The UMSU International Welfare Department believes that striking a balance between both mental and physical well-being is extremely crucial for all international students across campus. Therefore, in week 3, we will be holding an UMSUi Sports Carnival, where students will be given the opportunity to participate in various sports throughout the week. Through this event, we hope to encourage and inspire international students to adopt a healthier lifestyle by incorporating enjoyable sporting activities into their routine, which may help with better managing academic stress and overall well-being.

2. Objectives

This event aims to:

- To shed light on the importance of physical wellbeing for international students' welfare
- To inspire international students with various selection of sports that they may enjoy and would take on board with
- To help international students make friends and develop meaningful bonds through sports/being active

3. Event Details

Date : Monday 11th March – Thursday 14th March 2024 (Week 3)

Time : 2:00 pm – 5:00 pm (TBC)

Venue : Nona Lee Sports Centre

Number of Attendees : Subject to the sport being held on that day

Day 1 Badminton	Estimated: 16 people per 1hr session
Day 2 Volleyball	Estimated: 36 people per 1hr session
Day 3 Table Tennis	Estimated: 20 people per 1hr session

Day 4 Basketball	Estimated: 32 people per 1hr session
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Total attendees: 360 people (estimated)

Coordinators : Robertus INDRADJAJA, Danielle CHEN, Linda LIU, Evelyn WANG, Seoyoun KIM, Planet SITTHIXAY

Manpower : Subjected to the sport being held on that day

Day 1 Badminton	OB: 3 (+ 3 event coordinators) ISA: 10 - 2 set up, 2 pack down - 2 each session (6 in total)
Day 2 Volleyball	OB: 3 (+ 3 event coordinators) ISA: 10 - 2 set up 2 pack down - 2 each session (6 in total)
Day 3 Table Tennis	OB: 3 (+ 3 event coordinators) ISA: 12 - 3 set up 3 pack down - 2 each session (6 in total)
Day 4 Basketball	OB: 3 (+ 3 event coordinators) ISA: 10 - 2 set up 2 pack down - 2 each session (6 in total)

Budget : \$1000

4. Event Overview

The Sports Carnival is an engaging and inclusive event designed to encourage healthy sportsmanship and promote physical wellbeing through a series of team sports. Students can participate with friends or have the opportunity to foster new connections through a joint appreciation for sport.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Jan 23rd	Meeting with CME	- Kick-off meeting with CME	Robertus INDRADJAJA, Danielle CHEN
		Venue booking	- Book Nona Lee for all days of event	Robertus INDRADJAJA, Danielle CHEN
0		Purchase equipment	- Order any necessary sporting equipment i.e. rackets and balls	Robertus INDRADJAJA, Danielle CHEN
1	Feb 26th	Request ISAs	- Complete HR ISAs request sheet	Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG
1		Open bookings	- Open registrations for the different sports and sessions	Robertus INDRADJAJA, Danielle CHEN
2		Create feedback form	- Create feedback form for participants to fill out	Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG
Event Day				
3	Mar 11th	Run event (Badminton)	- Set up registration area and badminton nets - Run event (3x1 hour sessions)	PIC on day
3	Mar 12th	Run event (Volleyball)	- Set up registration area and volleyball nets - Run event (4x45min sessions)	PIC on day
3	Mar 13th	Run event (Table tennis)	- Set up registration area and table tennis tables - Run event (3x1 hour sessions)	PIC on day

3	Mar 14th	Run event (Basketball)	<ul style="list-style-type: none"> - Set up registration area and basketballs - Run event (3x1 hour sessions) 	PIC on day
Post Event				
4		Feedback	<ul style="list-style-type: none"> - Collect feedback from participants 	Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG
		Report	<ul style="list-style-type: none"> - Present report 	Robertus INDRADAJA, Danielle CHEN, Planet SITTHIXAY, Linda LIU, Seoyoun KIM, Evelyn WANG

Pre-event

- Book venue
- Request ISAs
- Make it clear to encourage students to bring their own rackets and paddles (and table tennis balls/shuttlecocks if possible) through our socials and the newsletter
- Notify students again through social media of time and location
- Create feedback form

Event Day

Event Flow - Day 1 Badminton

Time	Activity	Details	PIC
1:30PM - 2PM	Set up	Set up nets and equipment for the event	PIC on day
2PM - 3PM	Session 1	1 ISA present as a referee	PIC on day
3PM - 4PM	Session 2	1 ISA present as a referee	PIC on day
4PM - 5PM	Session 3	1 ISA present as a referee	PIC on day
5PM - 5:30PM	Pack up	Pack up nets and ensure area is clean	PIC on day

- Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

Event Flow - Day 2 Volleyball

Time	Activity	Details	PIC
1:45PM – 2PM	Warm-up and set up	<ul style="list-style-type: none"> - Setting up nets - Leading participants of first session in a warm-up 	PIC on day
2PM – 2:45PM	Game 1	1 ISA present as a referee	PIC on day
2:45PM – 3:30PM	Game 2	1 ISA present as a referee	PIC on day
3:30PM – 4:15PM	Game 3	1 ISA present as a referee	PIC on day
4:15PM - 5PM	Game 4	1 ISA present as a referee	PIC on day
5PM – 5:30PM	Pack up	Pack up nets and ensure area is clean	PIC on day

- Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

Event Flow - Day 3 Table Tennis

Time	Activity	Details	PIC
1:30PM - 2PM	Set up	Set up nets and equipment for the event	PIC on day
2PM - 3PM	Session 1	1 ISA present as a referee	PIC on day
3PM - 4PM	Session 2	1 ISA present as a referee	PIC on day
4PM - 5PM	Session 3	1 ISA present as a referee	PIC on day

5PM – 5:30PM	Pack up	Pack up nets and ensure area is clean	PIC on day
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- Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

Event Flow - Day 4 Basketball

Time	Activity	Details	PIC
1:30PM - 2PM	Warm up	<ul style="list-style-type: none"> - Setting up nets - Leading participants of first session in a warm-up 	PIC on day
2PM - 3PM	Session 1	1 ISA present as a referee	PIC on day
3PM - 4PM	Session 2	1 ISA present as a referee	PIC on day
4PM - 5PM	Session 3	1 ISA present as a referee	PIC on day
5PM – 5:30PM	Pack up	Pack up and ensure area is clean	PIC on day

- Throughout the event all participants are encouraged to scan the QR code and fill out the feedback form.

6. Budget

A total of \$1000 has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Sporting equipment	1	\$600	600.00
Miscellaneous	1	\$400	400.00
TOTAL			1000.00

7. Conclusion



At the core of UMSUi Sports Carnival is a hope that we will inspire international students to prioritise both their mental and physical wellbeing, fostering the habit of well-rounded wellness throughout the international student community.

This concludes our proposal for the UMSUi Sports Carnival Proposal 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Robertus Jonathan INDRADJAJA

Danielle CHEN

Evelyn WANG

Seoyoun KIM

Linda LIU

Planet SITTHIXAY

Welfare Department 2023/24

UMSU International



Personal Finance Workshop Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 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 and investment. We hope to invite a professional in the field to give international students some advice on how to manage their personal finances. We also hope to invite a lawyer from UMSU Legal to give a short talk on finances and international students' working rights.

2. Objectives

This event aims to:

- Improve the financial literacy of international students
- Educate students on different methods of investments
- Inform students of their working rights

3. Event Details

Date	:	Thursday, 14 th March 2024 [4:00pm - 5.30pm]
Venue	:	The Spot (Lecture Theatre)
Number of Attendees	:	30-50
Coordinators	:	Natasya Jestine WIRAATMAJA, Rachel ZHOU
Manpower	:	2 Committee Members & 3 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
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Pre-event Preparations				
-	29th February 2024	Contacting Speaker	Contact finance lecturer from the university to be our speaker	Rachel
0	19th February 2024	Finalizing Event Workflow	ICSS agreed to provide speakers	All
1	26th February 2024	Request ISAs	-	Natasya
1	26th February 2024	Finalize Promo Designs	Get updates from M&M	Rachel
2	7th March 2024	Ticketing	Publish ticketing with the help of CME	Natasya
Event Day				
3	14 th March 2024	Finance Workshop	-	All

Event Flow

Time	Activity	Details	PIC
3:30pm - 4:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Ethan
4:00pm - 4:05pm	Introduction		Natasya/ Rachel
4:05pm - 4:30pm	Session 1	TFN and Investing	Speaker
4:30pm - 4:40pm	Q&A		Speaker
4:40pm - 5:05pm	Session 2	Banking and Superannuation	Speaker
5:05pm - 5:20pm	Q&A		Speaker
5:20pm - 5:30pm	Closing		Natasya/ Rachel



Post Event

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

6. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker fees	1	100	100.00
Miscellaneous	1	100	100.00
TOTAL			200.00

7. Conclusion

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

Prepared by,

Andrea MAKATITA, Rachel ZHOU
Education Department 2023/24
UMSU International



Night Market 2024 Proposal

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Stories Of Us", we want to let students dive on memory lane and remember their cultural roots and upbringing that made them who they are. This nostalgic atmosphere will be incorporated with cultural elements from various performances, food and activities which would further embrace the diversity aspect of university life.

1. Objectives

This event aims to:

- To promote cross cultural awareness and the importance of multiculturalism in the University of Melbourne.
- To bridge cultural differences and encourage students of different cultures to interact with each other.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

2. Event Details

Date : Thursday, 18th April 2024 [5-10pm]

Venue : Concrete Lawn

Number of Attendees : 8000+

Coordinators : Christian VALERIAN, Sol KWON, Shifa NATHANI, Vicky SONG, Aksh BATRA, Christopher MINN, Jason NG, Rebecca CHRISTOPHER, Yashvi NARULA

Budget : \$85,000

3. Event Overall Timeline

Week	Main Action Points
December 2023	<ul style="list-style-type: none">• Open Teamwork.• Induction meeting and Task Delegation to Launch 2024

	<p>Night Market.</p> <ul style="list-style-type: none"> • Discussion on themes
January 2024	<ul style="list-style-type: none"> • Early brainstorming stage for each team • Submit proposal • Open application for performers; Emcee and food stalls
February 2024	<ul style="list-style-type: none"> • Finalise design concept and acquisition methods from suppliers.
Week 0	<ul style="list-style-type: none"> • VIP arrangements such as list, invites and venue are finalised. • Hiring Fire Safety personnel and security services • Food Vendor selection and requirement list finalised.
Week 1	<ul style="list-style-type: none"> • Meeting with the City Council. • Publicity on Facebook and through flyers/posters on campus. • Green room and parking booking for VIP guests.
Week 2	<ul style="list-style-type: none"> • Confirmation of VIP catering and ExCo attendance. • Final arrangements with food vendors and release of vendor layout. • Plan opening ceremony logistics. • VIP Booklet and name cards preparation. • Finalise internal and external sourced decorations. • Food Vendor decoration plan finalised • Finalise payment of external performers. • Individual meetings with food vendors to finalise details and publicity.
Week 3 until week 6	<ul style="list-style-type: none"> • Statements of Trade submission. • Performers list and their respective equipment/prop requirement finalised. • ISA and OB task allocation according to availability. • Hiring equipment (Walkie Talkies) • Finalise performers lineup and communicate final lineup with performers and AV Melb. • Testing of electrical equipment. • Stock check of equipment required for safe food handling. • Performer's Briefing • Food vendor and performance publicity • Info booth preparation. • ISA and OB Night market induction and task sheet released. • Event run sheet finalization. • Finalisation of Emcee script and costume. • Event survey creation.

	<ul style="list-style-type: none"> ● Reminder of event for VIPs
Week 7	<ul style="list-style-type: none"> ● Final Emcee rehearsal. ● Decor set up. ● Coordinate arrivals of guests and green room ● Final Rehearsal ● Map Design Printing
Week 8	<ul style="list-style-type: none"> ● Final Food Vendor deposit return. ● Finalise internal performer payments

4. Event Components

4.1. Food

Coordinators: Yashvi NARULA, Aksh BATRA, Sol KWON

Food Stalls

There will be a total of 13-14 food stalls operating throughout the event, all food stalls are located on Concrete Lawn. The food stalls consist mostly of student clubs and cultural clubs from the University, there are also few individuals and external cultural organizations. All food stall applications go through a vetting and selection process to select the most ideal clubs that can represent the theme of Night Market and provide a good mix of food and beverages for Night Market.

Competition (subject to change)

All participating food stalls are automatically considered in the Food Stall Competition. The stalls are judged on criterias including: quality and uniqueness of food, publicity effort, stall design, compliance to SFH standards and regulations. The judges will include the Food Coordinators and the OBs. The Competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls run at a higher standard and SFH compliance. The top 3 food stalls with the higher overall scores will receive a prize of \$100 after the event.

Food Stalls

The items that are required but not limited to on the day are:

1. 6 x 20L oil container for disposal of used oil
2. 6 funnels for pouring of oil into oil containers
3. Hairnets for all food handlers
4. Cooking gloves
5. Face masks
6. Aprons
7. Food thermometers for the Food coordinators
8. Alcohol swabs
9. Hand Sanitisers
10. Sanitiser Spray (Food Grade)

11. Disinfectants
12. Soap
13. Paper towels for hand-washing station and each food stall

Safe Food Handling Training

Food Coordinators

The Food Coordinators are going to undergo several SFH training including Food Handling (Level 1) and Food Safety Supervisor (Level 1 & 2). The helping OBs are going to undergo Food Handling (Level 1) Training. This training will be held on February 2024.

Here is a list of committee members who will be participating in the training:

1. Aksh BATRA (CnS)
2. Sol KWON (CnS)
3. Yashvi NARULA (CnS)
4. Gurshan NANDA (HR)

City Council Meeting and Clubs Briefing

A meeting with the City Council of Melbourne will be held for all the preliminary discussion about the Night Market, in order to get approval for the event itself.

After the Food Vendor selection process, prior to the date of the event, Clubs will be briefed individually together with the City Council to ensure that all food safety requirements are met.

AVMelbourne

After all the food vendors are selected, a test and tag session will be carried out a few days before the event to ensure that all equipment that stalls will use on the event day are functioning properly and are safe to us.

4.2. Decoration

Coordinators: Shifa NATHANI, Rebecca CHRISTOPHER

Decoration will follow the *Stories of US* theme and will mainly be centred around the Entrance, Stage, Game Zone, and Photobooth area. Coordinators will work with a team of 5 ISAs to brainstorm and create decorations for the Night Market. An application will be going out on 6/2/24 to assemble the team. Weekly meetings with the ISAs will be scheduled and the team will get together to work on the decorations.

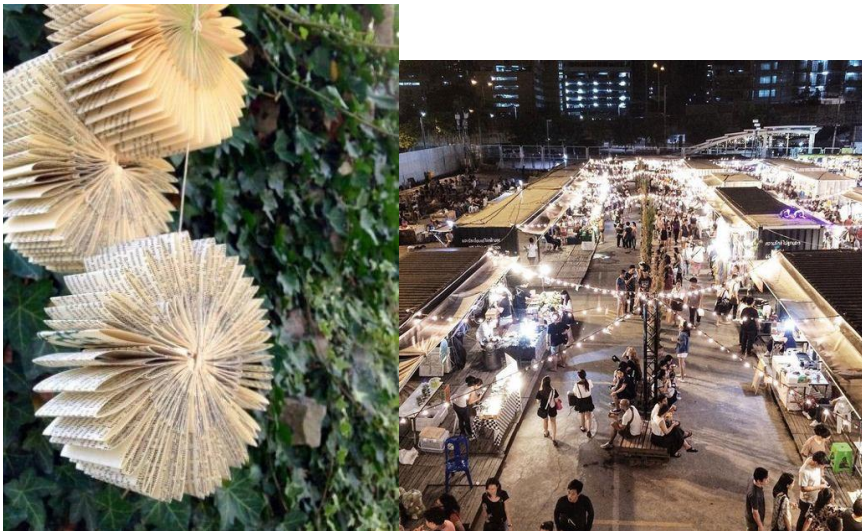
The main theme around decorations will take inspiration from the idea of celebrating

our time with loves ones and how different each of our memories or “stories” are. A wall of photos from students, with their families and friends will be placed as the main decoration for the Night Market. We will ask people to send in their photos beforehand and we will create a photo wall which they can walk upto and reminisce with their peers. In order to write more ‘stories; they will also have the opportunity to take photos at the photobooth that they can take home with them or attach it to the photo op. There will also be several game booths for people to play games related to the idea of nostalgia and stories which are to be decided.

UMSUi’s mascot, Glovey, will be scattered around the area to remind people that Night Market is an UMSUi event.

Art workshop sessions will be scheduled with Channon Goodwin (Arts Program Officer from George Patton Gallery) and Allen Laverty (Stage Carpenter/Mechanist from Union House Theater). The team is still in the foundation of establishing communications with them to decide when the workshops will be held. The Arts Lab will be opened for the team to work on decorations any time they want.

Mood Board: (visual references for the event)



4.3. Performance

Coordinators: Jason NG, Christopher MINN, Vicky SONG

4.3.1 Opening Ceremony

This section of the Night Market will include the emcee’s opening up the night and introducing the event and further passing on the stage to the UMSU International President for this opening remarks. The official commencement will also include the VIP speeches and an official event open (could be ribbon cutting or confetti)

4.3.2 Emcees

3 Emcees will be chosen and applications for this position will be circulated on the end of February 2024 and will hold auditions for this in person on March 2024 so as to gauge the confidence, body language and fluency of the ISA who could potentially be an Emcee.

The Emcees will oversee smooth transitioning between performances and constantly reminding the audience of all the various activities going around the event. In addition, introducing the new performers to the audience and ensuring that the audience is as lively as possible.

Making sure the Emcees are not going around to explore the food stalls, eating and losing focus on something else during their time as it is hard to find them later because of the crowd. They can do this during the long performances such as 35 minutes or stage break of 15 minutes.

4.3.3 Internal Performers

A Performance application form for university clubs to apply to will be released wherein clubs can provide us with details such as their performance type, an audition tape and other information. Additionally, such club outreach has also been performed as a way to let clubs know about this opportunity and encourage them to apply.

We will be choosing roughly 5-10 University Clubs to perform at the event with a performance of around 10-15 minutes long. The type of performances would range from musical to dances to any creative pieces that could be engaging to the audience and ties well with our theme.

Depending on their experience and quality, we will be providing compensation to all the performers, which will be discussed individually after the first selection process.

4.3.4 External Performers

Similar to what we conduct with our internal performances, we will be reaching out to external performers to gauge their interest in performing for our event. We will be discussing possible performances, length and cost for performances and its relation with our theme for the event and how we can utilize this performance to engage our audience.

Note: There will be a pair of ISAs who will be in charge of working with the performers to ensure that they reach the stage on time and does not roam around and miss their performing time.

4.3.5 AVMelbourne

After finalizing the list of internal and external performers, we will be working closely with AVMelbourne to discuss the band equipment requirements as well as constructing the best run sheet order to ensure that there are smooth transitions in between activities. We will discuss the flow of the event, how we want the music to be, who is going to set up and pack down the props, etc. Test and tag sessions will also be conducted to ensure that all the equipment are safe and functioning properly.

4.3.6 Event flow (expected timeline not the finalized one)

Start the event with a slower performance, preferably a singing performance. Towards the night, around 7.00pm onwards, we will allocate exciting performances to drive people to the stage after visiting food stalls and other areas. This ensures that we give everyone time to show up before our best performances happen. We also leave some break time for preparation, crowd dispersion and let the stage be quiet before continuing with the show.

Start	Finish	Activity	Location
4.00pm	4.30pm	Set Up	All Food Stalls, Stage and Venue
4.30pm	5.00pm	VIP Reception	Ante Room
5.00pm	5.20pm	Opening Ceremony	Concrete Lawn Stage
5.25pm	5.40pm	Singing performance (band) - something slow/reminiscing	Concrete Lawn Stage
6.00pm	6.30pm	External - Group Dance	Concrete Lawn Stage
6.35pm	7.55pm	External: Circus/magic show/juggler	Concrete Lawn Stage
7.00pm	7.10pm	Internal - Group Dance	Concrete Lawn Stage
7.15pm	7.25pm	Internal - Group Dance	Concrete Lawn Stage
7.30pm	7.40pm	Internal - Group Dance	Concrete Lawn Stage
20 Minutes Stage Break			
8.00pm	8.15pm	Internal - Solo singing	Concrete Lawn Stage
8.20pm	8.35pm	Internal - Group Dance	Concrete Lawn Stage
8.40pm	9.00pm	External - Circus	Concrete Lawn Stage
9.05pm	9.25pm	External - Singing	Concrete Lawn Stage
9.30pm	9.40pm	Internal - Group Dance	Concrete Lawn Stage
9.45pm	10.00pm	Internal - Group Dance (this is the best performance which we save for the last)	Concrete Lawn Stage
10.00pm	10.05pm	Closing Ceremony	Concrete Lawn Stage

4.4. Layout and overall operations

Coordinators: Christian VALERIAN, Shifa NATHANI, Rebecca CHRISTOPHER

4.4.1 Concrete Lawn Layout (Subject to change)

The layout above is a draft. It is not final and does not include equipment, and lighting yet. Many iterations and versions will be made accordingly as we gather more information. Entrance and Exit points are to be drafted, as well as a plan to manage the queue.

4.4.2. Health and Safety Protocols

Bookings will be made for Security, Fire Safety and Paramedics to ensure that all of them will be on standby on the event day to prevent or assist any unexpected emergencies.

4.5. Stage Details

Stage will be set up by AVMelbourne from a vendor. The stage area features a solid deck, a roof canopy for weather protection, entry and exit stairs, real screens as well as an adjustable base to deal with sloping sites. A Public Address (PA) system will also be set up at the stage wings (2.4m x 1.2m).

A few options will be presented to the team with corresponding pricing, performance coordinators will evaluate options and inform everyone with their choice.



4.6. Operational Infrastructure Plan (AV Melbourne) Key Dates



UMSUi NIGHT MARKET – April 2024 AVM SCHEDULE - *TBC

TUE 16 APRIL

1400: Delivery & Setup:

- Generator
- Trailer Stage
- FOH PA System
- Grounds Effects Lighting

2130: Tarp-up System

2200: Finish

*****Overnight asset protection required TUE 16 APRIL @ 2130 to WED 17 APRIL @ 1400**

WED 17 APRIL

1400: Delivery & Setup:

- FOH & Stage audio systems
- Stage Lighting

1800: REHEARSAL START and Lighting Focus

2100: REHEARSAL FINISH, Shutdown and Tarp-up System

2200: Finish

*****Overnight asset protection required WED 17 APRIL @ 2130 to THU 18 APRIL @ 1200**

THU 18 APRIL

1500: De-tarp and system startup

1700: EVENT START

2200: EVENT FINISH, Shutdown and Tarp-up System

2300: Finish

*****Overnight asset protection required THU 18 APRIL @ 2230 to FRIN 19 APRIL @ 1100**

FRI 19 APRIL

1100: Packdown ALL

1600: Finish

5. Manpower

Coordinators: Cherry LAM

The HR Team will be responsible for these tasks throughout the event:

- ISA Decoration, ISA photographer recruitment
- ISA and OB task sheet coordination and allocation
- Night Market Voucher distribution

5.1. Sponsorships

Coordinators: Jeslyn TANDYAJAYA, Cynthia WANG, Angelina PENG

We plan to have food stalls from sponsors to give out free products to students. Then after the event, we will encourage people to write the feedback, incentivised with prizes from sponsors.

We will be working closely with the Sponsorship Team to obtain sponsors for our event, potentially in the form of prizes we can distribute to students and food stalls.

5.2. Publicity

Coordinators: Maddy SUTANTO

5.2.1 Internal Publicity

Publicity material such as posters, flyers, logos, mascots and such are to be made by the Umsu Design Team. All design collaterals are estimated to be finalised and publicised through ISAs and social media by the end of Week 5.

A Facebook Event Page will also be created by then to ensure that we are able to create the hype and communicate any updates as we come closer to the event date itself.

The Media and Marketing Department will also assist in creating a weekly marketing plan to ensure that we are able to publicise the event to the best of our abilities.

5.2.2 External Publicity

The Students Programs Coordinator will be assisting us to publicise the event via Discover Unimelb and the Provost Email.

5.3. VIP reception

Coordinators: Richard HA, Christian VALERIAN

VIP invitations are sent out by the end of week 3. The reception venue shall be Umsu International Lounge (but is subject to change and TBD).

VIPs will gather at 4:15pm to mingle with the Umsu Intl Executive Committee and receive a booklet of the event. Catering of beverages and refreshments will be provided for VIPs during reception. VIPs will head to the stage for the opening ceremony and opening performance.

After the opening performance, VIPs are dismissed to explore around the event. A selected VIP will also be asked to make a speech on stage.

5.4. Documentation

A professional Videographer and Photographer will be hired to document the event and produce the post-event video. Timesheets will also be provided prior to the event to ensure that they will be aware of specific activities that need to be documented.

6. Budget

A total of **\$85,000** have been allocated for this event, with the breakdown as listed below:

6.1. Notes on Budget

UMSU International is a not-for-profit organization and is eligible to claim back the 10% GST. Therefore, the actual budget allocated (ie. \$85,000.00) is a number that excludes GST, meaning actual expenditure (incl. GST) is up to \$95,000.00

6.2. Budget Breakdown

Items	Proposed Budget (\$)
Decoration <ul style="list-style-type: none"> - Transportation - Handmade Items Materials - Photobooth 	\$3,500.00
Performance <ul style="list-style-type: none"> - Emcee props and costumes - Internal/Student performers - External performers - Stage props 	\$6,000.00
Food Stalls <ul style="list-style-type: none"> - Equipment (hygiene) - Food premises registration - Competition prizes - Chef hire 	\$10,000.00
Activities <ul style="list-style-type: none"> - Raffle Prizes to encourage feedback (Sponsored) 	\$500.00
Equipment Hire <ul style="list-style-type: none"> - Marquees - Gas stoves - BBQ Pits - Etc. - Portable Kitchen 	\$23,000.00

AV Melbourne Hire - Stage - PA/Sound system - Test and Tag - Labour Cost - Fx lighting (vs white lighting)	\$28,000.00
Publicity - Printing - Facebook boost advertising	\$500.00
Organisational Health & Safety - Security - Cleaning services - Fire Safety - Paramedic	\$6,500.00
VIP Reception - Catering - Parking	\$1,000.00
Others - Documentation (Videographer) - ISA appreciation	\$4,000.00
Miscellaneous Budget	\$2,000.00
Total Amount (UMSU International) (excl. GST)	65,000.00
Total Amount (Grants)	20,000.00
Total Amount (Night Market 2024)	85,000.00

7. Conclusion


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

Prepared by,

**Christian Valerian
Cultural and Social Department 23/24
UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU** INTL *Care for, Act for, Stand for International Students*



6. Other Business

- 6.1 UMSU International Sharepoint
- 6.2 Teamwork Risk Assessment Update
- 6.3 ISA interview
- 6.4 Mandatory sign up for brekkie, ISS, etc.

7. Next Meeting

CCM #7

Date : Monday, 4th March 2024 (17:00)

Venue : TBC