



Agenda

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

Time : 13:00 PM

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. Food Adventure Proposal
- 4.2. Heads of Clubs Proposal
- 4.3. Career Con Proposal
- 4.4. Amazing Race Proposal
- 4.5. SummerFest UMSUi Welfare Brekkie Promotion Proposal
- 4.6. UMSUi Welfare Brekkie Promotion Proposal

5. Other Business

6. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #6 – Friday, 13th January 2023

Time : 17:00 PM

Venue : PAR-Old Geology-B25 (Theatre 2) & Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance

- Attendance – 37 / 37 Members

1.4. Apologies

Motion 1

Move that **Standing Orders** be adopted for **CCM #6** at 5:09PM

Mover : Alison TRAN

Seconded : Yee Hang Shea LAW

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for CCM #6** be adopted at 5:11PM

Mover : Tarish KADAM

Seconded : Audrey CHEUNG

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 : Stephanie Daniella HARTONO

Seconded : Noa LEE

Motion Carried.

Motion 4

Move that the **ISA Appreciation Night and Winning House Dinner** be accepted.

Mover : Christopher PRAWIRA

Seconded : Geraldly CHANDRADINATA

Motion Carried.

Motion 5

Move that **Central Committee Merchandise Proposal** be accepted.

Mover : Elsa DAI

Seconded : Xinyuan WANG (Cynthia)

Motion Carried.

Motion 6

Move that **International Queer Film Night Adjusted Proposal/Budget** be accepted.

Mover : Rio FIERIS

Seconded : Richard HA

Motion Carried.

Motion 7

Move that the **Buying Ipad Proposal** be accepted.

Mover : Ella LEE

Seconded : Jeslyn TANDYAJAYA

Motion Carried.

Motion 8

Move that the **UMSU International Moores Proposal** be accepted.

Mover : Jaqueline MARSHIELA

Seconded : Yee Hang Shea LAW

Motion Carried.



Motion 9

Move that the **PR/Visa Workshop Semester 2 2022 Report** be accepted.

Mover : Ying Yu (Danielle) CHEN

Seconded : Samson CHEUNG

Motion Carried.

4. Other matters

4.1. UMSU Credit Card

4.2. Send Budget per department to Treasurer

4.3. Resignation of Committee Member

4.4. In-person CCMs for next Semester 1 2023

4.5. UMSU International Executive Office Bearers Honoraria and External Representation

Motion 10

Move that **Standing Orders** be suspended at 6:13PM

Mover : Aurelia ISKANDAR

Seconded : Khan Chi LEE

Motion Carried.

Motion 11

Move that **CCM #6** be adjourned at 6:13PM

Mover : Thi Ngoc Trinh NGUYEN

Seconded : Michelle Avalo DJAP

Motion Carried.

Prepared by,

Angeline Cassie GANILY

Secretary 2022/23

UMSU International

Food Adventure Proposal

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

1. Introduction

Food Adventure is an opportunity for students to explore the food culture in Melbourne, while at the same time allowing them to socialize and make new friends. Students will go to different restaurants with diverse cuisines to experience Melbourne's wide range of food.

2. Objectives

This event aims to:

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

3. Event Details

Date	: Thursday, 2 nd March 2023 [(10am to 4pm - Melbourne time)]
Venue	: Walking tour with 3 routes (South Melbourne, South Yarra, and North Melbourne/CBD)
Number of Attendees	: 150
Coordinators	: Aurelia ISKANDAR, Stephanie Daniella HARTONO
Manpower	: 10 Committee Members & 20 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$6450

4. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, CBD or South Yarra.

Potential List of Restaurants:

South Melbourne	South Yarra (Vegan)	North Melbourne/QVM
Dessertopia	Hello Sam	Kenangan
Hector's Del	Jumi's Cafe	Maria's Trattoria
Ayam Penyet Ria	A25 Pizzeria	Lukumades
Meetbowl	KungFu Burger	Pho Victoria

BAMBU	Madam saigon baguette	Le Bajo Milkbar
-------	-----------------------	-----------------

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	9/1/2023	Initial planning + proposal	Planning details and writing up the proposals	Aurelia & Stephanie
0	19/1/2023	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Aurelia & Stephanie
0	20/1/2023	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Aurelia & Stephanie
0	28/1/2023	Pre-order menu	Selecting a menu ahead of time	Aurelia & Stephanie
0	5/2/2023	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Aurelia & Stephanie
0	10/2/2023	Coordinate with M&M for design	Coordinating the design of the posts/poster	Aurelia
0	10/2/2023	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Aurelia
0	23/2/2023	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Aurelia
0	24/2/2023	Create travel booklets + briefing documents	Writing up travel booklets for the participants and preparing the documents for the briefing	Stephanie
0	25/2/2023	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Aurelia & Stephanie
0	26/2/2023	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Stephanie
1	27/2/2023	Emailing participants to confirm	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Stephanie



		attendance		
1	28/2/2023	Allocate participants into groups	Allocating the final list of participants into groups	Aurelia & Stephanie
1	28/2/2023	Brief OBs and ISAs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Aurelia & Stephanie
1	28/2/2023	Buying items for event	Buying colored wristbands/stickers from OfficeWorks	Aurelia & Stephanie
Event Day				
1	2/3/2023	Set up check in table	Setting up at South Lawn	Aurelia & Stephanie
1	2/3/2023	Briefing	Final brief for OBs and ISAs	Aurelia & Stephanie
1	2/3/2023	Event	The event will take place from 10:00 AM - 3:30 PM	Coordinators, OBs, ISAs
Post Event				
	3/3/2023	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
	5/3/2023	Process reimbursements	Sending receipts for reimbursement	Stephanie
	5/3/2023	Report	Writing up the report	Aurelia & Stephanie

Pre-event

- Research and select 4 restaurants per route (South Melbourne Market, South Yarra, CBD).
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have a deposit system (\$5 deposit) that will be refunded to the participants that show up.
- Work with the HR department to get 20 ISAs to help guide the groups.
- Prior to the day of the event, event coordinators will brief the OBs and ISAs about their duties.

Event Day

- OBs and ISAs are to meet at the meeting point by 10 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 10:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11 AM, all groups should be on their way to their respective restaurants assigned.

Event Flow

Time	Activity	Details	PIC
10:00 am - 10:10 am	Setting up check in table	Event coordinators will set up the check in table at South Lawn	Aurelia, Stephanie
10:10 am - 10:20 am	Briefing OBs and ISAs	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Aurelia, Stephanie
10:20 am - 11:00 am	Taking attendance	Taking attendance of all the participants and allocating them into their groups.	Aurelia, Stephanie
11:00 am - 11:40 am	Head to Routes	In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise.	Aurelia, Stephanie, ISAs and OBs
11:45 am - 12:30 pm	First Restaurant	Group should arrive by 11:45 at their designated first restaurant. Time keeper must remind all participants 5 minutes before they have to head out to the second restaurant.	Aurelia, Stephanie, ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Group should arrive by 12:45 to the second restaurant.	Aurelia, Stephanie, ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Group should arrive by 1:45 to the third restaurant.	Aurelia, Stephanie, ISAs and OBs



2:45 pm - 3:30 pm	Fourth Restaurant	Groups should arrive by 2:45 to the fourth restaurant.	Aurelia, Stephanie, ISAs and OBs
-------------------	-------------------	--	----------------------------------

Post Event

- After 3:30 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Students then can be on their way back.

6. Budget

A total of **\$6450** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
South Melbourne Market Expenditure	4	537.50	2150.00
South Yarra Expenditure	4	537.50	2150.00
CBD Expenditure	4	537.50	2150.00
TOTAL			6450.00

7. Conclusion

This concludes our proposal for the Food Adventure Proposal 2023. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

Prepared by,

Aurelia ISKANDAR & Stephanie Daniella HARTONO
Cultural & Social Department 2022/23
UMSU International



Heads of Clubs Proposal

Emergency Central Committee Meeting – January 13, 2023

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 publicize their events for the semesters, and, discuss potential challenges and problems they may be facing.

3. Event Details

Date	: Wednesday 15th March, 2023
Venue	: TBD
Number of Attendees	: 60
Coordinators	: Richard HA, Cynthia WANG, Alison TRAN
Manpower	: 3 OBs & 5 ISAs (including coordinators which consists of 3 OBs)
Budget	: \$1720.00

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	13th January, 2023	Present Proposal	- Present proposal during eCCM	Richard Ha Cynthia Wang
N/A	Throughout the week	Merchandise	- Jaqueline to coordinate the merchandise for this event with	Jaqueline Marshiela



			<ul style="list-style-type: none"> Media & Marketing department - Minimum order of pins is 250 from manufacturer. 	
N/A	Throughout the week	Prizes	<ul style="list-style-type: none"> - Contact UMSU Advertising Officer about prizes available to use during the event 	Richard
0-1	Throughout the week	Logistics	<ul style="list-style-type: none"> - Book venue (Yasuka Hiraoka Myer Room) - Order food from Vendors - Buy Drinks and Supplies - Ticketing link from CME Help Desk - Task sheet for ISAs 	Richard Ha Alison Tran
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 	Richard Ha Alison Tran
0-2	Throughout the week	Participants	<ul style="list-style-type: none"> - Write email drafts - Confirm prizes for participants with UMSU advertising officer - Gain contact info of participants - Invite participants - Confirm number of participants and dietary requirements 	Richard Ha Alison Tran Cynthia Wang
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> - Create feedback form to be used on the day post-event 	Richard Ha Cynthia Wang
1-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> - Notify committee about slides - Finalise and compile slides 	Alison Tran Cynthia Wang
Event Day				
3	15th March, 2023	Heads of Clubs Event	(Written in event flow down below)	Richard Ha Alison Tran Cynthia Wang
Post Event				
5	N/A	Report	Writing and filling out the report	Richard Ha Cynthia Wang
6	N/A	Present Report	Present report in CCM	Richard Ha 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 - OBs arrive - ISAs help - Arrange food delivery 	Richard Ha Alison Tran Cynthia Wang
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 	Richard Ha Alison Tran Cynthia Wang
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> - PnS initiate activities with participants - Give prizes to winners 	Richard Ha Alison Tran Cynthia Wang
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> - Exco presentation - Department presentations <ul style="list-style-type: none"> - Order: Executive, E&W, C&S, M&C, HR P&S 	Richard Ha Alison Tran Cynthia Wang
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 	Richard Ha Alison Tran Cynthia Wang
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 	Richard Ha Alison Tran Cynthia Wang
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> - ISAs and P&S department clean up once all participants leave 	Richard Ha Alison Tran Cynthia Wang

5. Budget

A total of **\$1720** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Food Catering	N/A	N/A	\$701.00
Soft Drinks and Water	6	\$22.16	\$133.00
Appetisers	N/A	N/A	\$125.00
Name Tag Pack	2	\$6.50	\$13.00
Napkins: 500 serviettes	1	\$4.50	\$4.50
Sugarcane Plates	6	\$4.00	\$24.00
Chopsticks (50 sets)	1	\$5.00	\$5.00
Timber Fork (50pcs)	1	\$4.50	\$4.50
Gloves	1 Box	N/A (inventory)	\$0.00
Tongs	4	N/A (inventory)	\$0.00
Waste Disposal Bags	2	N/A (inventory)	\$0.00
Merchandise	250	\$2.64	\$660.00
Miscellaneous `	N/A	N/A	\$50.00
TOTAL			\$1720.00

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 2023. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

Prepared by,

Richard Ha & Cynthia Wang
Partnership and Sponsorship Department 2022/23
UMSU International

Career Con 2023 Proposal

Emergency Central Committee Meeting #2 - Friday, 13th January 2023

1. Introduction

International students face a lot of challenges in trying to find internships and work in Australia as many job openings require students to have at least a Permanent Residency status. Due to this issue, Career Con aims to help students gain insight into how other international graduates were able to find work in Australia as well as connect students to companies that provide opportunities for said international students.

2. Objectives

This event aims to:

- Give students a better understanding of what job recruiters look for in applicants as well as insight from past graduates on how they successfully landed internships and jobs after university
- Provide opportunities for international students to find internships and jobs and for them to network with industry professionals and recent graduates
- Increase students' knowledge of their current field career-wise

3. Event Details

Date	: 10th March 2023, 6 p.m. to 9 p.m. [(Time - Melbourne time)]
Venue	: B120 - Singapore Theatre MSD, B121 - Malaysia Theatre MSD, MSD Basement Foyer
Number of attendees	: 300 to 400
Coordinators	: Robertus INDRADJAJA, Andy YU, Sina MAIZA
Manpower	: 6 Committee Members & 10 onshore ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$8400

4. Event Overview

The event will consist of a panel discussion of recent international graduates that have successfully found work and an internship/career expo where students can inquire about companies that provide jobs and internships for international students. Career Con will have 6 sectors:

1. Computing and Engineering
2. Finance and Accounting
3. Marketing
4. Design
5. Biomedicine and Biotechnology
6. Psychology and Neuroscience

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	11/1/2023	Initial planning and proposal writing	Planning details and presenting proposal at ECCM	Robertus
0	18/1/2023	Contact clubs	Prepare email to send out to clubs for help contact speakers and companies with help from P&S	Robertus, Sina
0	20/1/2023	Confirm Venue	Confirm MSD is available on the date, find alternative if it is not	Robertus, Andy
0	25/1/2023	Mics and extension cables	Contact AVMelbourne and ask for a quote and availability, find alternative if they cannot help	Robertus, Andy
0	30/1/2023	Contact Catering	Find suitable catering company for the event and ask for a quote	Robertus, Sina
0	10/2/2023	Promotional designs	Ask help from M&M to help with promotional designs	Robertus, Andy, Sina
0	14/2/2023	Finalize event day task sheet	Determine final number of ISAs and OBs required for the event	Robertus, Andy, Sina
0	17/2/2023	Request HR for ISA help	Send out ISA signup sheet in the ISA group	Robertus, Sina
0	24/2/2023	Prepare questions sheet	Prepare the structure of questions MC will ask speakers during the event for each sector	Robertus, Andy, Sina
1	27/2/2023	Prepare ISA briefing	Prepare ISA briefing sheet	Robertus, Andy, Sina
1	27/2/2023	Open ticketing	Registration for the event opens, posts for the event are uploaded on social media and link is provided to register. The number of registrants should determine how much food to supply for the event.	Robertus, Andy, Sina
1	1/3/2023	MC screening	If needed, ISAs that signed up to be an MC will be screened	Robertus, Andy, Sina
2	3/3/2023	Close speaker and company registration	Determine the final list of speakers and companies. If a sector does not have at least 2 speakers, it will have to be cancelled	Robertus, Andy, Sina



1	3/3/2023	Request giftcards from P&S	Ask P&S for help with giftcards that will be given to speakers	Robertus, Andy
1	3/3/2023	Put in request for tables	Contact UMSU Infodesk to book tables for the event for registration and booths	Andy, Sina
2	7/3/2023	Send reminder emails	Send out emails to registrants to remind them of the event	Robertus, Andy, Sina
2	8/3/2023	Event briefing	Event briefing at the event venue for OBs and ISAs	Robertus, Andy, Sina
2	8/3/2023	Prepare feedback form	Prepare feedback form for the event and also QR code of the form. Print out QR codes to be placed in the event.	Andy, Sina
2	10/3/2023	Setting up	Set up tables for registration and booths. Prepare mics and other equipment	Robertus, Andy, Sina
2	10/3/2023	Speakers + companies arrive	Speakers and company representatives for the booths arrive at the venue	Robertus, Andy, Sina
2	10/3/2023	Event	The event will take place from 6:00 pm - 9:00 pm	Robertus, Andy, Sina
3	13/3/2023	Send giftcards to speaker	Ask for speakers' emails and send them the e-giftcard	Robertus, Andy, Sina
3	17/3/2023	Process company reimbursements	Sending receipts for reimbursement	Robertus, Andy, Sina
5	27/3/2023	Report	Report should be presented at the Week 5 CCM	Robertus, Andy, Sina

Pre-event

- Throughout the time before the event, companies that sign up will have to be verified by the UMSU Ethical team before they can be accepted.
- Speakers might also need background checks to see if anything comes up from the past.
- We will have to decide 2 to 3 clubs that will get a booth at the expo. This will be decided on which clubs connected us with the most speakers and/or companies.

Event Day

- Event coordinators will most likely arrive at 4.30 pm to coordinate the event setup.
- ISAs and OBs will arrive at 5.00 pm to help with setting up.
- There should only be one entrance and exit to the venue. Signs should be placed on those other entrances to direct participants to the one entrance.
- Registration table should be ready by 5.50 pm to ensure that participants do not come in before 6.00 pm.

Event Flow

Time	Activity	Details	PIC
4:30 pm - 5:30 pm	Mics and extension cables setup	Equipment should arrive by this time, even if they cannot be setup yet	Robertus, Andy, Zina
5:00 pm - 5:20 pm	Setting up registration and booth tables	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Robertus, Andy, Zina
5:30 pm - 6:00 pm	Catering setup	Food should be ready by the time the event starts	Robertus, Andy, Zina
6:00 pm - 9:00 pm	Internship Expo	Companies and clubs will be in their booths	Robertus, Andy, Zina
6:00 pm - 7:00 pm	First session starts	Section 1 and 2 speakers should arrive 15 minutes prior	Robertus, Andy, Zina
7:00 pm - 8:00 pm	Second session starts	Section 3 and 4 speakers should arrive 15 minutes prior	Robertus, Andy, Zina
8:00 pm - 9:00 pm	Third session starts	Section 5 and 6 speakers should arrive 15 minutes prior	Robertus, Andy, Zina
1:45 pm - 2:30 pm	Cleanup	Event cleanup, returning all tables and packing up of equipment	Robertus, Andy, Zina

Post Event

- Giftcards as appreciation will be sent out to speakers through their email.
- Companies will get reimbursed upto 75 AUD for purchases they have made for Career Con.

6. Budget

A total of **\$8400** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Microphone Hire	10	40	400
Extension Cord Hire	10	20	200
Catering	300	10	3000
Speaker fee	24	100	2400
Booth Reimbursements	15	75	1125
Miscellaneous	1	1000	1275
TOTAL			8400.00

7. Conclusion

This concludes our proposal for Career Con 2023. Please do not hesitate to contact the Education or Graduate Department should you have any queries or suggestions for the event.

Prepared by,

**Robertus INDRADJAJA
 Education Department
 UMSU International 2022/23**

Amazing Race Proposal

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

1. Introduction

Amazing Race is a signature orientation event that we host in order to help students explore the city of Melbourne whilst playing fun games and win various prizes which would provide an opportunity for them to connect with other students and help them start the University year off well!

2. Objectives

This event aims to:

- Help students make new friends and expand their network
- Help students familiarize themselves with Melbourne's landmarks and locations
- Foster team building and problem solving skills through various challenges

3. Event Details

Date	: Friday, 24 th February 2023 [12:10pm - 6pm Melbourne time]
Venue	: CBD and inner suburbs
Number of Attendees	: 100 participants
Coordinators	: Jessica LAU, Jodis TJUNTORO, Tam LUONG
Manpower	: 13 Committee Members & 13 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$2395

4. Event Overview

The event starts at the South Lawn with 100 participants divided into 10 equal groups. Each group gets a random riddle they have to solve to get to their location. Once arrived, the team will play a game and once they get approved by the station master, they will receive their next riddle guiding them to the next spot. The first 3 teams who finish the race at South Lawn will be the winners and awarded with prizes.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC

Pre-event Preparations				
0	09/01/2023	Brainstorming + Drafting Proposal	Meeting with the team and planning out the routes along with game activities for the proposal	Coordinators
0	11/01/2023	Finalize games and materials needed	Deciding game activities for each station and how ISAs can help leading and engaging the participants	Coordinators
0	16/01/2023	Finalize drawings, songs, stores and dance challenge	Pick out 3 words for back-to-back drawing, 3 stores at Queen Victoria Market, a dance choreography, yoga pose	Coordinators
0	18/01/2023	Set up a registration form	Set up a registration form so it will be ready to be posted on social media	Tam
0	30/01/2023	Work with M&M for design	Work with M&M department for setting up the event's posts/poster	Jessica
0	30/01/2023	Coordinate with M&M to create a registration form linktree	Send M&M the registration form to make a linktree Note: M&M posted the post for marketing and include the registration form link on 06/02/2023	Jessica
0	10/02/2023	Work with HR for ISAs signups	Work with HR for setting up the volunteer documents	Tam
0	13/02/2023	Buy prizes	Purchase 10 Starbucks tumbler	Tam
0	15/02/2023	Allocate ISAs, OBs and participants into groups	Assign roles for ISAs and OBs. Group OBs and participants into groups and assign group number	Tam & Jodis
0	16/02/2023	Prepare ISAs booklet	Include rules and answers for each station's activity and maps of tram routes between places	Jessica & Jodis
0	16/02/2023	Prepare slides for briefing ISAs	Preparing slides including information about game rules and ISAs + OBs' roles	Tam
0	17/02/2023	Print and cut riddles into pieces of paper	Print and cut 40 riddles (10 for each station) to be distributed to teams throughout the event	Jessica
0	17/02/2023	Print station passes	Print out station passes to keep track that teams have completed all the stations before heading to the finish line	Jessica
0	20/02/2023	Event brief OBs	Getting contact details and group chats made	Tam & Jessica

		and ISAs on zoom	for each station	
0	22/02/2023	Buy drinks and game materials	Purchase snacks and drinks for participants. Drinks will be placed at each station for a quick access	Tam & Jessica
0	22/02/2023	Order catering	Contact Roll'd to prepare catering for the event day. Delivery is around	Tam
0	22/02/2023	Create feedback form	Prepare a digital feedback form, including the QR code for scanning	Jodis
0	23/02/2023	Form group chats	Create a group chat with all ISAs and OBs. ISAs should communicate if there is any problem with the game or place they are in charge. OBs should inform where their team is at and which station they just arrived or left.	Jessica
Event Day				
0	24/02/2023	OBs/ISAs meet up and set up stations	OBs and ISAs meet up at UMSUI lounge for briefing and getting the materials and head to their assigned place to set up	Coordinators, OBs, ISAs
0	24/02/2023	Event	Event starts at 1pm-5pm	Coordinators, OBs, ISAs
Post Event				
0	24/02/2023	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
0	25/02/2023	ISA Hours	Sending ISA hours to HR	Tam
0	25/2/2023	Process reimbursements	Sending receipts for reimbursement	Jessica
0	25/2/2023	Report	Writing up the report	Tam & Jessica

Pre-event

- Team meetings and finalize on locations, riddles, game activities and buying any game materials if needed:
 - Station 1: State Library
 - Tiktok dance challenge → pick a song/trend dance choreography for the participants to learn and perform
 - Station 2: Queen Victoria Market

- Scavenger hunt for food items/stores + take group photos → pick out 3 stores
 - Station 3: NGV
 - Back-to-back drawing → select 3 words for 3 rounds of drawing and guessing
 - Station 4: Botanical Gardens
 - Beer pong. Put 5 notes of challenges inside cups in a total of 15 cups
 - Yoga poses → pick 1 pose and print out the picture
 - Recreate group picture → a heart shape
 - Guess the song x 3 - 5 seconds only → pick out 3 songs
 - Small puzzles → choose 1 set of small puzzle (20-30 pieces) and ask them to assemble
 - Tennis ball transfer → prepare 1 tennis ball and strings
- Allocate maximum time/duration that groups can stay at each station (45 minutes)
- Think of design ideas for Marketing & Media department to work on
- Confirm the number of ISAs (13) OBs (10) for HR department to distribute volunteer documents and set up the group chats

Event Day

- ISAs and OBs meet at 11:50pm for rehearsal & briefing one last time
- Participants meet at 12:10pm for attendance and forming groups
- Around 1pm, groups can start solving for their first riddle and move to their respective station
- Before announcing the winners, ask the participants to fill the feedback form for 5 minutes

Event Flow

Time	Activity	Details	PIC
11:50 pm	ISAs + OBs meet for rehearsal	Brief the ISAs Collect game materials	Tam + Jess
12:10pm	Participants meet	Take attendance, form groups, meet their team buddy	Coordinators and travel buddies (ISAs+OBs)
12:35pm	Explain game rules to participants	Once participants are grouped, OBs will explain the game rules	OBs

		in general	
12:40pm	Ice breaking	@South Lawn Ice breaking memory game: participants have to go in a circle and memorize their name, major and home country. Once successful, they will get their first clue to 1 of the 4 locations from Tam/Jess	Travel buddies (OBs)
12:40pm	ISAs head to their assigned stations	ISAs move to their assigned stations to set up and wait for the participants to arrive	ISAs
1:00pm	Finish ice breaking and start heading to stations	Try to wrap up the ice breaking in 20 minutes and start the race by 1pm	OBs
1:00pm	Catering is ready when the event starts	Catering is ready at each station	Coordinators
4:15pm	Set up table for prizes	Have 2 ISAs and the coordinators to set up tables and prizes at South Lawn	Coordinators + ISAs
5:00pm	Game ends	All groups should proceed to South Lawn, even if they have not finished their current challenge	Everyone
5:30pm	Everyone meets at South Lawn	Winners announcement	Tam + Jess

Post Event

- Fill in the feedback form
- Announce winners
 - First team: Starbucks tumbler
 - Second team: Candles and notebooks
 - Third team: Stationary and UMSU merchandise
- Station 3 and station 4 ISAs bring all the game materials back to the UMSUi lounge

- Bring cleaning bags to clean the food catering and any disposable materials

6. Budget

A total of **\$2395** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
1st prize Starbucks Cup x10	10	40	400.00
Catering	123	10	1230.00
Drinks	123	5	615.00
Game logistics	1	50	50.00
Miscellaneous	1	100	100.00
TOTAL			2395.00

7. Conclusion

This concludes our proposal for the Amazing Race Proposal 2022. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Jessica LAU, Jodis TJUNTORO, Tam LUONG

**Cultural and Social Department 2022/23
UMSU International**

SummerFest UMSUi Welfare Brekkie Promotion Proposal

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

1. Introduction

The UMSUi Welfare Department will be introducing a new ongoing event that aims to improve food security for students at Unimelb. UMSUi Welfare Brekkie will be held throughout Semesters 1 and 2 in 2023. To amplify the exposure of the weekly Welfare Brekkie within the international students' community, a promotional event will be held at Summerfest across all three event days where UMSUi Welfare Brekkie will be heavily promoted.

2. Objectives

This event aims to:

- Promote our upcoming Welfare Brekkie and other events.
- Increase exposure of UMSU International and our events
- Improve students' overall wellbeing
- Present/introduce UMSUi as a welcoming and supportive community

3. Event Details

Date	: 21st-24th February 2023 (SUMMERFEST PROMOTION)
Time	: 10:00 am - 01:00 pm (or TBC)
Venue	: Market Hall
Number of Attendees	: 500 per day (may vary)
Coordinators	: Shea LAW, Elsa DAI, Ojas CHOPRA, Danielle CHEN,
Manpower	: 3 Committee Members (including at least 1 coordinator) & 6 ISAs per day
Budget	: \$10,000

4. Event Overview

This will be a 3-days event, running during SummerFest, expecting around 1500 participants. We will be providing easy, pre-made or packaged food and brochure to promote our upcoming Welfare Brekkie and other events throughout the semester.

5. Event Timeline



Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
N/A	Dec 5th	Meeting	Discuss vision for events, liaise with UMSU Welfare, allocate tasks	Shea Law
N/A	Jan 15th	Contact vendors	Contact different vendors to organize breakfast options and negotiate prices	Danielle Chen
N/A	Feb 1st	Finalize vendors for Summerfest Promotion	Contact vendors to organize snack/small drinks for Summerfest Promotion	Elsa Dai
N/A	Feb 7th	Request ISAs	Contact HR for ISAs (for both Summerfest and ongoing semester breakfasts)	Elsa Dai
N/A	Feb 15th	Finalize vendors	Finalize list of vendors and dates they will be supplying us on	Ojas Chopra
N/A	Feb 17th	Create ticketing/registration form	Create ticketing/registration through CME	Ojas Chopra
N/A	Feb 17th	Create feedback form	Create feedback forms on Google Forms.	Ojas Chopra
N/A	Feb 19th	ISA Briefing (Summerfest)	Briefing for ISAs helping out at Summerfest	Elsa Dai
N/A	Feb 21st-24th	Summerfest promotion	Promotion of UMSUi Welfare Brekkie at Summerfest	Shea Law
Event Day				
1-12	Feb 21st-24th	Set up at location	Set up tables and chairs, serving dishes, cutlery etc.	Shea Law, Danielle Chen, Ojas Chopra
		Receive the meal/vendor bump in	Receive meal from vendors and set up to be ready to be given out	
		Give out the meal/registration confirmations	Serve breakfast meal to participants and check registrations	
		Feedback forms	Ask participants to fill out feedback forms for constructive criticism and future ideas	
Post Event				



		Clean up	Clean up tables, serving dishes, general area where event has taken place	
		Bump out vendor	Help vendor pack up and direct them out of University	
		Record ISA hours	Record hours for ISAs	

SUMMERFEST BREKKIE PROMOTION EVENT DETAILS

Pre-event

- Open registrations (walk-ins welcome in scenario where registration are not full)
- Emailing participants informing them about the location and time and confirmation of attendance
- Printing promotional pamphlets for our ongoing events to hand out

Event Day

- *Please note that all event flow times are subject to change and timings are relative
- Event runs everyday from 21st-24th of February

Event Flow

Time (TBC)	Activity	Details	PIC
9:30AM	Vendor bump IN	Meeting up with the vendor and collecting promotion food items and bringing it to the venue	Shea LAW
9:30AM	Venue set up	Setting up venue: exhibition booth, table, chairs, promotional flyers	Danielle CHEN
10:00AM-1PM	Summerfest	Handing out prepackaged food items and flyers to students	Ojas CHOPRA
1PM	Venue pack down	Dispose of all rubbish in the area, return any infrastructure	Danielle CHEN

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)
--------------	-----------------	------------------------	-------------------------

Summerfest promotion food/drinks	1500	\$6	9000.00
Miscellaneous	1	\$1000	1000.00
TOTAL			\$10,000.00

7. Conclusion

This concludes our proposal for the SummerFest UMSUi Welfare Brekkie Promotion Proposal 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Shea LAW
Danielle CHEN
Ojas CHOPRA
Elsa DAI**

**Welfare Department 2022/23
UMSU International**



UMSUi Welfare Brekkie Promotion Proposal

Emergency Central Committee Meeting #2 – Friday, 13th January 2023

1. Introduction

The UMSUi Welfare Department will be introducing a new ongoing event that aims to improve food security for students at Unimelb. UMSUi Welfare Brekkie will be held throughout Semesters 1 and 2 in 2023. 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. Furthermore, we intend to meet dietary requirements and daily nutritional needs in order for students to stay healthy and improve their overall wellbeing. 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 on Tuesdays and Thursdays.

2. Objectives

This event aims to:

- Promote our upcoming food security event
- 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	:	27th February - 26th May 2023 (SEMESTER 1) 24th July - 20th October 2023 (SEMESTER 2) (Every Monday, Wednesday, Friday)
Time	:	08:30 am - 11:30 am (or TBC)
Venue	:	Market Hall
Number of Attendees	:	150-200 per day
Coordinators	:	Shea LAW, Elsa DAI, Ojas CHOPRA, Danielle CHEN,
Manpower	:	2 Committee Members & 4 ISAs per day (It is in a form of routine, which consists of entire Committee Members &

different ISAs)

Budget : \$40,000

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 2023. 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				
N/A	Dec 5th	Meeting	Discuss vision for events, liaise with UMSU Welfare, allocate tasks	Shea Law
N/A	Jan 15th	Contact vendors	Contact different vendors to organize breakfast options and negotiate prices	Danielle Chen
N/A	Feb 7th	Request ISAs	Contact HR for ISAs (for both Summerfest and ongoing semester breakfasts)	Elsa Dai
N/A	Feb 15th	Finalize vendors	Finalize list of vendors and dates they will be supplying us on	Ojas Chopra
N/A	Feb 16st	Set up menu of the week/month	Finalize weekly/monthly menu	Danielle Chen
N/A	Feb 17th	Create ticketing/registration form	Create ticketing/registration through CME	Ojas Chopra
N/A	Feb 17th	Create feedback form	Create feedback forms on Google Forms.	Ojas Chopra
N/A	Feb 25th	ISA Briefing (Ongoing Brekkie)	Briefing for ISAs helping out for ongoing Welfare Brekkie	Elsa Dai
Event Day				
1-12	Ongoing starting 27th Feb	Set up at location	Set up tables and chairs, serving dishes, cutlery etc.	Shea Law, Danielle Chen, Ojas Chopra



		Receive the meal/vendor bump in	Receive meal from vendors and set up to be ready to be given out	
		Give out the meal/registration confirmations	Serve breakfast meal to participants and check registrations	
		Feedback forms	Ask participants to fill out feedback forms for constructive criticism and future ideas	
Post Event				
		Clean up	Clean up tables, serving dishes, general area where event has taken place	
		Bump out vendor	Help vendor pack up and direct them out of University	
		Record ISA hours	Record hours for ISAs	

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

Pre-event

- Open registrations (walk-ins welcome in scenario where registration are not full)
- Emailing participants informing them about the location and time and confirmation of attendance

Event Day

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

Event Flow

Time	Activity	Details	PIC
8:00AM	Vendor bump IN	Meeting up with the vendor and directing them to the event venue	PIC of the day
8:00AM	Venue set up	Setting up venue: including tables, chairs, cutlery etc.	
8:30AM-11:30AM	Breakfast service	Handing out prepackaged breakfast to students. Ensure registrations are recorded	
11:30AM-12:00	Venue pack down	Dispose of all rubbish in the	

PM	and vendor bump OUT	area, return any infrastructure, help vendor leave the venue	
----	------------------------	---	--

Post Event

- Collect feedback through google forms
- Review vendors and plan ahead for following breakfasts
- Make ongoing adjustments

6. Budget

A total of **\$40,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Ongoing breakfast supplies	72	\$541.67	39000.00
Miscellaneous	2	\$500	1000.00
TOTAL			\$40,000.00

7. Conclusion

This concludes our proposal for the UMSUi Welfare Brekkie Proposal 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Shea LAW
Danielle CHEN
Ojas CHOPRA
Elsa DAI

Welfare Department 2022/23
UMSU International

6. Other Business

6.1.



7. Next Meeting

CCM #7

Date : TBA - Semester 1 2023

Venue : TBA - Parkville Campus