

## **Agenda**

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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Time : 16 30

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

1. Procedural Matters
  - 1.1. Acknowledgement of Indigenous Owners
  - 1.2. Official Welcome
  - 1.3. Attendance
  - 1.4. Apologies
  - 1.5. Adoption of Agenda
  
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
  
4. Proposal
  - 4.1. ISA/OB Bonding Event Semester 2 2018 Proposal
  - 4.2. Professional Mingle 2018 Proposal
  - 4.3. Career Skill Workshop 2018 Proposal
  - 4.4. Office Bearer Camp 2018 Proposal
  - 4.5. Festival of Nations 2018 Proposal
  
5. Reports
  - 5.1. TR/CV Workshop 2018 Final Report
  
6. Other Business
  - Grant Application
  
7. Next Meeting



## Unconfirmed Minutes

Central Committee Meeting #2 – 17<sup>th</sup> August Friday 2018

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Date : 17<sup>th</sup> August 2018

Time : 16 30

Venue : Old Quad-G17 (Cussonia Court Room 1)

### 1. Procedural Matters

#### 1. Acknowledgement of Indigenous Owner

#### 2. Official Welcome

#### 3. Attendance and apologies

#### Absent with Apologies

Exco : -

Directors : -

Officers : -

#### Late with Apologies

Exco : -

Directors : -

Officers : Bellivia MILLENIA

#### Late with No Apologies

Exco : -

Directors : -

Officers : Sherlyne Jennifer SANTOSA

#### Leaving Early with Apologies

Exco : -

Directors : -

Officers : -

#### Motion 1

Move that Standing Orders be adopted for CCM #2 at **16 40**.

Mover : Hana AGUSTINE

Seconder : Michael William GUMARDI

CARRIED without contention.

#### **4. Adoption of Agenda**

##### Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Natassia Thanh MINHTRI

Seconder : Zhen Torng LEE

CARRIED without contention.

#### **2. Matters Arising from Previous Minutes**

#### **3. Confirmation of Previous Minutes**

##### Motion 3

Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : You Qi (Yuki) NG

Seconder : James Bima NOTOWIDJOJO

CARRIED without contention.

##### Motion 4

Move that the International Student Survey (ISS) 2018 Proposal be accepted.

Mover : Kenny Wei Kiat WONG

Seconder : Li Shern (Gladys) LEE

Motion CARRIED.

Motion 5

Move that the Visa/PR Workshop 2018 Proposal be accepted.

Mover : Irene Yun Xin LEE

Seconder : Harikrishnan KOLAMVEETTIL

Motion CARRIED.

Motion 6

Move that the Head of Clubs Semester 2 2018 Final Report be accepted.

Mover : Kevin KALIP

Seconder : Siobhan LIM

CARRIED without contention.

Motion 7

Move that the ISA Big Day Out and Induction Semester 2 2018 Final Report be accepted.

Mover : Wei Jen (Dylan) LAU

Seconder : Sher Lynn LIM

CARRIED without contention.

Motion 8

Move that the UMSU International Office Bearers 2017/2018 Appreciation Events Final Report be accepted.

Mover : Pik Yu (Phoebe) TEH

Seconded : Hwei Shin (Cynthia) LEOW

## 6. Other matters

### Motion 9

Move that CCM #2 be adjourned at **17 43**.

Mover : Ajinkya DHAMALE

Seconded : Desmond Wen Zhen CHEW

Motion CARRIED.

**Prepared by,**

**Kar Mem (Krystal) NGOOI  
Secretary 2018/2019  
UMSU International**

**ISA/OB Bonding Event Semester 2 2018 Proposal**  
 Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

**1. Introduction**

This event serves as a bonding session between Semester 1 and 2 International Student Ambassadors and Office Bearers who would be working together for the next year. The event serves as a bonding opportunity for Office Bearers and ISAs. The team in charge of organising this event will consist of members of the P&S and HR department.

Coordinators: Irene Lee and Cynthia Leow

Date: Sunday 2<sup>nd</sup> September 2018

Time: 1 pm – 2 pm

Venue: Bounce, 2 Weir St, Glen Iris VIC 3146

Number of Attendees: 24 OBs and 38 ISAs

**2. Aim**

- An opportunity for officers and volunteers to socialise and mingle.
- To maintain good relations between volunteers and ISAs in hopes they stay committed to the program.

**3. Event Flow**

<b>TIME</b>	<b>ACTIVITY</b>
1145	Meet at Melbourne Central
1200	Depart for Bounce via Train (Glen Waverly Line)
1300	Bounce Activities
1400	Wrap Up/ Free Time
1530	Reach Melbourne Central

**4. Budget**

This event was allocated a budget of \$700.

<b>Expenses</b>	
<b>Item</b>	<b>Amount (\$)</b>
Tickets (\$15.50 x 62) – (\$5 x 62)	\$651
<b>Total Expenses</b>	<b>\$651</b>



## **5. Conclusion**

This concludes our proposal. Please feel free to approach us if you have any suggestions or questions. Thank you.

**Prepared by,**

**Hwei Shin (Cynthia) LEOW  
Human Resource (Co-opted) Officer 2018/2019  
UMSU International**

**Professional Mingle 2018 Proposal**Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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**1. Introduction**

The 'Professional Mingle' is an annual career development and networking event organized by the Education and Welfare department. It aims to provide students with some insights into relevant industries and the opportunity to improve their networking skills. The invited alumni and professionals are able to draw from personal experiences in providing hints and advices to students towards their future careers.

Apart from networking opportunities, the two keynote sessions aim to inspire student on the importance of networking and how to take advantage of an international background in networking.

The E&W department is collaborating with MINT and CSSA in search for professional connections. There will be a potential collaboration with Melbourne Accelerator Program (MAP), Graduate Student Association (GSA) and ICSS.

Event details:Date : 18<sup>th</sup> September 2018

Time : 6:00 PM to 8.45 PM

Venue : Yasuko Hiraoka Myer Room, Level 1 Sidney Myer Asia Centre.

Number of Attendees: 100 students and 15 professionals (approximately)

**2. Aim**

- To provide a platform for students to meet professionals from relevant industries
- To help students improve their networking skills
- To provide students more information on the working experience in relevant industries
- To inspire students to make the most of their university experience

**3. Event Flow**

<b>Time</b>	<b>Activities</b>
6:00 - 6:20 pm	Registration
6:20 - 6:35 pm	Emcee Intro
6:35 - 6:50 pm	Keynote Session 1: The Importance of Networking



7:50 - 7:05 pm	Keynote Session 2: How does having an international background benefit students in networking?
7:05 - 8:35 pm	Networking

#### 4. Timeline

Week	Activities
4	<ul style="list-style-type: none"> <li>Finding professional for the event</li> <li>Emcee recruitment begin</li> </ul>
5	<ul style="list-style-type: none"> <li>Send out email for collaboration to the clubs and societies</li> <li>Emcee audition</li> </ul>
6	<ul style="list-style-type: none"> <li>Publicity materials to be finalised</li> <li>Registration of the event begins</li> <li>Collaboration to be finalised</li> <li>Sending out Online RSVP to the professional</li> <li>Emcee to be finalised</li> </ul>
7	<ul style="list-style-type: none"> <li>Publicity of Professional Mingle begin</li> <li>Contacting food catering services</li> <li>Emcees begin to write the script</li> </ul>
8	<ul style="list-style-type: none"> <li>Registration for the event to be closed</li> <li>All invited professionals to be confirmed in early week 8</li> <li>Reminder email to be sent to the professionals and participants</li> <li>Emcees script to finalised and conduct rehearsals</li> <li>Appreciation gift prepared</li> </ul>
9 (pre-event)	<ul style="list-style-type: none"> <li>ISA and OBs briefing</li> <li>Professional name card to be printed</li> </ul>
9 (event day)	<ul style="list-style-type: none"> <li>Event day</li> </ul>

#### 5. Budget

Professional Mingle will have a total budget of \$1750

<b>Amount</b>	<b>Allocation</b>
\$365	Yasuko Hiraoka Myer Room, Level 1 Sidney Myer Asia Centre.
\$900	Food catering and drinks
\$400	Appreciation gift for professionals
\$50	Miscellaneous

## **6. Conclusion**

This concludes our proposal for Professional Mingle. Please feel free to approach the Education and Welfare department should you have any questions or suggestions.

**Prepared by,  
Ren Jie (Jack) PHANG  
Vice President (Education & Welfare) 2018/2019  
UMSU International**

## Career skills Workshop 2018 Proposal

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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### 1. Introduction

In conjunction with Professional Mingle, the E&W department will be conducting a Career Skills Workshop, an event where students will be able to develop skills crucial for their future careers in a more intimate and interactive setting. The theme for this year's workshop will be **entrepreneurship**.

Topics that will be covered in both the keynote session and the panel include: challenges, risks and rewards of creating a start-up company, myths of entrepreneurship, and the process of starting your own company. The speakers will be able to provide critical insight and tips for students which are drawn from their own experience of creating a start-up company.

The E&W department will be collaborating with Melbourne Accelerator Program (MAP) for this event. The keynote speaker is Campbell Walshe, director of MAP, and the guest panellists will be sourced from MAP.

#### Event details:

Date : 20<sup>th</sup> September 2018

Time : 5:00 PM to 7:00 PM

Venue : Training Room 1 & 2, Union House

Number of Attendees: Approximately 60-70 students and 3 professionals

### 2. Aim

- To equip students with the relevant skills and knowledge required to make their start-up dreams into a reality.
- To facilitate a positive networking environment amongst the students

### 3. Event Flow

Time	Activities	Description
05:00 – 05:10 PM	Registration	<ul style="list-style-type: none"> <li>• Registration starts at 5 PM</li> <li>• The event will commence at 5:10 PM sharp</li> </ul>
05:10 – 05:40 PM	Introduction	<ul style="list-style-type: none"> <li>• Introduction of the event and overview of workshop</li> <li>• Talk Session by Keynote Speaker</li> </ul>
05:40 – 06:45 PM	Workshop	<ul style="list-style-type: none"> <li>• Quick introduction of the guest panellists</li> <li>• Talk session with the guest panellists</li> <li>• Q&amp;A session</li> </ul>

6:45 – 7:00 PM	Break	<ul style="list-style-type: none"> <li>• Light refreshments will be served</li> <li>• Short networking session</li> </ul>
7:00 PM	Closing	<ul style="list-style-type: none"> <li>• Appreciation gifts to be presented to the professionals</li> <li>• Feedback to be filled by students</li> </ul>

#### 4. Pre-Event Timeline

Date	Activities
Week 6	<ul style="list-style-type: none"> <li>• Publicity materials to be finalised</li> <li>• Club/Society Collaboration to be finalised</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Confirmation of speaker/s (latest)</li> <li>• Publicity &amp; Registration for the event starts</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• Registration for the event will be closed</li> <li>• Confirmation emails to be sent out in early week 8</li> <li>• Gift finding for speakers</li> <li>• Reminder email will be sent out to the professionals and participants in late week 8</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• ISA &amp; OBs briefing</li> <li>• Professional name cards to be printed</li> <li>• Event day</li> </ul>

#### 5. Budget

Career Skills Workshop will have a total budget of \$400

Amount	Allocation
\$300	Food catering and drinks
\$100	Appreciation gift for professional



## **6. Conclusion**

This concludes our proposal for Career Skills Workshop. Please feel free to approach the Education and Welfare department should you have any questions or suggestions.

**Prepared by,  
Olivia IRISH  
Education and Welfare Director 2018/2019  
UMSU International**

## Office Bearer Camp 2018 Proposal

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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### 1. Introduction

Date: Wednesday 26th September 2018 - Friday 28th September 2018

Venue: Mornington Peninsula

Target Audience: 32 Office Bearers

Objectives:

- Encourage team building between the office bearers
- Provide an opportunity for officers of different departments to interact in a casual environment.
- Create a positive culture within the committee post major events of the semester

### 2. Schedule

Day	Activity
Wednesday 26/09/18	<ul style="list-style-type: none"> <li>• Leave Melbourne city at 10am</li> <li>• Lunch at Mornington Area</li> <li>• Hike at Cape Schanck/Port Nepean</li> <li>• Check in at lodge</li> <li>• BBQ/Dinner prepared by committee</li> </ul>
Thursday 27/09/18	<ul style="list-style-type: none"> <li>• Bonding activities hosted by third party</li> <li>• House competition</li> <li>• Performances</li> </ul>
Friday 28/09/18	<ul style="list-style-type: none"> <li>• Breakfast prepared by committee</li> <li>• Checkout at 11am</li> <li>• Hike</li> <li>• Back to Melbourne</li> </ul>

### 3. Transport

Transport for OB camp has switched from coach hire to car rental due to the distance between attractions in the Mornington Peninsula. This will reflect in the additional costs in the budget breakdown due to the increase in transport cost. Approximately 4-5 cars will be rented for OB Camp.

### 4. Activities

Activities range from hiking, team building games and performances prepared by the office bearers. The theme of the activities are team building and serve as opportunities for the committee members to interact with each other.

## 5. Incorporation of house system

The house system will be incorporated throughout the camp to encourage healthy competition within the committee. The activities making use of the house system include but are not limited to the team building activities, performances and house games.

## 6.. Budget

The budget allocated for OB Camp 2018 is \$7,200 (GST excluded)

### 6.1 Budget Breakdown

Item	Proposed budget
Lodge Cost <ul style="list-style-type: none"><li>• Accommodation</li><li>• Catering</li><li>• Activities</li></ul>	\$6,848.00
Transport	\$2,000.00
(OB Contribution)	(\$800.00)
<b>Total</b>	<b>\$8,048.00</b>

## 7. Conclusion

This concludes my proposal for OB Camp 2018, please feel free to approach me for suggestions and enquiries.

**Prepared by**

**Kevin KALIP**  
**Treasurer 2018/2019**  
**UMSU International**

## **Festival of Nations 2018 Proposal**

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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### **1. Introduction**

Date: 12th - 13th September

Time: 12pm - 3pm

Venues: North Court, Members Lounge, Concrete Lawn

Theme: Say It With Flowers

Target Audience: 2000 International and Local Students per day

#### Objectives:

- To celebrate and promote the awareness of the diversity which exists within the international student body
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences
- To organise a large scale event intended to attract the attention of students within the University and improve awareness of all students on the presence, roles and services provided by UMSU International
- Create a platform for clubs and societies to raise funds and awareness
- To raise awareness for environmental friendliness

#### Brief:

Festival of Nations in 2018 seeks to showcase the customs and traditions of various clubs and societies through the wholesome theme of “Say It With Flowers”. The event will feature various performances sourced both internally and externally which will hopefully convey the diverse community which exists in the University.

In addition, various carnival games, flower walls and food stalls would be featured. There would be 11 food stalls on Wednesday and 10 food stalls on Thursday.

The events serve to provide a promotion platform for UMSU International and participating clubs as well as to convey our presence as a large organization in the University.

### **2. Timeline**

Week 1 (23rd July - 2th July)

- FONs Team Meeting

Week 2 (30st July - 3rd August)

- HOC Meeting
- Open Applications for Food, Performances

Week 3 (6th August - 10th August)



- Meeting with AV Melbourne
- Event Layout Meeting with UMSU event coordinator
- Hire external performances
- Finalize information for publicity material
- Open application for decoration team

Week 4 (13th August - 17th August)

- Decoration and performance meeting with AV Melbourne
- Collection of recycling materials for decoration
- Open application for Emcees
- Close Applications for Food, Performances
- Hire Fire Safety Services

Week 5 (20th August - 24th August)

- FONs Team Meeting
- Meeting with City Council
- Hire Videographer
- Emcee audition and selection
- Finalise event layout

Week 6 (27th August - 31st August)

- Deadline for Food Stalls Deposit
- Meeting with individual food stalls and collect deposit and charges for UMSU supplied equipment
- Finalize Stall Allocation to Clubs and Societies
- Performance meeting with AV Melbourne
- Finalise performance timeline
- Finalise equipment and materials
- Script preparation with emcees
- Customs selection for emcees

Week 7 (3rd September - 7th September)

- Finalise task allocation for OBs and ISAs
- Finalise emcee script
- Food stall self-supplied equipment test and tag
- Food stall vendor briefing by City Council
- 

Week 8 (10th September - 14th September)

- Open kitchen for storage and preparation
- FONs briefing for OBs and ISAs
- FONs commence

### 3. Summary of Events

#### 3.1 Food Stalls

Coordinator(s): Yunan Lin, Yaan Kit Ng, Phoebe Teh

Food stalls will be organised by participating clubs and societies within the University of Melbourne. There will be 11 food stalls on Wednesday and 10 food stalls on Thursday with some stalls participating for both days of the event. Two chefs have been hired to supervise participating clubs and societies in food storage, preparation and cleaning. Furthermore, Safe Food Handling (SFH) online course and certificates are required from all food stall vendors including a briefing by City Council concerning SFH on Week 7 (6th September). Equipment test and tag will be done together with AV Melbourne one week before the event commences (5th September).

<b>Wednesday</b>	<b>Thursday</b>
Melbourne University Japanese Club	Melbourne University Filipino Students Association (MUFSA)
Consistently Amazing Kitchen Endeavours (CAKE)	Thai Student Association
Chinese Food Hunter Club	Malaysian of Melbourne University (MoMU)
Thai Student Association	Youth Charity Society
Youth Charity Society	Cantonese Student Society
International Vietnamese Students at University of Melbourne	PlanetUNI
Singapore Students Society	Melbourne University French Club
Cantonese Student Society	International Commerce Student Society (ICSS)
Melbourne University French Club	Foodie Maniac
Bhakti Yoga Club	Indian Graduate Students' Society (IGSS)
Indian Graduate Students' Society (IGSS)	

### 3.2 Performances

Coordinator(s): Natassia Minhtri, Daisy Wu

Performances will consist of various acts from both external performers and internal performers from student clubs and societies.

There will be opening speeches to commence the Festival of Nations, and there will be two different MCs presenting each day.

The entirety of the event will be treated to different performances, mostly emphasizing on cultural music and dances with some alignment to the “Say it with flowers” theme.

#### 3.2.1 Stage Timeline

Day 1: Wednesday 12th September 2018

Performance	Time	Duration
Opening Ceremony	12:00-12:15	15 minutes
Suns of Mercury	12:15-12:45	30 minutes
<b>SET UP</b>	12:45-1:05	20 minutes
Apollo Fusion Band	1:05-1:20	15minutes
<b>SET UP</b>	1:20-1:30	10 minutes
Acoustic Holiday	1:30-1:50	20minutes
<b>SET UP</b>	1:50-2:00	10 minutes
MUDC Bachata	2:00-2:05	3 Minutes
MUDC Classical Indian	2:05-2:10	3 minutes
Flare	2:10-2:25	15 minutes
<b>SET UP</b>	2:25-2:35	10 minutes
Ring of Choir	2:35-2:55	20 minutes

Day 2: Thursday 13th September 2018

Performance	Time	Duration
Noelani	12:00-12:15	15minutes
Apollo Rock Band	12:15-12:25	10 minutes
SET UP	12:25-12:40	15 minutes
Ryan (Nil)	12:40-1:00	20 minutes
SET UP	1:00-1:10	10 minutes

Acoustic Holiday	1:10-1:30	20minutes
SET UP	1:30-1:50	20 minutes
Chinese Music Group	1:50-2:00	10 Minutes
SET UP	2:00-2:15	15 minutes
Acapollo	2:15-2:25	10 minutes
SET UP	2:25-2:35	10 minutes
Vietnamese Student Society	2:35-2:40	5 minutes
Bollywood Dancing	2:40-2:50	10 minutes
Kpop Club	2:50-3:05	15 minutes

### 3.3 Activities/Games

Coordinator(s): Kenny Wong, Sherlyne Santosa

Activities for Festival of Nations will consist of Beauty And The Bull, Henna Tattoo, Flower Toss, Flour Power, and Balloon Pop (TBC) and traditional Indonesian games organised by PPIA.

#### 3.3.1 Beauty And The Bull

A mechanical bull will be hired from Xtreme Party Hire and will be positioned on the concrete area of Concrete Lawns on Thursday, 13th of September. The time frame of the activity will be approximately from 12pm - 3pm. Participants will have to line up and use the bull one at a time. The suppliers will also supply a game manager/coach who will assist the people on site.

#### 3.3.2 PPIA Activities Stall

Upon special request, the Indonesian Student Association will be setting up an activities/games stall during the 13th of September 2018 on Concrete Lawns next to the Mechanical Bull. Their stall will host traditional Indonesian games such as a Sack Race, Lompat Karet and Beerless Pong.

#### 3.3.4 Henna Tattoos

Henna Tattoos will be available in collaboration between UMSU International volunteers and the Indian Graduate Student Society (IGSS) along with our long-time collaborator Ashley Loh. The Henna Tattoo booth will be located in the Members Lounge and will be available for both days of the Festival of Nations.

### 3.4 Decorations

Coordinator(s): Bellivia Wijaya, Jenn Lin Tay

Decoration team consists of 2 OBs and 15 ISAs recruited in week 5. The major deco items include the stage, flower wall, photo booth, sign stands to guide participants to activities. Deco team will also be in charge of stage set up and clean up.

#### **3.4.1 Workload**

The decoration team are in charge with decorating the stage background, and the venue. Rough drafts are provided for the flyers, as well sign boards for navigation during the event and props for photo booth.

#### **3.4.2 Preparations**

Decoration team consists of 2 OBs (the coordinators) and 15 ISA who commence working on week 5 onwards.

#### **3.4.3 Photobooth**

The Photo booth for Festival of Nations 2018 will be located near the Flower Wall and will consist of a variety of different backdrops with varying props available for students to use. The photobooth will be internally operated by ISA or OB photographers and uploaded on the UMSU International or Festival of Nations Facebook page. There would be a collaboration with Perspektif ( a student-run magazine and a part of PPIA Unimelb) regarding the photo booth with cost of \$700 over the two days with unlimited print.

#### **3.4.4 Flower Wall**

A Flower Wall will be erected in the north east corner of North Court which will be the backdrop for the photobooth. The wall will be primarily made out of recycled paper sourced from our Recycling Program to raise awareness for environmental friendliness.

#### **3.4.5 Recycling Program**

Festival of Nation's new initiative to source most of our decorations from unwanted university notes/posters/flyers/etc. The program will run from Week 4 until Week 6 and will encourage students to leave unwanted paper at drop boxes located at both Info Desks in the Union House Ground Floor and the FBE Building.

#### **3.4.6 Cast On Charity & Selling Of Flowers**

Various flowers will be sold near the photobooth for a gold coin donation together with the handicrafts made by Cast On Charity on Thursday. One stall would be given to decoration team for selling of flowers and the handicrafts on thursday. All proceeds from both flowers and Cast On Charity item will be donated to organisation.

#### **3.5 VIP Reception and Opening Ceremony**

Coordinator(s): Dylan Lau, Jonas Larsen

No VIP reception will take place this year, but VIPs were greatly encouraged to attend the event and will be guided and given a tour if any were to show up.

In terms of the opening ceremony, there would be opening speech made by an invited speaker from our VIP list followed by a keynote speech given by our president, Jonas Larsen to start off the event.

### 3.6 Publicity

Coordinator(s): Hana Agustine

Publicity materials, Facebook events page and publicity strategy planned and executed in collaboration with Media and Communications Department.

Clubs operating food stalls are encouraged to submit the publicity materials to Media and Communication Department as well as putting event page up on Facebook.

### 3.7 Sponsorships

Coordinator(s): Sher Lynn Lim, Irene Lee, Elisabeth Ng

The Partnership & Sponsorship Team have managed to obtain sponsorships for game prizes which include Tic Tacs, movie tickets, and sunglasses. The team is also in the midst of obtaining sponsorship for the discounted flowers that are to be sold for charity as well as discounted cake from Brunetti (prize for games).

### 3.8 Videographer

Coordinator(s): Kevin Kalip

Aldin Ortinez will be hired again to produce a Festival of Nations 2018 video.

## 4. Budget

Item	Price
Decorations <ul style="list-style-type: none"> <li>• Materials</li> <li>• Stage Backdrop</li> </ul> <p style="text-align: right;"><b>Total</b></p>	\$1,411.00 \$589.00 <b>\$2,000</b>
Performances <ul style="list-style-type: none"> <li>• External Performance Hire</li> <li>• Internal Performance Hire</li> <li>• Costumes</li> </ul> <p style="text-align: right;"><b>Total</b></p>	\$2,300.00 \$1,000.00 \$200.00 <b>\$3,500.00</b>
Food <ul style="list-style-type: none"> <li>• Hygiene Equipment (gloves, garbage bags, detergents, hairnets etc.)</li> </ul>	\$200.00

<ul style="list-style-type: none"> <li>• Oil Funnels</li> <li>• Chef Hire</li> </ul> <p style="text-align: right;"><b>Total</b></p>	<p>\$20.00</p> <p>\$2,000.00</p> <p><b>\$2,220.00</b></p>
Equipment Hire <ul style="list-style-type: none"> <li>• Marquees, Gas stoves, Bainmaries, BBQ pits, Gas tanks and cage, Hot water urns</li> <li>• Tables and chairs</li> <li>• Stage, PA Systems and Speakers</li> <li>• Testing and Tagging</li> </ul>	<p>\$26,000.00</p>
Publicity <ul style="list-style-type: none"> <li>• Posters and Flyers</li> <li>• Facebook booster</li> </ul> <p style="text-align: right;"><b>Total</b></p>	<p>\$300.00</p> <p>\$100.00</p> <p><b>\$400.00</b></p>
Miscellaneous <ul style="list-style-type: none"> <li>• FireTac Fire Safety Services</li> <li>• Videographer</li> <li>• Security</li> <li>• Photo booth</li> </ul> <p style="text-align: right;"><b>Total</b></p>	<p>\$1,000.00</p> <p>\$1,400.00</p> <p>\$1,000.00</p> <p>\$700.00</p> <p><b>\$4,100.00</b></p>
Activities <ul style="list-style-type: none"> <li>• Henna Tattoo</li> <li>• Mechanical Bull</li> <li>• Items</li> </ul>	<p>\$450.00</p> <p>\$900.00</p> <p>\$800.00</p> <p><b>\$2150.00</b></p>
<p><b>GRAND TOTAL</b></p>	<p><b>\$40,370.00</b></p>

## 7. Conclusion

This concludes the proposal for Festival of Nations 2018, please feel free to approach any of the Cultural and Social Department members for suggestions and concerns.

**Prepared by:**

**Wei Jen (Dylan) LAU**  
**Vice President (Cultural & Social) 2018/2019**  
**UMSU International**

**Xinling LU**  
**Cultural & Social Director 2018/2019**  
**UMSU International**



## TR/CV Workshop 2018 Final Report

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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### 1. Introduction

This report concludes the TR/CV workshop organized on Friday, 17<sup>th</sup> August 2018. The objective of this event was to provide international students with insights and information on immigration policy and application process of Permanent Residency and Temporary Residency visas after graduation. Adding on, to address the questions that graduating students have on visa or migration. The objectives of the event are as following:

- To provide international students on the insight of the process in applying Temporary Graduate visa.
- To familiarise students with any newly implemented immigration policy.
- To address the questions that third year or graduating students have on visa or migration.
- To provide an opportunity for international students in CV checking

The event details are as follows:

<b>Coordinators</b>	Ren Jie Phang, Olivia Irish
<b>Date</b>	17th August 2018, Friday
<b>Time</b>	1 PM to 3 PM
<b>Venue</b>	North Theatre in Old Arts
<b>Collaborations</b>	Michael Moeidjiantho from RACC Australia
<b>Students</b>	Approximately 40, including walk-ins
<b>OBs and ISAs</b>	8 OBs and 4 ISAs

### 2. Event Flow

<b>Time</b>	<b>Activity</b>
<b>12.15pm - 12.45m</b>	Set-up
<b>12.45pm - 1.00pm</b>	Registration
<b>1:00pm - 1:10pm</b>	UMSU Legal Scam PSA
<b>1:10pm - 2:20pm</b>	Information Session + Q&A Session

<b>2:20pm - 2:45pm</b>	Refreshment
<b>2.45pm - 3.00pm</b>	Clean up

### 3. Expenditure

	\$	\$
<b>Budget Allocated</b>		<b>200</b>
<b>Actual expenses</b>		
Food and Drinks	\$94.70	
Appreciation gift for speakers	\$68.70	
Miscellaneous (Cups, Cutlery, Tissue)	\$5.95	
<b>Total Actual Expenses</b>		<b>\$169.35</b>
<b>Budget Surplus</b>		<b>\$30.65</b>

### 4. Feedback and Suggestions

Overall, the event was well received by students as we received positive reviews from the feedback forms. However as a suggestion for future events of the same sorts, we should keep the registration open for a longer period of time. As we had closed the registration form way earlier this time, it resulted in a lesser number of participants than what we had targeted originally. Besides that, we can also do a first come first serve basis to encourage participants to sign up earlier. In addition, we should also inform participants to RSVP to reserve their spot for the event as soon as possible so that we can provide the spots to those who were waitlisted to ensure that the spots are not wasted. We found that calling and messaging them were more effective ways than emailing them, however, they are meant as the last resort as they are quite time consuming.

On the event itself, we also found that the topic of TR may not justify a standalone workshop. Perhaps a better arrangement in the future would be to integrate it together with PR as they are considered quite similar to one another. The ISAs should also be briefed prior to the event so that they are well clear about their tasks at hand. Besides that, the ISAs can also carry Ipadis in the future to attract walk-ins on the day of the event. We managed to get 5 walk-ins on the day of the event in 15 minutes. Besides that, we should also have collected the email of those who walked-in so that we could email them the feedback form after the event. We should also ask them to like our UMSU International Facebook page so that they will not miss out on future

events like this. On that note however, we should have printed and given out the feedback forms when the participants were having their refreshments and not email them post event as we only managed to get 8 feedback out of 32 participants. Lastly, we could also consider sending the participants who attended a copy of the slides of the workshop so that they can have a better look up.

## **5. Conclusion**

This marks the end of the report for TR/CV Workshop 2018. Overall, the workshop was a success despite the lesser turnout during the actual event, but the whole team did a good job in ensuring that the event went smoothly.

We would like to express our gratitude to all the ISAs and OBs, who contributed to make the event successful. Please do not hesitate to contact any of us if you have any further questions.

### **Prepared by:**

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**Education and Welfare Officer 2018/2019**  
**UMSU International**



## 1. Other Business

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- Grant application

## 2. Next Meeting

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Date: Friday 14<sup>th</sup> September 2018 (4.30pm)

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



**Grant Application: Malaysians of Melbourne University (MOMU)**

Central Committee Meeting #3 – 31<sup>st</sup> August Friday 2018

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**Club:**

Malaysians of Melbourne University (MOMU)

**Event:**

Last Ones Standing 2018

**Date:**

29th August 2018

**Location:**

Kwong Lee Dow 227, University of Melbourne

**No. & proportion of international students attending:**

75

**Total attendance:**

75

**Description of event:**

An entrepreneur pitching competition where international students get the chance to explore their startup ideas.

**Intended benefits to international students:**

- Further develop their startup ideas
- Connect international students to mentors
- Provide a cash injection to kickstart their startups

**Amount requested from UMSU International:**

\$400.00

**Current sources of funding:**

- YNJ
- iCube UK
- Self Sponsored
- Outcome Life

**Other grants applied for:**

- YNJ
- Outcome Life