

## Agenda

Central Committee Meeting #4 – 20<sup>th</sup> September Friday 2019

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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. Festival of Nations 2019 Proposal
5. Reports
  - 5.1. OB Appreciation Meal, Trip and Merchandise Semester 2 Report 2019
  - 5.2. ISA Application Semester 2 2019 Report (Revised)
  - 5.3. Mental Resilience Workshop – Semester 2 2019 Report
  - 5.4. Professional Mingle – Semester 2 2019 Final Report
  
6. Other Business
  
7. Next Meeting

## **Unconfirmed Minutes**

Central Committee Meeting #3 – 6<sup>th</sup> September Friday 2019

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Date : 6<sup>th</sup> September 2019

Time : 16 30

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

### **1. Procedural Matters**

#### **1. Acknowledgement of Indigenous Owner**

#### **2. Official Welcome**

#### **3. Attendance and apologies**

Absent with Apology:

- 1) Ivy Tjahjanto
- 2) Marissa TAN (late Apology)

Leaving early with Apology:

- 3) Claudia KANG
- 4) Jason LI
- 5) Christabella Alicia MAHENDRA
- 6) Phong Noon NAN
- 7) Kezia Rebecca PRANATA
- 8) Trang NGUYEN
- 9) Faith ANG
- 10) Rebecca LEE

### Motion 1

Move that Standing Orders be adopted for CCM #3 at **16 31**.

Mover : Christabella Alicia MAHENDRA

Seconder : Kezia Rebecca PRANATA

CARRIED without contention.

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

##### Motion 2

Move that the Agenda for CCM #3 be adopted.

Mover : Caityin DEAN

Seconder : Chan Jie HO

CARRIED without contention.

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

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

##### Motion 3

Move that the minutes of CCM #2 be accepted and confirmed as a true and accurate record.

Mover : Megan PAT

Seconder : Wendy LAM

Carried without Contention

##### Motion 4

Move that the UMSU President, Molly Willmot be granted speaking rights for CCM #3 – 2019/2020

Mover : Siobhan Dominique LIM

Seconder : Zill-E Rahim

Motion CARRIED.

Motion 5

Move that standing orders be suspended at 16:34 (discussion on new changes to proposed constitution)

Mover : Albert HALIM

Seconder : Trang NGUYEN

Motion CARRIED.

Motion 6

Move that the standing orders be resumed at 18:07

Mover : Damien YEO

Seconder : Claryss KUAN

CARRIED without contention.

Motion 7

Move that the UMSU International President, Archit AGRAWAL, be given a vote of confidence by the UMSU International Central Committee 2019/2020

Mover : Vincent Immanuel CHAIDIR

Seconder : Mai PHAM

CARRIED without contention.

Motion 8

Move that the Mental Health Workshop 2019 Proposal be accepted with Amendments.

Mover : Damien YEO

Secunder : Dominic YEW

Motion 9

Move that the PR/Workshop 2019 Final Report be accepted with Amendment.

Mover : Xiao Jing ONG

Secunder : Jun Cheng WOO

Move that the ISA Application Semester 2 2019 Report be differed to be reassessed at CCM #4.

M: Caityin DEAN

S: Stefan MARBUN

**6. Other matters**

Motion 10

Move that CCM #3 be adjourned at **19 19**.

Mover : Megan PAT

Secunder : Chan Jie HO

**Prepared by,**

**Vincent Immanuel Chaidir**  
**Secretary 2019/2020**  
**UMSU International**

**Festival of Nations 2019 Proposal**  
Central Committee Meeting #4 – Friday 20<sup>th</sup> September 2019

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**1. Introduction**

Date: 25th – 26th September 2019  
Time: 12pm – 3pm (11am – 12pm set up, 3pm – 4pm clean up)  
Venue: North Court, Member’s Lounge, Union Lawn  
Theme: FoNs 2019: World Tour  
Budget: \$38 850 (GST excluded)

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

**2. Timeline**

**Week 1 (29th July – 2nd August):**

- Festival of Nations initial meeting with UMSU Events
- Submission of basecamp job

**Week 2 (5th August – 9th August):**

- Open applications for food stalls and performances
- Early recruitment of ISAs for Activities and Decoration teams from old batch for brainstorming

**Week 3 (12th August – 16th August):**

- Finalise budget
- Facebook event page set up
- Meeting with City Council
- Sourcing for external performers

**Week 4 (19th August – 23rd August):**

- Food Stall meetings
- Food Stall applications close on Wednesday 21st August 2019
- Decorations and Activities ISA team applications and selection
- Decoration team begin work

**Week 5 (26th August – 30th August):**

- Extension of performance applications to Tuesday 27th August 2019
- Selection of performers
- Emcee auditions

**Week 6 (2nd September – 6th September):**

- Collection of Food Stall deposit and fees
- Finalising design for flyers

**Week 7 (9th September – 13th September):**

- Finalising Food Stall allocations
- Collection of SFH for Food Stalls
- Preparation for emcee scripts and rehearsal

**Week 8 (16th September – 20th September):**

- Emcee rehearsal
- Finalise task allocation for OBs/ISAs
- SFH briefing for clubs with City Council
- Food stall briefing
- ISA/OB briefing
- Purchase remaining equipment for Food Stalls
- Purchase of equipment for Games/Activities
- Finalise performance timeline and discussion with AV Melbourne

**Week 9 (23rd September – 27th September):**

- Test and tag session with AV Melbourne
- Kitchen opens for food preparations and storage on Monday
- Festival of Nations 2019: World Tour

**3. Food/Environments**

Food Coordinator(s): Jason Li, Jamie TEH

Environments Coordinator(s): Faith ANG, Nishtha BANAVALIKAR

### 1. Food Stalls

Food stalls will be organised by participating clubs and societies within the University of Melbourne. There will be 10 food stalls on Wednesday and 11 food stalls on Thursday with some clubs participating for both days of the event. Two chefs have been hired to supervise participating clubs and societies in food storage, preparation and cleaning.

Kitchen will be available on Monday and Tuesday from 11-4pm if prior preparation is required. Furthermore, completion of the Safe Food Handling (SFH) online course and certificates are required from all food stall vendors including a briefing by City Council concerning SFH in Week 8 (18th September). Equipment test and tag will be done together with AV Melbourne a few days before the event commences (23rd September).

### 2. Food Stalls Competition

All participating stalls will be eligible for the Food Stall Competition. Stalls will be judged on several criteria which includes the quality of the food, decoration and compliance to SFH standards and regulations among other criteria. The competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls running at a higher standard and SFH compliance.

<b>Wednesday</b>	<b>Thursday</b>
Thai Student Association	Thai Student Association
International Commerce Student Society (ICSS)	Catholics of One Spirit Down Under
Alex's Lemonade Stand Foundation	Malaysian of Melbourne University (MoMU)
Ivy Xi	Youth Charity Society
Youth Charity Society	Cantonese Student Society
Hong Kong Students' Association	Jesslyn Leow
Singapore Students Society	Melbourne University French Club
Cantonese Student Society	Hong Kong Students' Association
Indian Graduate Students' Society (IGSS)	International Commerce Student Society (ICSS)

Bhakti Yoga Club	Indian Graduate Students' Society (IGSS)
	International Vietnamese Students at University of Melbourne

#### 4. Games/Activities

Coordinator(s): Caityn Tania DEAN, Thanh Mai PHAM

Activities will consist of four games. Additionally, there will be a mechanical bull, photo booth, henna booth organised by Bollywood club, bean bag toss by Cast on Charity and a couple of mini games with drawing portraits held by the Drawing/Painting Club.

All participants will receive a passport when they first enter the games area. After each game, participants will receive either a sticker or stamp for recognition. Participants can use the specific number assigned to their passport to enter the lucky draw at the end of each day of the event. The final winner will be announced via UMSU International Facebook Page.

##### 1. Mechanical bull

The mechanical bull will come complete with an inflatable base and marquee in case of bad weather, and the company will provide a professional to operate the bull on the day. This professional is required by the University to complete a short online induction process in order to ensure the safety of participants.

Participants will be charged a small fee to ride the bull, with the objective being to remain on the bull beyond a certain time period. If the participant is successful in doing so, stamps/stickers representing a certain number of points will be awarded (through the passport system).

##### 2. Country Trivia

This game stall will be manned by two members of the ISA Games/Activities team on the day. The objective of the game is for participants to answer trivia questions on a specific country. Participants will be invited to stick their hands into a box, from which they will pull out a slip of paper with 5 trivia questions on a specific country. The participants will have a set time limit in which to answer these questions in writing on paper, which the ISAs in charge will use a timer to gauge. Points will be awarded accordingly through the passport system based on the speed and accuracy of answers.

##### 3. Price is Right

This game stall will also be manned by two members of the ISA Games/Activities team on the day. The game will be styled in the manner of a game show, in which participants are able to play as a group of three or four at a time, either against their friends or other

participants on the day. As the name suggests, the objective of the game is to guess accurately the price of flights from one country to another. The game will have the two supervisory ISAs acting as 'hosts' asking the questions and providing the participants with 4 options (a,b,c & d) , and the participants hitting a buzzer when they are ready to answer. Participants will be provided with whiteboards on which to write the letter corresponding with their answers. Again, points will be awarded via passport system to the fastest, correct answer.

#### **4. Fun with Flags**

This game stall will be manned by two members of the ISA Games/Activities team on the day. This game involves matching flags from across the world to their respective countries.

#### **5. Mario Kart**

This game will take place tournament style, with up to four participants competing at once. Points will be awarded corresponding with the placing of the participants at the end of four rounds of the game. The game itself, along with consoles will be provided by a member of UMSU INTL committee, and AV Club Melbourne will assist with setting up and connecting the game to the TV screens in Member's Lounge. AV Club has also suggested (tentatively) that in addition to the screens already in the Members lounge, the game be projected onto a larger wall/screen in order to attract a viewing audience and create traffic for the stall.

#### **6. Photobooth**

The photobooth will be manned by ISAs on the day. Socialmania will be providing the cameras and printing equipment on the day, and the Decorations team will be providing the backdrop. The marquee will be provided by UMSU Events.

#### **7. Henna booth**

The stall is going to be manned by two club committee members from the Bollywood club. Henna will be drawn on the hand with no fee applies. People can choose designs out of a selection of designs shown to them by the henna artist. Henna is a popular activity done by Indians, especially around marriages and other festivals. Therefore, this stall will give students an opportunity to integrate and reminisce with the Bollywood culture.

#### **8. Drawing/Painting Club**

The Drawing and Painting club will have a stall next to the photobooth on both days. They will be displaying/selling bookmarks(both custom and premade), drawing portraits on the spot as well as face painting. They will also have a Fortune Wheel game.

### 9. Cast on Charity

This stall will run a beanbag toss game where people throw a beanbag and try to land it in a cup, which is placed on a world map. Highest point will be given for getting it in the cup furthest from Australia. Each person will be charged \$1 for 3 trials.

### 10. Prize booth

This will be advertised as a “check in booth”. It will be run by an OB along with an ISA. Their task is to give out the passport to participants and exchange the prizes.

### 11. Budget Allocation

Items	Quantity	Estimated cost
Photo booth	1	\$1000
Henna cones Henna Artist	15	\$20 \$360 Total: \$380
Plushies	50	250
Stationery	40	200
Games materials	n/a	50
Mechanical bull	1	725
Marquee for Mechanical Bull Delivery Charge Induction fee	1	\$150 \$75 \$75 Total for bull:\$1025
Total:		\$2905

### 5. Performances

Coordinator(s): Jia Min (Charmaine) TEOH, Phong Noon (Alexa) NAN

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

There will be opening speeches to commence and closing speeches to conclude Festival of Nation, also there will be two different emcees presenting each day.

The entirety of the event will emphasise on cultural music and dances, at the same time, aligning the theme of “World Tour”.

### 1. Timeline

Day 1	Timeline	Duration
Opening speech	12:00-12:20	20mins
Apollo Music Society (Stranded+Fusion)	12:30-12:50	25mins
Maylene (external) indigenous artist	13:00-13:40	40mins
Lisa and Sarah	13:45-13:55	10mins
Selena Li, Jody and Sophoan	14:00-14:05	10mins
Flare	14:10-14:25	15mins
Bollywood Club	14:25-14:35	10mins
Mauritian Society	14:40-14:50	10mins
UKC	14:50-15:05	15mins
<b>Closing</b>		

Day 2	Timeline	Duration
Apollo Music Society	12:00-12:20pm	20mins
Hustle	12:35-12:50pm	15mins
Aarti	13:00-13:20pm	20mins
Jordan	13:20-13:30pm	10mins
Badago & Jojo	13:35-14:00	25mins
Ring of Choir	14:05-14:15	10mins
UKC	14:20-14:35	15mins
MUDC	14:35-14:45	10mins

Taichi Wushu	14:50-15:05	5mins
Flare	14:50-15:05	15mins
<b>Closing</b>		

## 5.2 Budget Allocation

Items	Estimated Cost
External Performers	\$2300
Internal Performers	\$300
Emcee Props	\$250
Refreshments	\$200
Emergency	\$200
<b>Total</b>	<b>\$3250</b>

## 6. Decorations

Coordinators: Claryss KUAN, Kezia Rebecca PRANATA

The decoration team consists of 2 OBs (coordinators) and 16 ISAs (4 being leaders, and the other 12 in the main team). The major decoration items are 3 big props that are to be set around North Court, 6 small props that are to be attached to the stage backdrop, and a large backdrop to be painted for the photobooth, alongside other smaller props and written signs

### 1. Workload & Preparation

The decoration teams are in charge of decorating the stage, the main venue, and photobooth for the event. Rough drafts have been designed for the flyers and the photobooth design. The team has commenced working on the props and backdrop design in Week 5.

### 2. Art Workshops

Two workshops, over the course of two weeks, have been organised for the ISA leaders and coordinators to meet with a professional specialising in the prop building, to have a better grasp on ideas and what materials to use.

The professional in question is Allen Laverty, who has more than 15 years of experience in building props in theatre. It is also recommended that these workshops happen before commencing the actual making of the props and the purchasing of the materials.

### 3. Preparation Timeline

Week 5:

- Materials should be bought and a rough idea of what needs to be done should be planned out

Week 6:

- Drawings of all the small props for the backdrop of the stage and the sketches of the big props should be completed. Hemming and washing of the calico cloth should also be finished by the end of the week.

Week 7:

- Paintings for the small and big props should start, along with sketches of the photobooth backdrop.

Week 8:

- Final touches to the main props will be done, along with the completion of minor decorations such as the photobooth props and the Festival of Nations sign.
- All the props should be painted and cut out, with the photobooth backdrop painted and all signs written.

### 4. Purchase of materials & Budget

Proposed budget: \$1500

Materials needed would be:

- Paint
- Base coats for the cardboard
- Sheets of thin cardboard
- Sceneboard (for big props)
- Calico cloth
- Cloth for the stage backdrop
- Glue gun refills

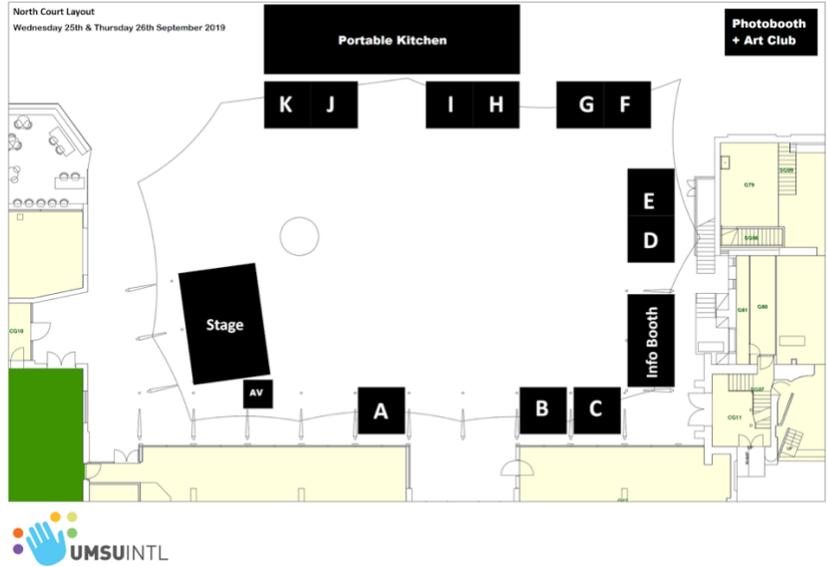
- Paintbrushes
- Markers

### 5. Event Timeline for Decorations

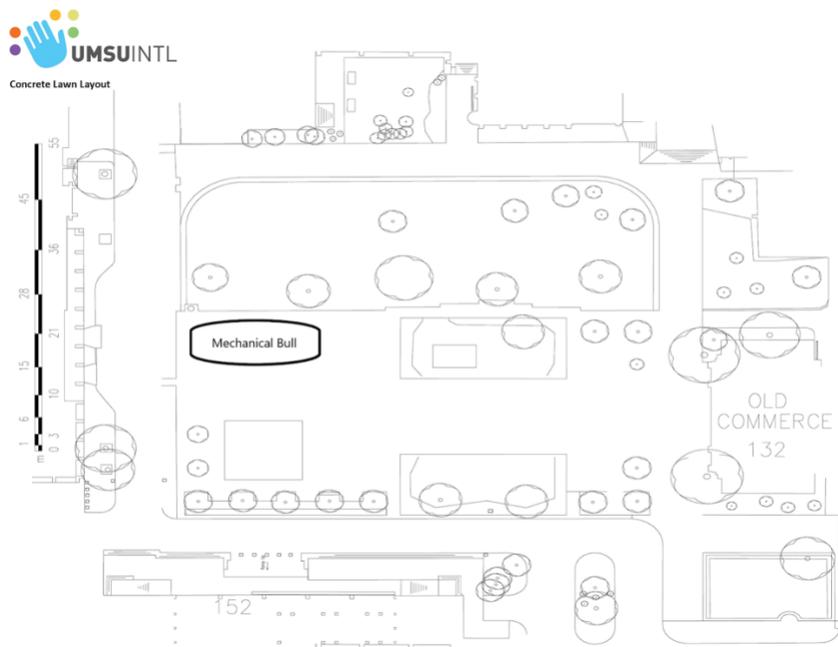
Time	Description
<b>Day 1</b>	
8am – 11am	Bring props & easels down from Arts Lab, set up props around North Court, hang photobooth & stage backdrop up
3pm – 5pm	Set big props aside for the next day
<b>Day 2</b>	
8am – 11am	Set up props around North Court
3pm – 5pm	Bring big props & easels back up to Arts Lab or the UMSU International Lounge, take backdrops down & set them in UMSU International Lounge.

7. **Layout**

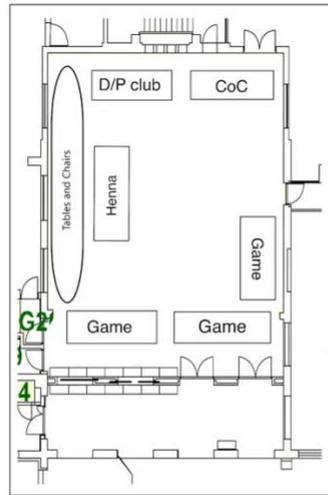
1. **North Court**



2. **University Plaza**



### 3. Member's Lounge

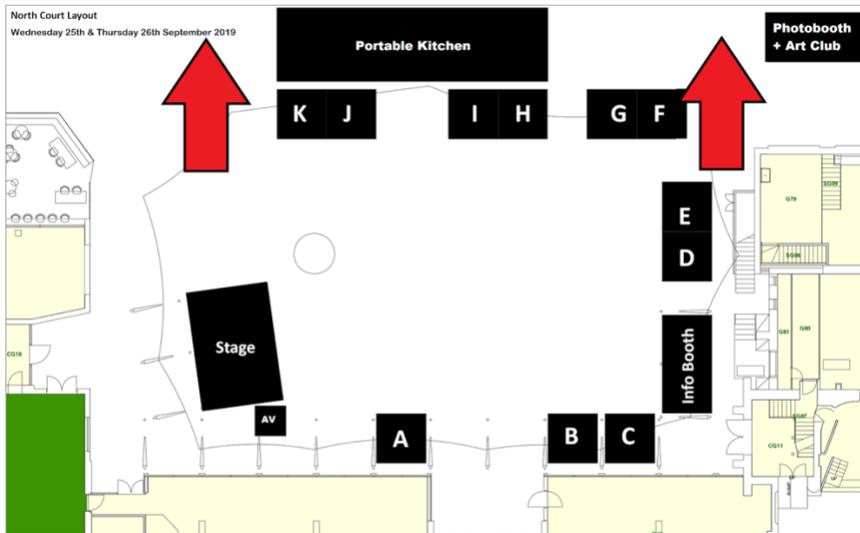


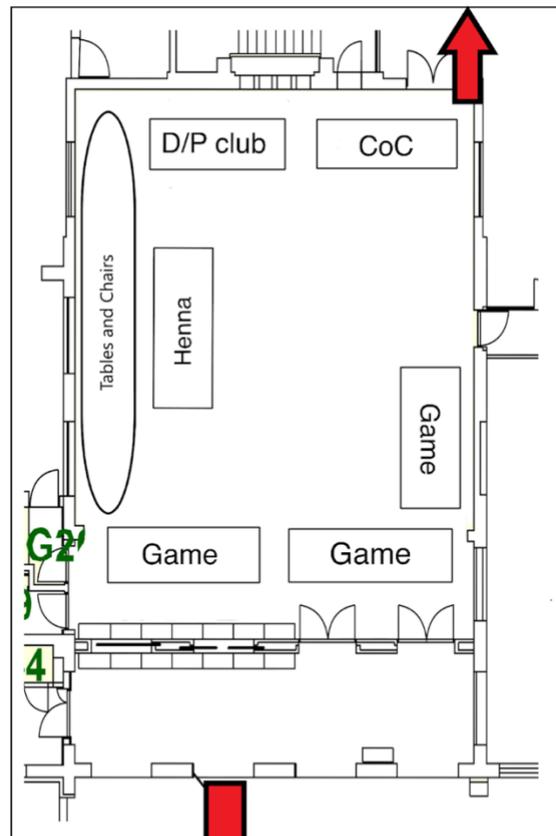
- Hienna: 2 tables
- Cocon Charity: 2 tables
- Drawing Club: 2 tables
- Other game stalls: 1 table each
- 1 table will be placed outside (close to the door). This will be used as a check-in booth to give out the passport to participants



Festival of Nations 25 & 26 September 2019  
Venue: Members Lounge

### 4. Evacuation Plans





Festival of Nations 25 & 26 September 2019  
Venue: Members Lounge

## 8. Publicity

Coordinator(s): Xiao Jing ONG

Publicity materials such as posters, flyers, logos, etc. are to be made by the Media & Communications department aided by UMSU Communications. Flyer design is finalized and ISA flyer/poster publicity commenced in week 7.

### 1. Documentation (Videographer and Photographer)

A team for the Festival of Nation Video has been set up, consisting of four ISAs. These four ISAs will be recording and shooting videos throughout both days, including set up, interviews with OBs/ISAs and a few stalls. The Media & Communications director will be overseeing and keeping track of the progress of the video.

## 9. Budget

The budget allocated for Festival of Nations 2019 is \$43 000 (GST included).

### 1. Budget Breakdown

Item	Proposed Budget
Decoration <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Handmade Items Materials</li> </ul>	\$1500
Performance <ul style="list-style-type: none"> <li>• Emcee props and costumes</li> <li>• Internal performers</li> <li>• External performers</li> </ul>	\$3250
Food Stalls <ul style="list-style-type: none"> <li>• Food premises registration</li> <li>• Competition prizes</li> <li>• Chef hire</li> </ul>	\$2000
Activities <ul style="list-style-type: none"> <li>• Carnival game materials</li> <li>• Carnival game hire</li> <li>• Others (e.g. photobooth, Henna Tattoo, etc.)</li> </ul>	\$3000
Equipment Hire <ul style="list-style-type: none"> <li>• Marquees</li> <li>• Gas stoves</li> <li>• BBQ Pits</li> <li>• Stage, PA system and Speakers</li> <li>• Etc.</li> </ul>	\$26000
Publicity <ul style="list-style-type: none"> <li>• Printing</li> <li>• Facebook boost advertising</li> </ul>	\$600
Organisational Health & Safety <ul style="list-style-type: none"> <li>• Security</li> <li>• Cleaning services</li> <li>• Fire Safety</li> </ul>	\$3500
Cost deduction (Food Stalls' share of equip hire)	(\$2265)
Emergency	\$3000
<b>Total to be used</b>	<b>\$40,585</b>

**10. Conclusion**

This concludes the proposal for Festival of Nations 2019. Please feel free to approach any of the Cultural & Social department members if you have any suggestions or enquiries.

**Prepared by,**

**The Cultural and Social Team**

**UMSU International**

**OB Appreciation Meal, Trip and Merchandise Semester 2 2019**Central Committee Meeting 6th September 2019, Friday.

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**1. Introduction**

Office bearer appreciation events are held each year at the end of the term of each UMSU International committee. These events are held to commemorate and show appreciation for the efforts made by the outgoing office bearers through a formal meal, trip and small tokens of appreciation. These benefits apply to all 33 office bearers and 1 supervisor of UMSU International 2018/19.

**2. Appreciation Trip**

The appreciation trip consisted of a 2 day 1 night trip to Great Ocean Road. 25 Office bearers attended this event which was well received and served its purpose of further bonding the committee after a year of hard work.

**3. Appreciation Lunch**

Took place in Eureka89 on the 17th of August from 12 pm - 4 pm. A total of 32 office bearers, 1 supervisor and 1 photographer attended the event.

**4. Appreciation Merchandise**

A personalized dri-fit shirt and water bottle were given out to all office bearers and 1 supervisor as a token of appreciation. The merchandise was ordered from WeGiftMore 1 month prior to the event and received 2 days prior to the lunch. Overall, the quality and price of the merchandise was of an acceptable condition and was well received by the recipients.

**5. Office Bearer Certificates**

Traditionally, Office Bearers would receive certificates to officiate the end of their term at UMSU International. Due to a busy schedule on my part and the unavailability of a suitable member of chancellery to sign the certificates, office bearers were unable to receive them during the formal lunch and are to receive them two weeks after the event. Overall, not a large issue, but it is advised to prepare the certificates as soon as the semester begins.

**6. Expenditure**

The budgeted amounts are as follows:

Office Bearer Trip	: \$3,500.00
Office Bearer Lunch	: \$5,500.00
Merchandise	: \$1,000.00

<b>Trip</b>		\$3,519.25
Transport	\$1,000.00	
Fuel	\$275.96	
Food	\$690.53	
Activities	\$276.00	
Accommodation	\$1,261.76	
Others	\$15.00	
<b>Lunch</b>		\$5,165.18
Eureka89	\$4,795.00	
Decorations	\$145.75	
Transport	\$24.43	
Photographer	\$200.00	
<b>Merchandise</b>		\$1074.80
Dri-fit shirt	\$472.60	
Personalized bottles	\$601.80	
<b>Certificates</b>		\$60.06
Framing		
<b>Total</b>		<b>\$9,819.29</b>

## 7. Conclusion

Please do not hesitate to approach me or the Executive Committee of UMSU International 2018/19 regarding this proposal.

Prepared by,  
Kevin Kalip  
Treasurer 2018/19  
UMSU International

## **ISA Application Semester 2 2019 Report**

### **Central Committee Meeting # 4 – Friday 20<sup>th</sup> September 2019**

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#### **1. Introduction**

The International Student Ambassador (ISA) program is a volunteering program within UMSU International. It aims to recruit students of the University of Melbourne that are interested in actively engaging in UMSU International projects and university life, as well as provide an opportunity to improve their leadership and teamwork skills. This program serves as a launchpad to a more social university experience, and also as a preparatory stage for students who may wish to become UMSU International Office Bearers in the future.

ISAs are expected to graduate with 30 hours of their commitment time, with a fraction of those hours dedicated to publicity in order to spread awareness of the organisation and its events. Volunteers are also exposed to other roles that they can take on, such as emceeing events, decoration committee, games committee and food handling opportunities. The timeframe of the program is from Week 4 of the current semester to Week 8 of the next semester, totalling to a 16-week long program of fun and self growth. The ISA program also contributes to the Leaders in Communities Award (LiCA).

#### **2. Selection Process**

##### **2.1 ISA Application Form**

Online forms for students of the University of Melbourne who were interested in signing up for the ISA Program was posted through the UMSU International Facebook page on the 8th of July 2019 during the winter break. The form was available for a month and closed on the 8th of August 2019, thus giving plenty of time for keen applicants to respond thoroughly to the questions given.

The application form consisted of questions that were important for administration, such as their full names, student IDs, phone numbers and email addresses. Students were also required to inform if they were local, international or exchange, what nationality they were, what course they were in, and when they were expected to graduate.

There was a mix of questions that helped us select candidates successful for the interviews through assessing their motivation in joining the ISA program, their commitment and investments inside and outside of university, their management and organisational skills, and some general knowledge about what we look for in a successful candidate. Other questions involved what their interest was in UMSU International projects, if they were planning to run as committee, how they found out about the program and finally, what dates and times they were available for our interview sessions.

Overall, all the questions were designed to aid the Human Resources Department in selecting the right candidates to continue forward onto the interview process.

## **2.2 Selecting for Interviews**

The department commenced assessment of applications a couple of days before the form closed to spread out and avoid overwhelming workload. The step process for assessment is as follows:

1. Review the applicant's answers regarding questions touching on personality, organisation skills and character expectation as an ISA.
2. Review commitments and priorities inside and outside of university.
3. Review expected time of graduation of the candidate.

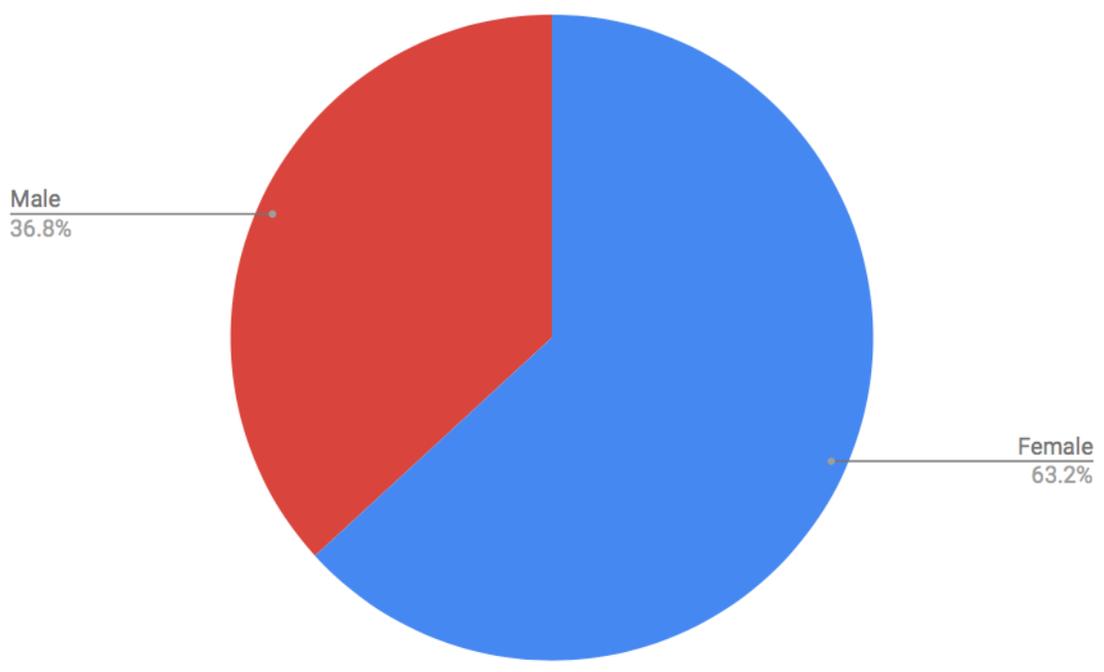
We were interested in applicants who responded with great enthusiasm and passion in volunteering, helping communities and creating a better environment for both local and international students. Regarding commitments, we prioritised candidates who undertook a lesser number of responsibilities outside of UMSU International (such as casual members of several clubs versus committee members for more than 2 societies) to further optimise productivity. Applicants who were in their last semester were also considered, but required a really good response to get through to interviews in order to assure an abundance of volunteers in the upcoming semester.

Candidates who were considered a spot for interviews were highlighted green, those who were considered unfit as an ISA were highlighted red and those that required a deeper assessment were highlighted yellow. Categorising candidates made the distinction between accepted and rejected ISAs easier, ultimately allowing the department to decide more efficiently.

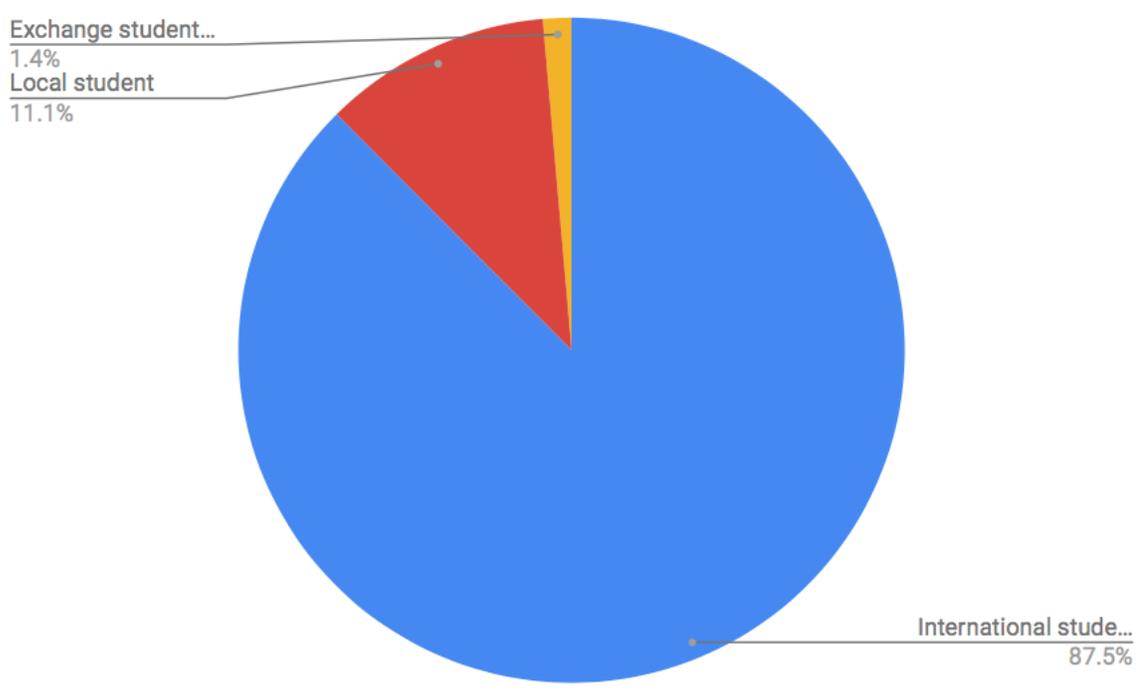
Finally, the availabilities of successful candidates were taken into consideration in order to build the interview schedules. Applicants who could only make one time slot were prioritised, and those who were relatively more free were given the rest of the available slots. Acceptance and rejection emails were sent through the UMSU International HR Department Email, with acceptance emails consisting of the interview slot's date and time. It should be taken into consideration that some emails given by the candidates may be invalid due to typing errors. Our understanding of those responses would then be based on interpretation (i.e., given name).

We received an impressive number of 280 responses with 13 late responses. There were 120 successful candidates (inclusive of last-minute pullouts and unresponsive emails). There were 182 females and 106 male candidates, with 253 international students, 32 local students and 4 exchange students (2 semesters).

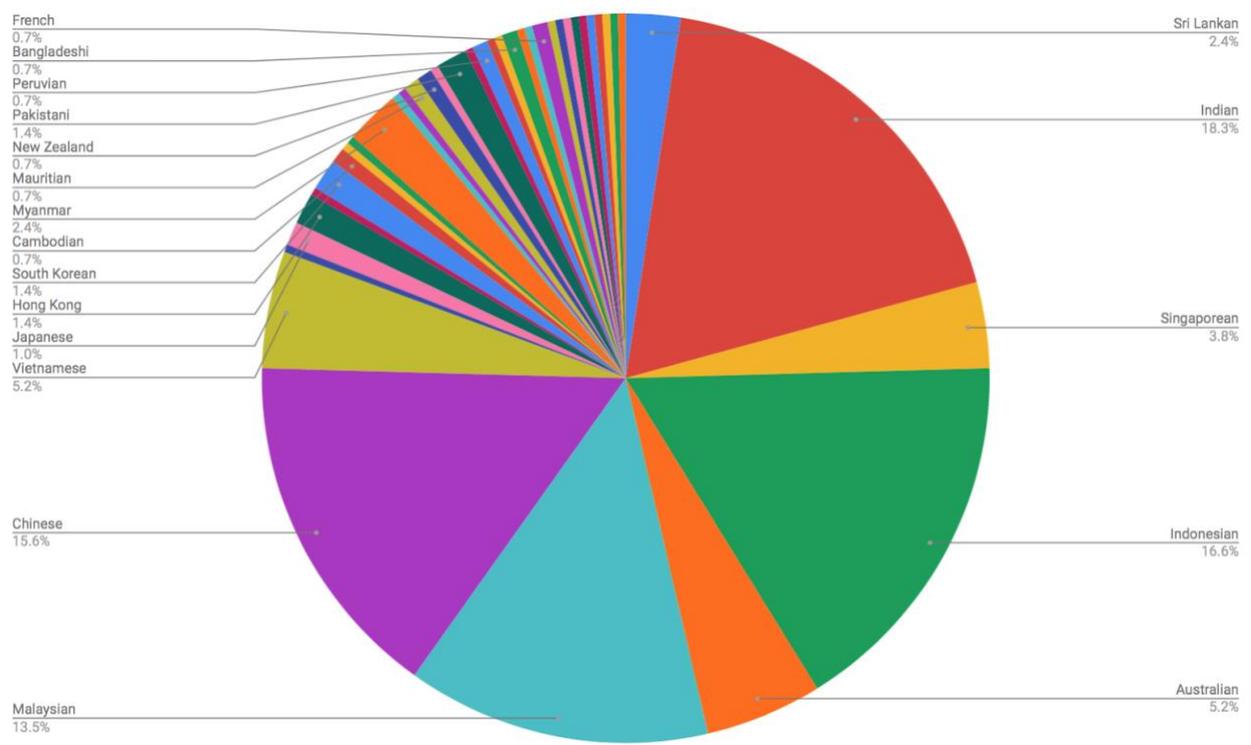
## **2.3 Statistical Results**



**Figure 2.1 - Gender count of accepted ISAs**



**Figure 2.2 - Student type count of accepted ISAs**



**Figure 2.3 - Nationality count of accepted ISAs**

Nationality	Percentage
Indian	18.3% (53)
Indonesian	16.6% (48)
Chinese	15.6% (45)
Malaysian	13.5% (39)
Australian	5.2% (15)
Vietnamese	5.2% (15)
Singaporean	3.8% (11)
Myanmar	2.4% (7)
Sri Lankan	2.4% (7)

Pakistani	1.4% (4)
Hong Kong	1.4% (4)
South Korean	1.4% (4)
Japanese	1.0% (3)
French	0.7% (2)
Bangladeshi	0.7% (2)
Peruvian	0.7% (2)
New Zealander	0.7% (2)
Mauritian	0.7% (2)
Cambodian	0.7% (2)
Filipino	0.3% (1)
French/Brazilian	0.3% (1)
German	0.3% (1)
Filipino/Hong Kong	0.3% (1)
Lebanese	0.3% (1)
Maldivian	0.3% (1)
Ecuador	0.3% (1)
Austrian	0.3% (1)
Norwegian	0.3% (1)
Iranian	0.3% (1)
Nigerian	0.3% (1)
Chinese/New Zealander	0.3% (1)
Kenyan	0.3% (1)
Taiwanese	0.3% (1)

Thai	0.3% (1)
American	0.3% (1)
Australian/Taiwanese	0.3% (1)
Colombian	0.3% (1)
Palestine	0.3% (1)
Bruneian	0.3% (1)

**Table 2.1 - Nationality table of accepted ISAs**

### 3. Interview Process

#### 3.1 Overview

The ISA interviews were held from 12<sup>th</sup> August to 14<sup>th</sup> August 2019 at the UMSU International lounge, with 15<sup>th</sup> of August 2019 being an extra emergency date, in case some applicants were not able to make the other dates. A total of 114 students were interviewed across these 4 days. Each session consisted of a maximum of 10 interviewees and 4 interviewers. The interviewing panel was made up of office bearers from different departments, with at least 1 HR office bearer present. The planning and scheduling of interviews was smooth, and no major problems were encountered.

#### 3.2 Selection of ISAs

The questions were designed to allow us to gauge both the personality and skills of potential ISAs. The interview questions consisted of individual and group components. Individual questions allowed candidates to express themselves and explain their motivations in applying for the ISA program. In the group component, candidates were grouped and tasked to plan an event, which allowed them to showcase their ideas and collaborative ability.

Interviewers evaluated the candidates based on the following criteria:

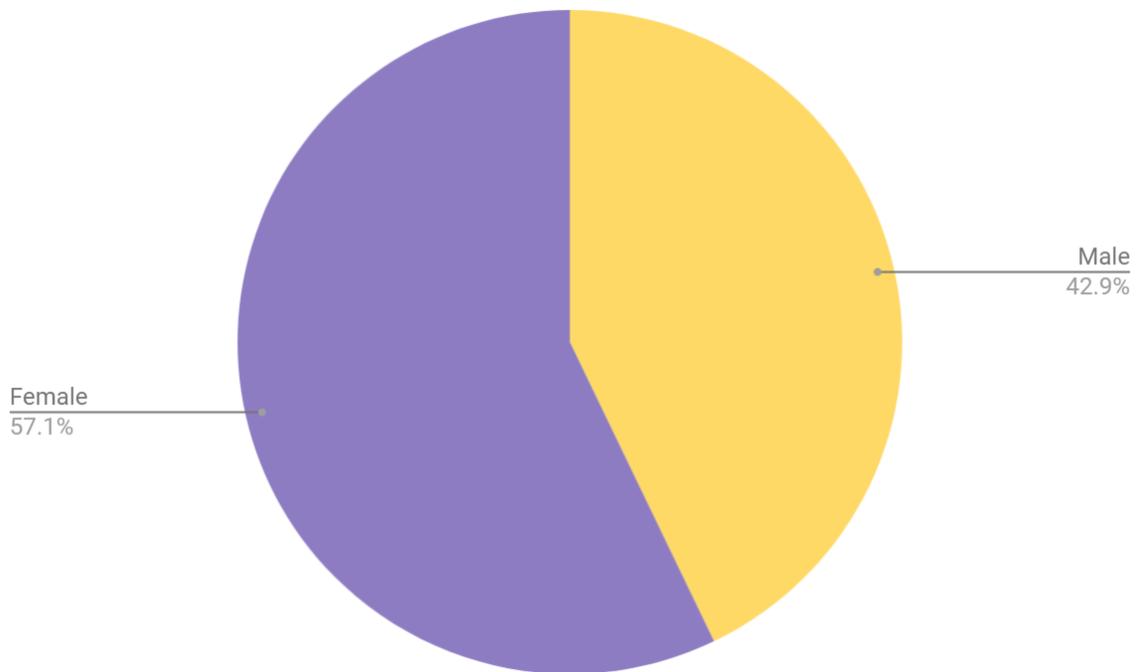
- Enthusiasm
- Confidence
- Interpersonal Skills
- Teamwork
- Leadership

- Communication
- Commitment level

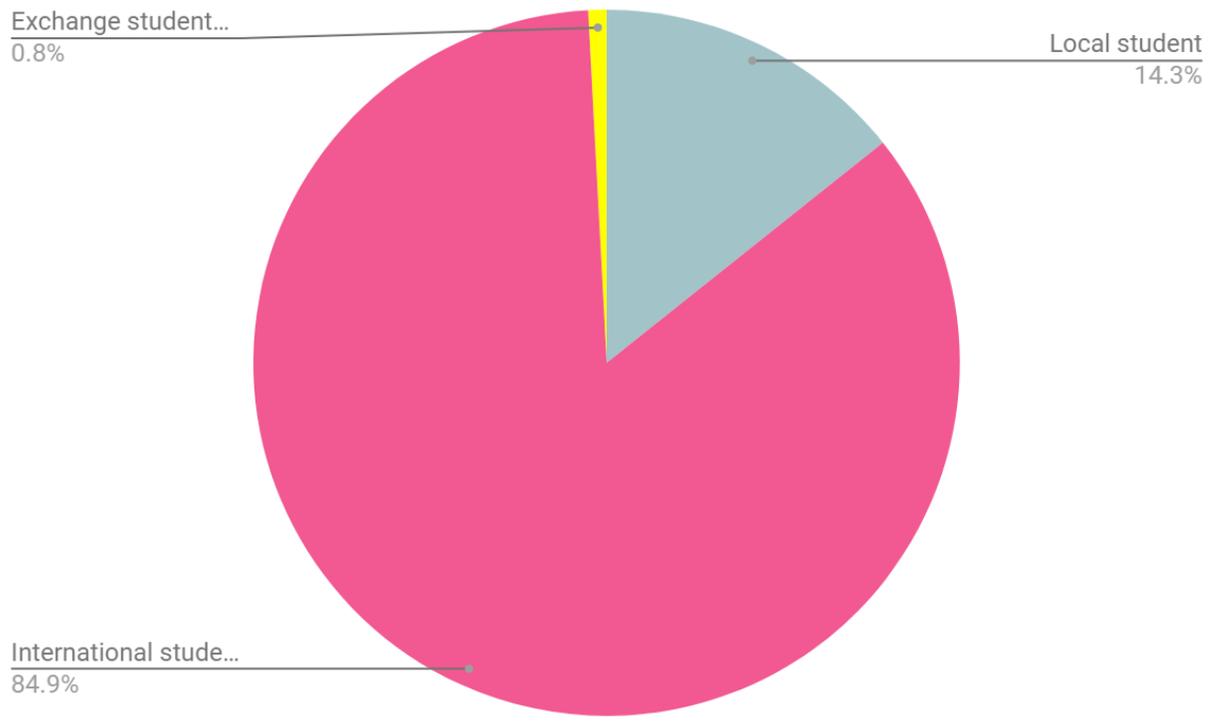
After each interview round, the interviewing panel spent several minutes to discuss their thoughts on the candidates. This allowed us to form a consolidated conclusion of that interview round and maintain consistency in our judgements across all interview slots.

Most of the candidates were able to answer the questions comfortably and confidently. We believe this batch of candidates were generally strong and showed high enthusiasm for the ISA program.

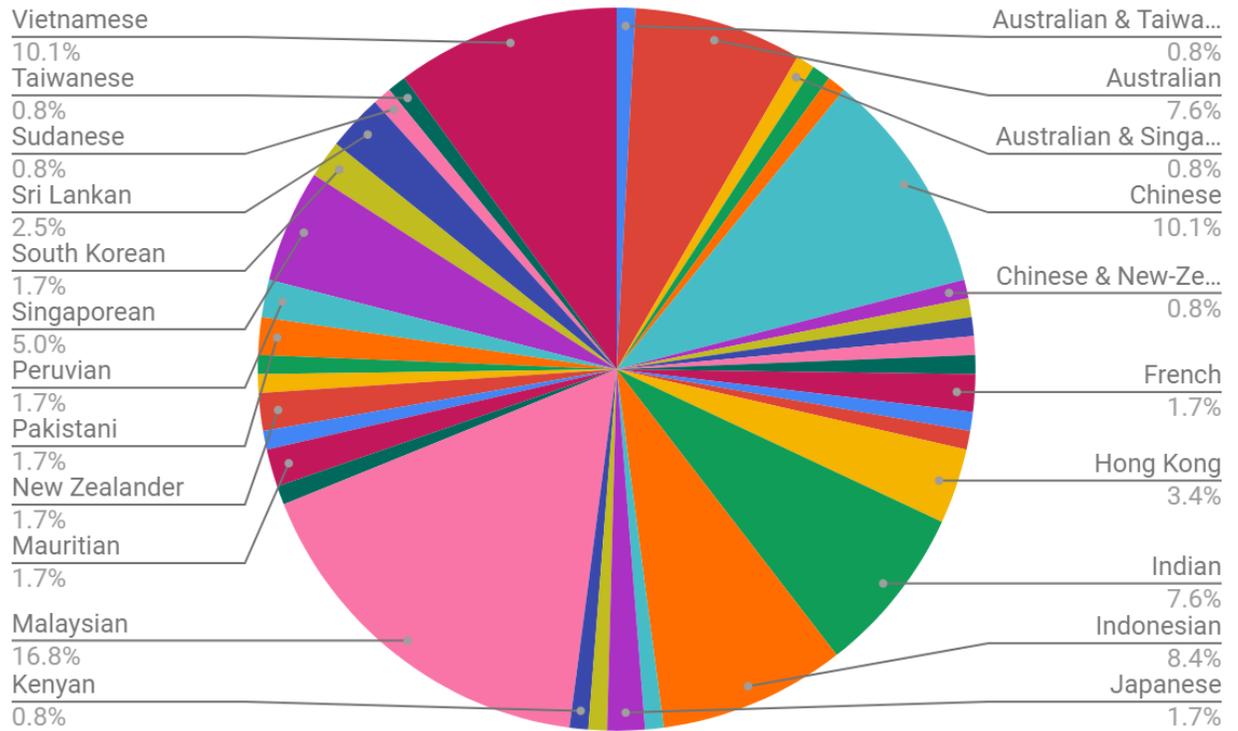
### 3.3 Statistical Results



**Figure 3.1 - Gender count of interviewed ISAs**



**Figure 3.2 - Student type count of interviewed ISAs**



**Figure 3.3 - Nationality count of interviewed ISAs**

Nationality	Percentage
Malaysian	16.67% (20)
Chinese	10% (12)
Vietnamese	10% (12)
Indonesian	8.33% (10)
Australian	7.5% (9)
Indian	7.5% (9)
Singaporean	5% (6)

Hong Kong	3.33% (4)
Sri Lankan	2.5% (3)
French	1.67% (2)
Japanese	1.67% (2)
Mauritian	1.67% (2)
New Zealander	1.67% (2)
Pakistani	1.67% (2)
Peruvian	1.67% (2)
South Korean	1.67% (2)
American	0.83% (1)
Australian & Singaporean	0.83% (1)
Australian & Taiwanese	0.83% (1)
Austrian	0.83% (1)
Burmese	0.83% (1)
Cambodian	0.83% (1)
Chinese & New-Zealander	0.83% (1)
Colombian	0.83% (1)

Ecuadorian	0.83% (1)
Filipino	0.83% (1)
Filipino & Hong Kong	0.83% (1)
French & Brazilian	0.83% (1)
German	0.83% (1)
Iranian	0.83% (1)
Japanese & Malaysian	0.83% (1)
Kenyan	0.83% (1)
Maldivian	0.83% (1)
Nigerian	0.83% (1)
Norwegian	0.83% (1)
Sudanese	0.83% (1)
Taiwanese	0.83% (1)

**Table 3.1 - Nationality table of interviewed ISAs**

#### 4. Results

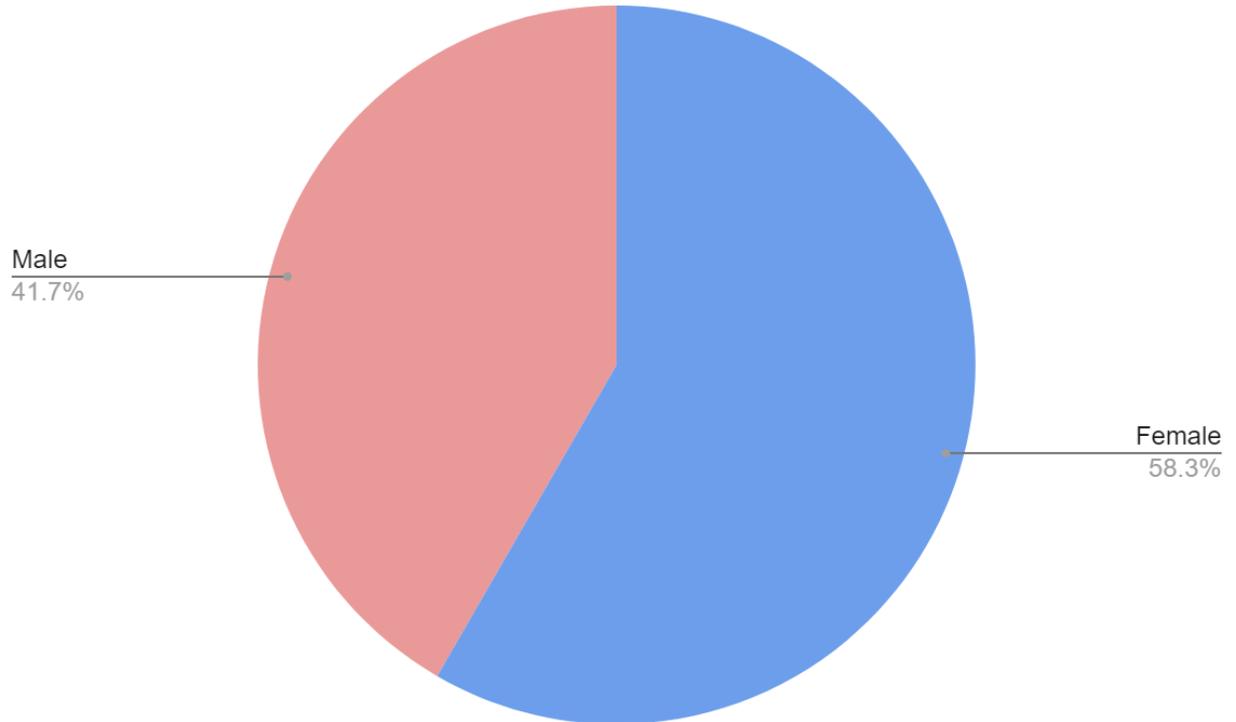
##### 4.1 Selection Process

After the interviews, the final cut of ISAs were selected through deliberation by the HR team. ISAs were selected based on the scores they obtained for the various qualities and characteristics listed on the evaluation sheet. Comments and suggestions made by interviewers were also considered when selecting the ISAs. In the end, a total of 60 ISAs were selected.

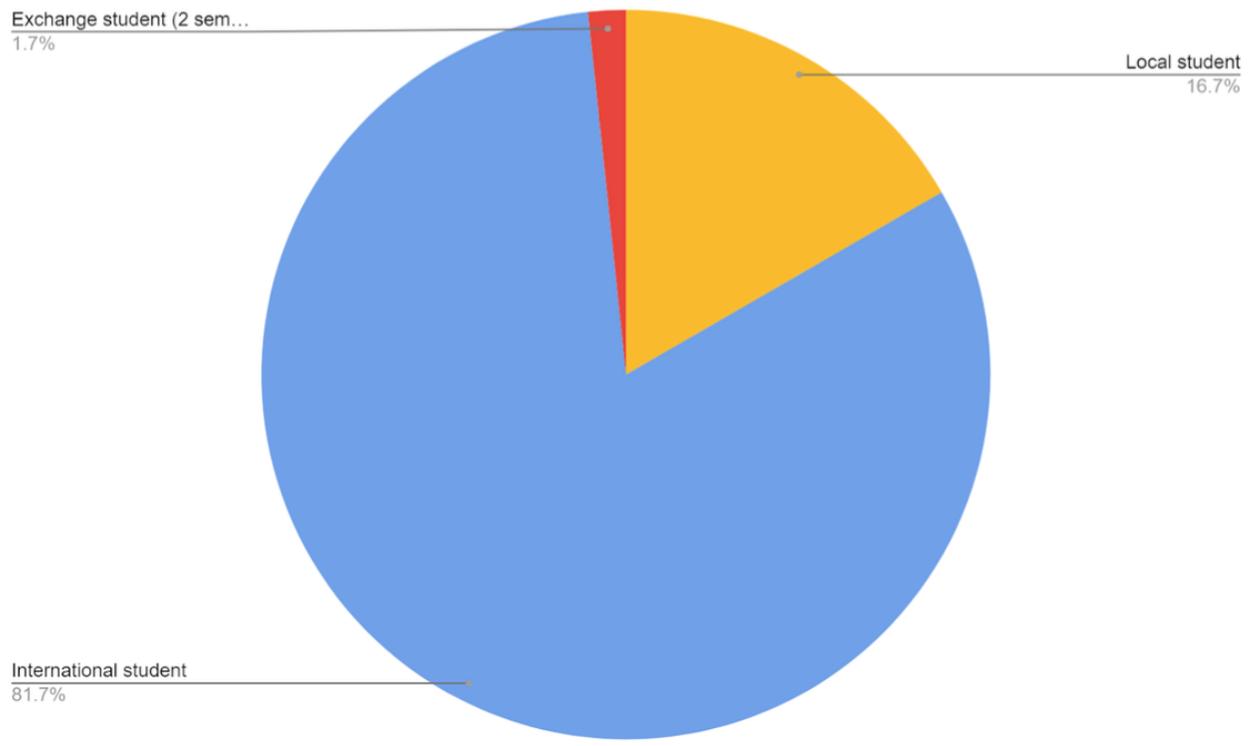
The selection process was difficult as most of the interviewees did very well in the interviews and received fairly similar scores from the interviewers. However, the extra comments and suggestions were what ultimately aided us in selecting the final cut of ISAs. The process could have been made easier if the rating scale was changed from 1-5 to 1-10, so that the scores given could have a larger range and be more accurate.

The ISAs recruited hail from 22 different countries, with Asian and South-East Asian countries being the majority. The majority of the ISAs selected are international students (81.7%), followed by local students (16.7%) and an exchange student (1.7%). 35 females and 25 males were recruited.

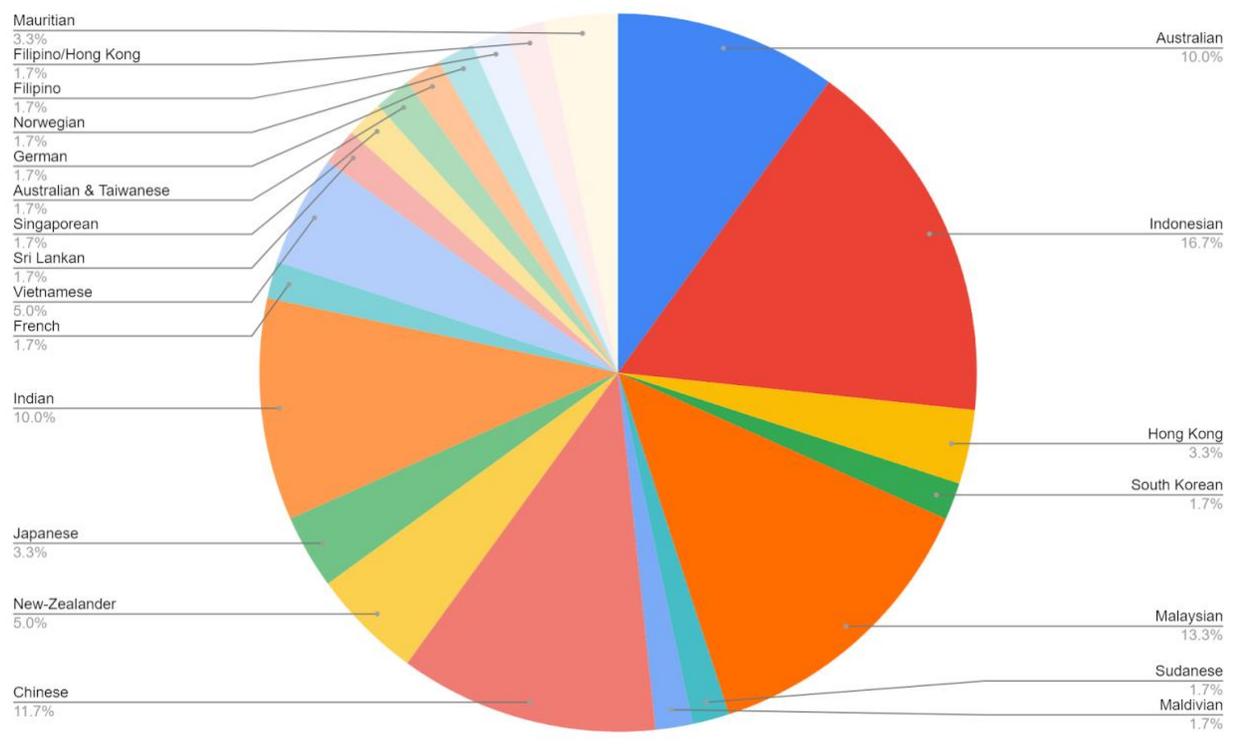
#### 4.2 Statistical Results



**Figure 4.1 - Gender count of accepted ISAs**



**Figure 4.2 - Student type count of accepted ISAs**



**Figure 4.3 - Nationality count of accepted ISAs**

<b>Nationality</b>	<b>Percentage</b>
Indonesian	16.7% (10)
Malaysian	13.3% (8)
Chinese	11.7% (7)
Indian	10% (6)
Australian	10% (6)
New-Zealander	5% (3)
Vietnamese	5% (3)
Hong Kong	3.3% (2)
Japanese	3.3% (2)
Mauritian	3.3% (2)
South Korean	1.7% (1)
Sudanese	1.7% (1)
Maldivian	1.7% (1)
Sri Lankan	1.7% (1)

French	1.7% (1)
Singaporean	1.7% (1)
Australian & Taiwanese	1.7% (1)
German	1.7% (1)
Norwegian	1.7% (1)
Filipino	1.7% (1)
Filipino & Hong Kong	1.7% (1)

**Table 4.1 - Nationality table of accepted ISAs**

## 5. Conclusion

### 5.1 Improvements

In some interviews, candidates were asked for feedback on how the interview was held. Some interviewees found that the arrangement of the interviews (i.e. tables separating interviewers and interviewees) was not the most conducive. In addition, some found that a large group interview consisting of up to 10 interviewees to be less ideal. Moving forward, we think it is important for us to take into consideration the layout and the size of the interviews to create a more conducive and wholesome interview experience for both interviewees and interviewers.

As mentioned previously, the interview evaluation sheets were also too subjective, thus we suggest that a bigger 'extra comments' section, and an overall rating out of 10 for each candidate would allow interviewers to write more freely on their judgement of the candidate

Several rejected candidates requested for explanations to why they were not accepted, hence a comprehensive email or a request for a quick meeting would be the most effective method to resolve these issues.

### 5.2 Final Words

In conclusion, it is safe to say the committee is thoroughly satisfied with the selection of ISAs this semester. With the help of the OBs encouraging and motivating this batch of ISAs, we are observing great efforts made by the majority of ISAs when

volunteering, further helping us improve and expand UMSU International as an organisation.

We would like to thank the Office Bearers who helped in the interview process as it would not have been possible without them. Please do not hesitate to approach us with any questions to the contents of this report.

**Prepared by,**

**Christabella Alicia Mahendra, Marissa Symone Tan, Ammar Asyraf**  
**Human Resource Department 2019/2020**  
**UMSU International**

**Mental Resilience Workshop Semester 2 2019 Report**  
 Central Committee Meeting #- Friday, 20th September 2019

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## 1. Introduction

This report concludes the Mental Resilience Workshop held on Monday, 9th September 2019. The objectives of this event are as follows:

- This workshop is designed to help students acknowledge the downside of high expectations and learn how to manage stress due to unrealistic expectations.
- Reflect on and identify problems common in stress and expectations
- Apply previously learned skills/knowledge to practical scenarios and other activities.

The event details are as follows:

<b>Coordinators</b>	Sean NG Claudia HUANG
<b>Date</b>	9th September 2019, Monday
<b>Time</b>	1:15 PM to 2:45 PM
<b>Venue</b>	Room 301, Stop 1
<b>Topic</b>	Managing Expectations; Lowering stress
<b>Speakers</b>	Elisabeth Shugg and Yuyang Liu from Counselling And Psychological Services (CAPS)
<b>Target Participants</b>	30
<b>Participants</b>	25
<b>OBs and ISAs</b>	8 ISAs (4 ISAs for set up and 2 ISAs for each hour) and 8 OBs

### 1. Event Flow

Time	Activity
12:30 - 1:00 pm	Event Setup
1:00 - 1:25 pm	Registration
1:25 - 1:55 pm	Introductory Presentation
1:55 - 2:05 pm	Refreshment Break
2:05 - 2:45 pm	Practical Session
2:45 - 3:05 pm	Event Packup

### 2. Expenditure

The total budget allocated for this event was \$200.

	Total
Appreciation gift	\$26.98
Food and Drinks	\$105.51
<b>Total Actual Expenses</b>	<b>\$132.49</b>
Allocated budget	\$200
<b>Budget Surplus</b>	<b>\$67.51</b>

### 3. Suggestions

The venue did not have a projector despite having a large screen. The speakers had to use the whiteboard present and write out the details that were otherwise on the slides. OBs were stationed in each group with a laptop to show the slides. While this solution helped, it is still greatly advisable to use a different venue. The open venue did allow for a set up which facilitated an intimate setting

ideal for such a workshop. The speakers also expressed a liking for such a venue and recommended that we should have a similar venue in the future but with the missing amenities.

### **Conclusion**

This marks the end of the report for Mental Resilience Workshop, Semester 2, 2019. The registration received overwhelming engagement compared to previous years. However, the physical turnout on the day barely hit the target. It is advisable that the next committee continues to hold mental health workshops and reach out to more participants. It is also in the best interests of the next committee to allow for more online registration to avoid a low turn out on the day itself. This will contribute to UMSU International's continual effort in advancing international student wellbeing and provide students with the opportunity to develop skills other than academic/employment competency.

We would like to express our gratitude to all ISAs and OBs who assisted in making the event successful. Please do not hesitate to contact us at Education and Welfare should you have any further queries or concerns.

**Prepared by:**  
**Sean Ng and Claudia Huang**  
**Education and Welfare Officer 2019/20**  
**UMSU International**

**Professional Mingle, Semester 2 2018 Final Report**  
Central Committee Meeting #5 - Friday, 5th October 2017

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## **1. Introduction**

This report concludes the entire Professional Mingle event covering the period from Week 4 to Week 7.

Professional Mingle is an annual networking event which aims to provide an opportunity and platform for the current students to network with professionals from various industrial backgrounds.

## **2. Event details**

<b>Coordinator</b>	Siobhan LIM Damien YEO
<b>Date</b>	12th September 2018 (Thursday)
<b>Time</b>	6:00 PM to 9:00 PM
<b>Final Venue</b>	Carillo Gartner Theatre, Sidney Myer Asia Centre
<b>Partnership(s)</b>	1. Construction Students Association (CSA) 2. Malaysians of Melbourne University 3. Melbourne University Toastmasters
<b>Number of students attended</b>	About 75
<b>Number of professionals attended</b>	15
<b>Number of ISA volunteered</b>	8

**3. Event flow**  
**a. The Preparation**

<b>Week</b>	<b>Task(s)</b>
4	<ul style="list-style-type: none"> <li>• The searching of professionals begun</li> <li>• The publicity materials were finalized(late)</li> </ul>
5	<ul style="list-style-type: none"> <li>• The publicity of Professional Mingle begun</li> <li>• Sent email to clubs and societies for collaboration</li> <li>• Auditions hold for emcee selection</li> </ul>
6	<ul style="list-style-type: none"> <li>• The collaborations were finalized</li> <li>• The emcee was finalized</li> <li>• All professionals were confirmed</li> <li>• The catering was contacted and the orders were placed 4 days prior to the event and the food delivered on the event day</li> </ul>
7 (Pre-event)	<ul style="list-style-type: none"> <li>• The name tags for professional were prepared</li> <li>• The flyer with the list of professionals was prepared</li> </ul>

**b. The intended event timeline**

<b>Time</b>	<b>Agenda</b>
6:00 - 6:20 pm	Registration
6:20 - 6:35 pm	Emcee Intro and Opening speech
6:35 - 7:00 pm	Keynote: The Elevator Pitch - inclusive of Q&A session
7:00 - 7.10 pm	Professional's refreshments and ISS
7.10 - 7.25pm	Refreshments for all
7.25 - 7.30pm	Usher people back
7.30 - 7.50pm	Networking Session 1: Pre-assigned Professionals
7.50 - 8.30pm	Networking Session 2: Free Networking
8.30 - 8.45pm	Closing address and tokens of appreciation
8.45 - 9.00pm	Clean up

This was planned with a 15 minute grace period.

This was included to aid the planning of the next Professional Mingle as following from the feedback from the Professional Mingle 2018 report.

### c. The Actual Event Timeline

Time	Agenda
5:35 PM - 6:00 PM	Set up and registration
6:00 PM - 6:35 PM	Registration and change in venue
6:35 - 6:45 PM	Opening address
6:45 - 7:15 PM	Keynote: Elevator Pitch
7:15 - 8:35 PM	Refreshments and concurrent networking session
8:35 - 8:50	Closing ceremony
8:50 - 9:00	Pack down

### 4. Expenditure

Item(s)	\$
Food	1027.00
Beverage	191.10
Appreciation Gift	373.50
Cutleries	22.95
Budget Given	2000
Total Expenses	2002.89
Budget (deficit)	(2.89)

### 5. Operation and Logistic

### a. Participants

The registration form was left open until the event day (163 responses total, not including ISA, OBs or the attendees from the collaborative clubs). This was done to maximise the number to registrants as a response to a major problem faced in Professional Mingle 2018. This same method is recommended if the department is able to reach out to many of the participants on the day itself through calling.

The first 100 registered students were sent confirmation emails were sent on Monday, asking them to reply latest by Tuesday 1 pm. While the remaining being sent with the waitlist email. After the deadline to reply, several slots were open to the waiting list. From the initial 100, around 50 replied outside of OB/ISA.

As there are only around 70 email responses from the first 100 participants and the waiting list, all the remaining participants had to be contacted via phone in an effort to fill in empty slots. This happened on the afternoon before the event itself. Students were to be assigned to professionals randomly at registration. This was done in hopes to encourage them and provide the students with the opportunity to network with other professionals, who may not be from the same industrial background but are nonetheless able to provide general advice as well as insight on intersections between faculties. They would be able to approach professionals in their field later in the free mingling session.

The initial plan was to group students to different tutorial rooms based on their assigned professionals, but due to the sudden change in venue, it is not possible to do that and students were not assigned to a professional during registration.

The collaborating clubs emailed details of students who will take part in the event, so those students did not sign up via the registration form.

### b. Professionals

The professionals were contacted from the contact list of Professional Mingle 2018 and 2017 or via connections shared by the partners as well as personal contacts. 16 professionals accepted our invitation to the event, with 1 of them presenting the keynote session.

The industrial background of the professionals as follows:

Field	Number
Commerce <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Finance</li> <li>• Marketing</li> <li>• Entrepreneurship</li> <li>• Investment</li> </ul>	9

<ul style="list-style-type: none"> <li>Recruitment</li> </ul>	
Science <ul style="list-style-type: none"> <li>Biomedicine</li> <li>Research</li> </ul>	3
Arts and Humanities <ul style="list-style-type: none"> <li>Law</li> </ul>	1
Design and Environment <ul style="list-style-type: none"> <li>Property</li> <li>Construction</li> </ul>	3

### c. Emcee and ISAs

The emcee auditions occurred from week 5 . 8 candidates signed up and were notified of their individual audition timings. The chosen emcees then proceeded to write the script from week 6 to week 7, with weekly meetings to check-in and practice. The script was prepared according to the professionals’ responses of their repertoire. On the day of the event, the emcees ensured the event flowed smoothly and helped with crowd control.

8 ISAs were selected from a registration google form which specified their dietary requirements and availability. Slots were handed out on a first come first serve basis. ISAs were told beforehand to wear business formal attire.

### d. Partnership

Collaboration for this event was formed when the professionals shared by the clubs/societies/organizations confirm their attendance to the event. The collaborating partners are as follows:

- Construction Student Association (CSA)
- Malaysians of Melbourne University
- Melbourne University Toastmasters

The partners’ logo was displayed on our presentation slides as well as on our social media. The partners were allowed to set up their stand-up banner at the venue, and 2 participants slots were reserved for their representatives. An E-certification of appreciation was sent to the partners as a form of our appreciation for their support.

### e. Catering

Refreshments were ordered for an estimated turn out of 100 people (including ISAs and OBs plus 15 professionals.) The suppliers of the refreshments were finalised 4 days before the event. Platter of finger foods that catered towards various dietary requirements were served including vegetarian, halal, etc. The food was delivered half an hour before the event started to allow time for the food to be sent to the venue and for set up. The food was supplied by Instant

Catering ([instantcatering.com.au](http://instantcatering.com.au)). While the food was meant to be enough for 100 people as refreshments, the food eventually ran out fairly quickly for a number of reasons. While the quantity of food ordered was meant to be light refreshments, many were seen taking more than expected as it was dinner time and many people are usually hungry by then, thus a few people were not able to get any food. So it is advised that the next committee order more to avoid any shortages. Due to unexpected venue changes, the queue became quite messy and a large crowd seem to formed around every table allowing people to jump queue. We did not expect for this last minute venue change to happen so we were unable to plan for any crowd control. However, those who were able to receive the food has mostly positive feedback. Plastic wine cups were bought for the drinks to be served in to reminisce a more professional setting.

#### **f. On the Event Day**

The time allocated for the setup was delayed due to the mix-up in venue booking. The registration was held outside the original venue and students were then redirected to the nearby open space to mingle and wait for the new venue to become available after a lecture. They were then ushered down and the event commenced

The event was moved to Carrillo Gartner theatre, Sidney Myer Asia Centre. The change resulted in:

- One professional getting lost and leaving without attending the event.
- Registration being disrupted as some participants went to the new venue while registration was occurring outside the old venue to accomodate the participants that were already present.
  - This meant that many participants were not registered and there is no accurate count of the people present. The numbers stated above was based on participants that were registered.
- Having to do away with the 2-part mingling session and changing it to a free flow session in the foyer of the lecture theatre. This presented a bunch of issues as follows:
  - The access to food was not efficient as the networking happened around the refreshment table. This meant people were able to cut the queue, resulting in some people not being able to get food.
  - The new venue was really cramp and despite OBs and ISAs efforts, people preferred to stay in the foyer area rather than move into the hall, this meant that many participants felt that the participants found the venue too noisy and humid to be conducive

The evening began with an opening ceremony followed by one keynote session.

The intended plan was to have a short dinner break before the event proceeded into the networking session. The networking session was supposed to be divided into group networking and free-flow networking. The longer free networking was to allow students to

approach professionals of interest, as per last year's feedback. Because of the venue change, the networking session was changed to become a free networking session as the new venue, a lecture theatre, did not have the space to allow for proper group seating.

The rest of the event flowed as planned and the timeline proved helpful in keeping everything on track.

ISAs were calm and composed when faced with the last minute changes.

#### **g. Pack up**

The tables and remaining drinks were brought back to the lounge. The tables were returned the next morning.

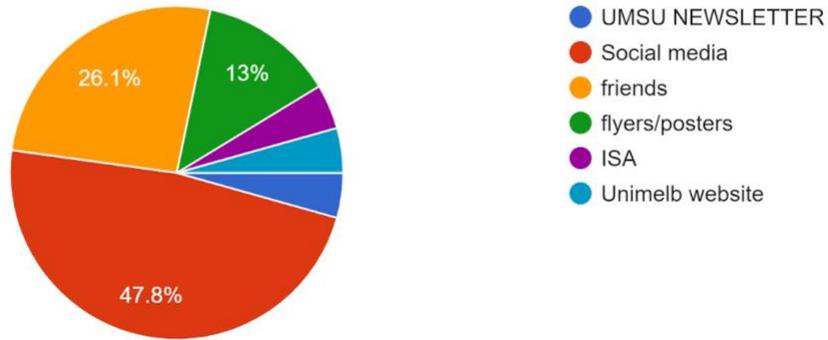
#### **Major Problems Encountered**

- The venue change resulted in confusion and led to many errors as outlined in section 5f. of the report.
- Refreshments were not enough and some people were not able to get enough food. This is most likely due to an underestimation of how much food is necessary.
- The professionals did not respond to the initial invitation email and resulted in a low number of professionals present, despite having reached out to more than 30 professionals.
- Many of the participants who confirmed via email or phone call did not attend the event. 164 people registered, of which 65 confirmed attendance, and of those who confirmed, around 51 people actually attended (numbers may not be accurate as explained above).

## Participant Feedback

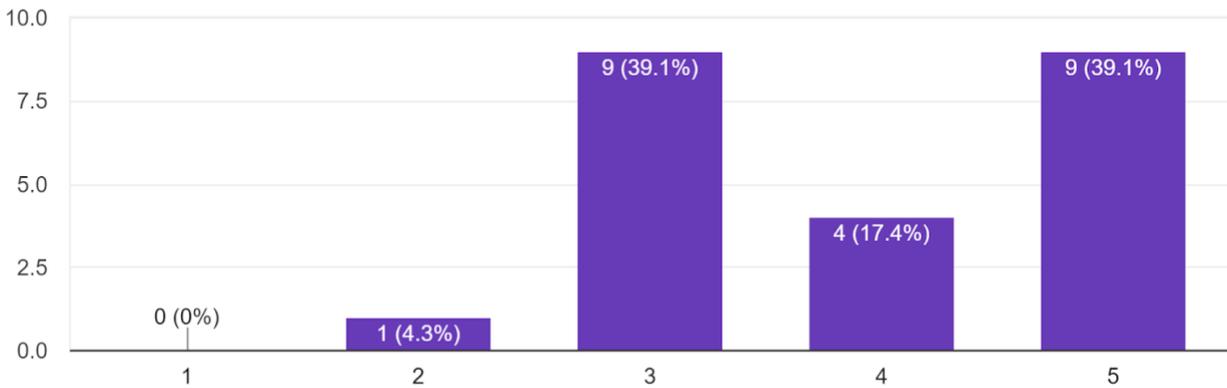
### How did you find out about this event?

23 responses

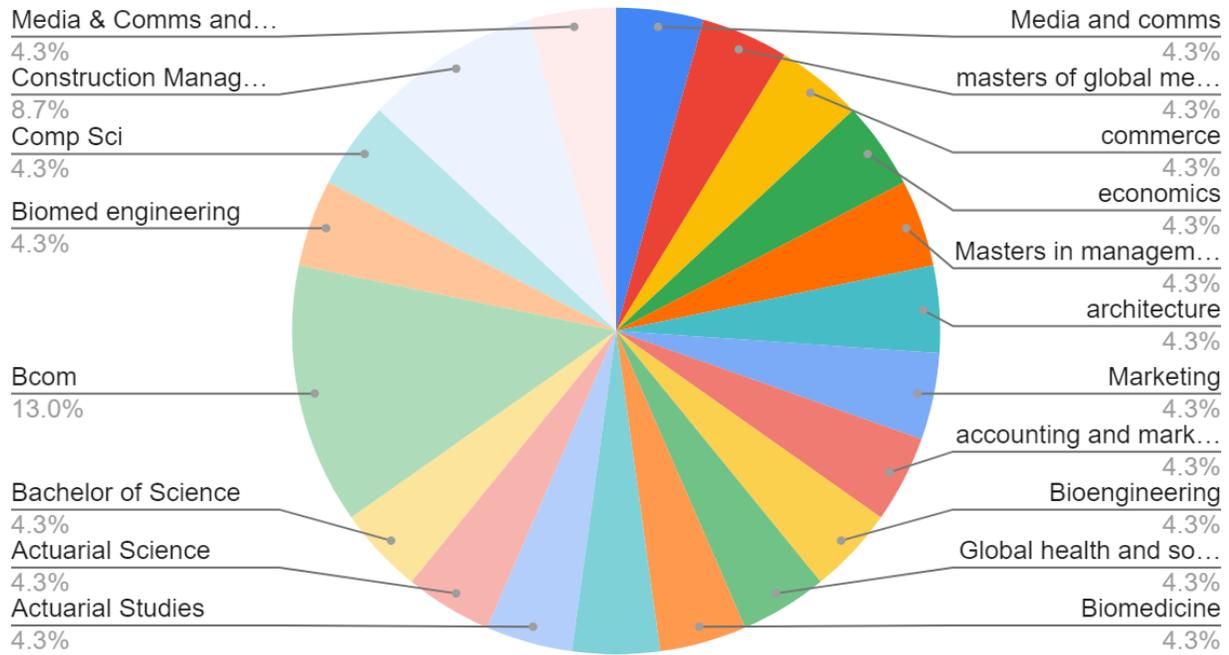


### How useful was the event

23 responses

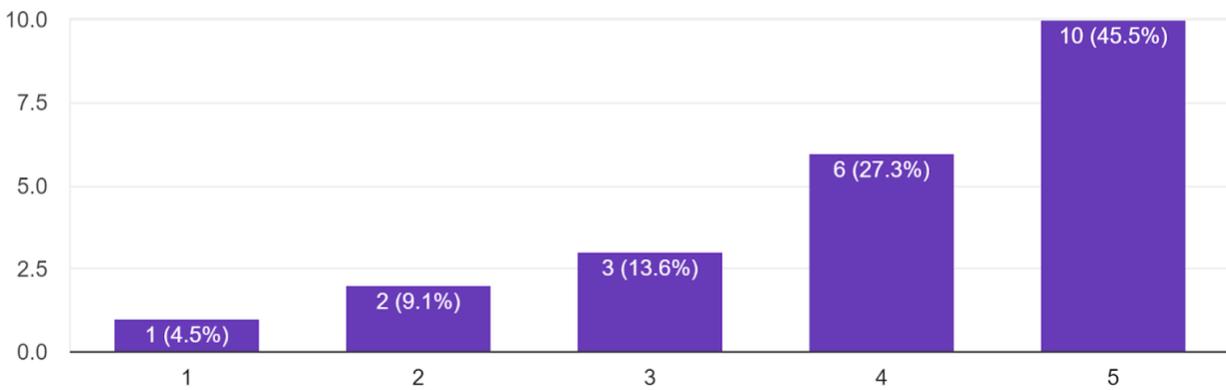


## Field of study



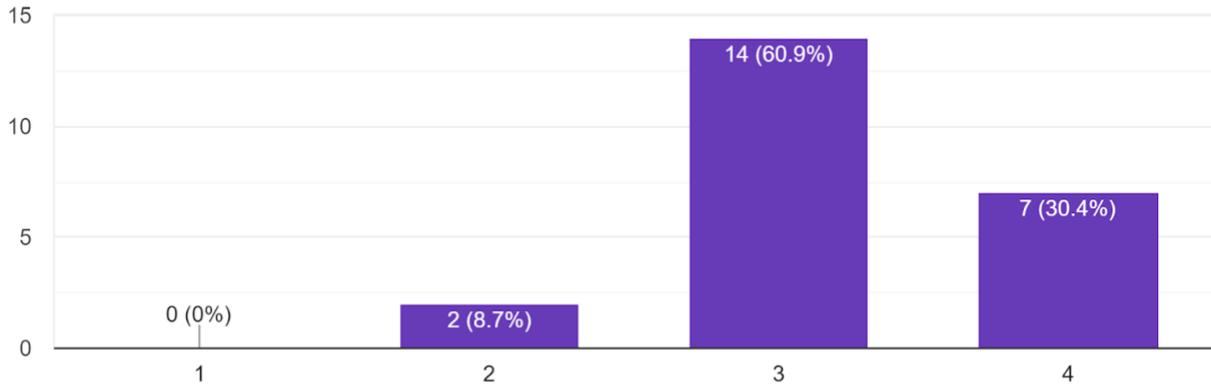
## How would you rate the food

22 responses



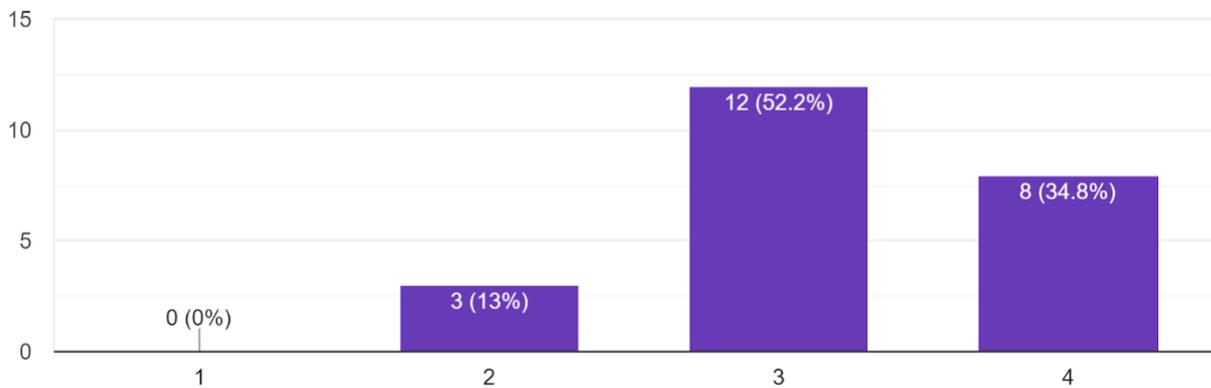
### How would you rate part 1 (keynote)

23 responses



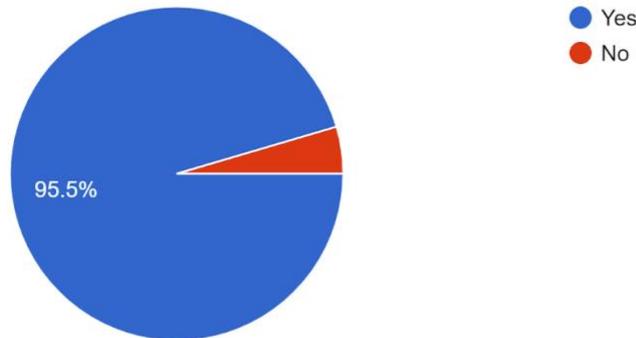
### How will you rate part 2 (networking)

23 responses



## Would you attend a similar event to this in the future?

22 responses



### Quotes

- “Shorter part 1 to allow for more time to talk to the professionals. Also, there could be more space to mingle as the space was quite humid and noisy. Also somewhat difficult to distinguish professionals from students - perhaps a name tag. Overall an amazing event”
- “More academicians “
- “Longer time to network and less time for presentations”
- “Duration of the event was good, great speakers”

### Suggestions

- Being more cautious when booking the venue. Double-check the booking receipt.
- Implement a deposit system or blacklisting system to prevent registrants from not attending after registration and confirmation.
- Book the venue at least one hour prior to the event to ensure the setups are ready 10 minutes prior to the registration time.
- Perhaps do away with a keynote speaker. The keynote session duration has already been shortened since the last event as per feedback but the networking time still seems insufficient to participants
- Prepare name tags for all Professionals
- Contact academic staff that are in research

### Conclusions



Overall, Professional Mingle 2019 was a success. We are highly pleased that 15 professionals across the various industrial background and more than 75 students were present.

On behalf of the Education and Welfare Department, I would like to express my deepest gratitude to the invited professionals, collaborating partners, International Student Ambassadors (ISA), students as well as the Office Bearers from every department for all the support and assistance given, especially in a time of confusion and venue change.

Should you have any concerns or suggestions, please do not hesitate to contact any members of the Education and Welfare team.

Prepared by,  
Siobhan Lim  
Vice President (Education and Welfare) 2019/20,  
UMSU International



## 1. Other Business

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- President's Report

## 2. Next Meeting

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Date: Friday 11<sup>th</sup> October 2019 (4.30pm)

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