



MOTION ORDER

Move that **Standing Orders** be adopted for **CCM #7** at **5:35PM**

All for the motion

Anyone against

Any abstentions

Motion CARRIED/REJECTED

All the time, every time.

Mover : Raunak RAGHAVAN

Seconder : Shreeyukta ADHIKARI

Motion Carried.

Acknowledgment of Indigenous Owners

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

Official Welcome

Attendance and apologies

- Attendance – 31 members

Late with Apologies

EXCO:

Directors:

Officers: Sheela LIM, Ai Jin GOH

Leaving Early with Apologies

EXCO:

Directors:

Officers: Aliya HAFIZ, Zoe SHANTA

Absent with Apologies

EXCO: Bhavya MIDDHA

Directors: Whitney YEUNG

Officers: Juni TAKAHASHI, Audrey ZHU

Late with No Apologies

EXCO:



Directors:

Officers:

Leaving Early with No Apologies

EXCO:

Directors:

Officers:

Absent with No Apologies

EXCO:

Directors:

Officers:

Move that the **Agenda for CCM #7** be adopted at **5:36PM**

Mover : Tejna Saravana KUMAR

Seconded : Zoe Michelle SHANTA

Motion Carried.

Move that the **minutes of CCM # 6 be accepted and confirmed as a true and accurate record.**

Mover : Elaine YE

Seconded : Nivetha SANKARASUBRAMANIAN

Motion Carried.

Move that the **Employability Expo & Panel Proposal** be accepted.

Mover : Ai Jin GOH

Seconded : Aliya HAFIZ

Motion Carried.

Move that the **International Student Survey Proposal** be accepted.

Mover : Edeline FIDELIA

Seconded : Kirsten ABUSTAN

Motion Carried.



Move that the **UMSU Intl. Glovey's Get Together Proposal** be accepted.

Mover : Raunak RAGHAVAN

Seconded : Keyur GOHEL

Motion Carried.

Move that the **Summerfest 2026 Report** be accepted.

Mover : Nivetha SANKARASUBRAMANIAN

Seconded : Shamsul Arham AKHAND

Motion Carried.

Now let's move on to other businesses, are there any topics anybody wants to be addressed.

Other Business

- Processing of invoices

Move that **Standing Orders** be suspended at **5:57PM**

Mover : Kirsten ABUSTAN

Seconded : Keyur GOHEL

Motion Carried.

Move that **CCM #7** be adjourned at **5:58PM**

Mover : Keyur GOHEL

Seconded : Sheela LIM

Motion Carried.

Additional Notes



Prepared by,

**Redd Danielle Sy
General Secretary 2025/26
UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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



Agenda

Central Committee Meeting #7 – Tuesday, 10th March 2026

Time : 17:30

Venue : PAR-148A-L1-155-Collaborative Learning Space / Project 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. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1.** CCM #6

4. Proposals

- 4.1. Employability Expo & Panel Proposal
- 4.2. International Student Survey Proposal
- 4.3. UMSU Intl. Glovey's Get Together Proposal

5. Reports

- 5.1. Summerfest 2026 Report

6. Other Business

- 6.1. Processing of invoices

7. Next Meeting



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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



Unconfirmed Minutes

Emergency Central Committee Meeting #2– Tuesday, 10th February 2025

Time : 1:00

Venue : online

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 17 members

Late with Apologies

EXCO:

Directors:

Officers:

Leaving Early with Apologies

EXCO:

Directors: Suhas AGRAWAL

Officers:

Absent with Apologies

EXCO:

Directors: Shamsul Arham AKHAND

Officers: Aliya HAFIZ, Eunice NG, Sheela LIM, Elaine YE, Zoe SHANTA, Neeya Ann SIBU, Johnathan SONG, Nhi NGO, Edeline FIDELIA

Late with No Apologies

EXCO:



Directors:

Officers:

Leaving Early with No Apologies

EXCO:

Directors:

Officers:

Absent with No Apologies

EXCO:

Directors: Arianna KUGENDRAN

Officers: Nivetha SANKARASUBRAMANIAN, Sirong LIU, Corlynn TNG QI, Jane CHEN,
ALLison GOH AI JIN, Charlene TAN XING LI

Motion 1

Move that **Standing Orders** be adopted for **eCCM #2** at **1:05PM**

Mover : Shreeyukta ADHIKARI

Secunder : Dhruv RANA

Motion Carried.

1.5. Adoption of Agenda

Motion 2

Move that the **Agenda for eCCM #2** be adopted at **1:06PM**

Mover : Kirsten ABUSTAN

Secunder : Bhavya MIDDHA

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Tejna Saravana KUMAR

Seconded : Pheobe CHAN

Motion Carried.

Motion 4

Move that the **ISA Recruitment March 2026 Intake Proposal** be accepted.

Mover : Shreeyukta ADHIKARI

Seconded : Keyur GOHEL

Motion Carried.

Motion 5

Move that the **Food Adventure Proposal** be accepted.

Mover : Shreeyukta ADHIKARI

Seconded : Pavitra RAVI

Motion Carried.

Motion 6

Move that the **Heads of Clubs Proposal** be accepted.

Mover : Pavitra RAVI

Seconded : Raunak RAGHAVAN

Motion Carried.

Motion 7

Move that the **International Movie Week Proposal** be accepted.

Mover : Bhavya MIDDHA

Seconded : Whitney YEUNG

Motion Carried.

Motion 9

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

Mover : Kirsten ABUSTAN

Seconded : Audrey ZHU

Motion Carried.

Motion 10

Move that the **President's Report #2** be accepted.

Mover : Pheobe CHAN

Seconded : Redd Danielle SY

Motion Carried.

4. Other matters

- Lounge clean up
- Summerfest

Motion 11

Move that **Standing Orders** be suspended at **1:31PM**

Mover : Dhruv RANA

Seconded : Kirsten ABUSTAN

Motion Carried.



Motion 12

Move that **eCCM #2** be adjourned at **1:32PM**

Mover : Dhruv RANA

Seconder : Tejna Saravana KUMAR

Motion Carried.

Motion carried.

Prepared by,

Redd Danielle Sy
General Secretary 2025/26
UMSU International

Employability Expo & Panel Proposal

Central Committee Meeting #7 – Tuesday, 10th March 2026

1. Introduction

Transitioning from education to employment presents a significant challenge for many international students. From identifying suitable companies to navigating application processes and understanding workplace requirements, the journey can feel complex and uncertain.

To support international students in overcoming these hurdles, this year we are taking a new approach to the previous “Employability Summit” by splitting it into 2 sub-events that will run on the same day “**Employability Expo**” and “**Employability Panel**”.

We are introducing both events to provide clear and practical guidance on employment pathways, including internships, graduate opportunities, and industry expectations. Through a combination of an informative QnA style session and interactive networking activities. We hope that through this, international students can gain access to relevant resources, expert insights, and direct connections with employers and recruitment agencies.

2. Objectives

This event aims to:

Employability Expo:

- Connect international students to their respective industry, agencies and companies
- Provide opportunity for networking and professional communication
- Showcase different career pathways and internship opportunities
- Access to career services, resources and tools

Employability Panel:

- Provide international students with expert insight to Melbourne's employment market
- Clarify application processes, workplace expectations and pathways to internships and graduate roles
- Address common challenges faced by international students through discussions with industry professionals and alumni
- Offer practical advice and strategies for career readiness

3. Event Details

Date : Employability Expo
Monday, 23rd March 2026 (Time – 11am-2pm)

Employability Panel
Monday, 23rd March 2026 (Time – 5:30pm – 7:30pm)

Venue	: Employability Expo – Level L10 Law Building (Building 106) Woodward Conference Center
	Employability Panel Talk – Level L1 Old Arts Building (Building 149) Parkville
Number of Attendees	: 400
Coordinators	: Corlynn TNG, Sirong LIU, Edeline FIDELIA, Pavitra RAVI, Nishka CHOPRA
Manpower	: 5 Committee Members & 17 ISAs (including coordinators which consists of 5 Committee Members and 17 ISAs) (ISA TBD)
Budget	: \$7350.00

4. Event Overview

Recognizing the intricate challenges faced by international students in securing employment in Australia, the employability summit is envisioned as a comprehensive solution, addressing the nuances of the job market and facilitating practical connections.

The structure of the day's event will begin with the Employability Expo running in a booth-like manner for international students to explore and understand industrial expectations. By engaging directly with recruitment agencies, companies and institutions, students can identify the specific skills and qualifications currently in demand within the Melbourne market with business representatives in this open format. This event will feature a fun themed photobooth to garner more attention due to lack of visibility and furthermore at the end participants can receive a goodie bag with some study essential and snacks along with an informative brochure about the professionals present and a reminder that the is a continuation of the event later in the day.

The momentum from the morning session will carry into the second half of the day: the Employability Panel. While the Expo is designed to incite initial interest and provide professional networking, the Panel Talk is designed to provide a deep, strategic "road map" for long-term career success. This event will serve as a forum where industry leaders, HR specialists, and successful international alumni bridge the gap between application and recruitment, sharing insider perspectives on the hiring process. Key focus areas will include navigating the job market, workplace culture, and overcoming visa barriers.

All in all, both the Employability Expo and Employability Panel aim to foster a supportive

community for international students through providing informative and essential shared experiences to facilitate communal growth. While the Expo seeks to forge enduring connection beyond this event, hence the networking component, the Panel aspires to answer worries and questions by providing expert clarity that turns uncertainty into a concrete career strategy.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	26/11/2025	Begin planning	- PIC's decided (Corlynn, Edeline, Nishka, Sirong & Eunice)	Nishka
	26/11/2025	Proposal	- Begin working on proposal - Brainstrom structure of both the event	Corlynn
	26/11/2025	List of companies	- List the companies we can reach out to	Edeline
	14/12/2025	Budget allocated	- Budget allocation of each of the events	Nishka & Pavitra
	01/12/25 - 04/01/26	Preliminary check & company list	- Listed more companies and preliminary ethics check before send	ALL
	04/01/26	Contact faculty members	- Contacting lectures, tutors etc. For advice	ALL
	07/03/26	Budget Planning	- Planning and further allocation of budget for employability week	Corlynn
	12/02/26	Location Confirmation	- Confirming location booking with events	Nishka & Pavitra
		Sending Email	- Sending Invitation emails to the respective companies & personnels	ALL
	05/03/26	Promotional Design	- Informing MnM and collaboration with MnM on designs	Edeline

	04/03/26	ISA request	- Informing HR and discussing the number of ISAs needed	Sirong
	16/03/26	ISA publicity	- Sending post information for publicity to ISA groups	
	04/03/26	Ticketing	- Creating ticketing link for sign up	Nishka
	07/03/26	Feedback form	Creating the feedback form for both event	Corlynn
	06/03/26	Site walk	- Check on venue: Woodward conference hall	Corlynn & Sirong
			-	
Event Day – Employability Expo				
	tbd	Briefing	Briefing the ISAs and allocating task	All
	23/03/26	Set up	Set up all logistics and prepare companies and booths (EXPO)	All
		Feedback	Ask participants to fill out feedback form	All
		Clean up		
Post Event – Employability Expo & Panel Talk				
		ISA hours	Record ISA hours	
		Report	Finish writing report	

Event Day

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

Event Flow

Time	Activity	Details	PIC
0900-0930	UMSU INTL arrives at Lounge	Final checks and set ups	Everyone
0950-1000	Move items to Woodward Conference Hall	Move goodie bags, name tags, banners and decorations	Everyone
1000-1030	UMSU INTL set up & preparations for event	Put up company names, station the goodie bags and check in station	Everyone
1030 - 1100	Exhibitors Arrive for set up	Booth/Stall set ups	Exhibitors
1050-1100	Photobooth set up	Photobooth set up alongside where goodie bags will be placed	Edu & Rewind photobooth
1100	Employability Summit Opens	Introductions, Acknowledgement of Country, remind participants that feedback form QR code is posted around the room	Edu department
1100-1400	Networking Session	Networking with speakers and whichever individual doesn't have their own company booth. Snacks and drinks will be available for the representatives	Company Representatives
1350-1400	Employability Expo Ends	Closing remarks + thanking all speakers, companies and agencies + reminder about feedback form	Edu department

1400-1500	Pack up	Pack up all items & thank company representatives	Everyone
1630-1700	UMSU INTL meet in lounge	Final checks	Everyone
1700-1710	Set up at William Ball	Prepare mics, slide and get ready for panel speakers	
1725-1730	Kick start panel	Introductions, Acknowledgement of Country, remind participants that feedback form QR code is posted around the room	MC
1730 - 1930	Employability Panel	QnA and information session with panel speakers and audience	MC
1925 - 1930	Closing up	Closing remarks + thanking all speakers, and + reminder about feedback form and food	MC
1930 - end	Pack up and clean up	End of the day, thank all speakers and record all ISA hours	Everyone

Post Event

- ☑ Ask participants to fill out feedback form

6. Budget

A total of **\$7350.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Woodward Conference Hall – venue			\$3324.00
Photobooth	1	\$650.00	\$650.00
Blue Pen – Kmart 10per pack	30	\$1	\$30.00
Black Pen –Kmart 10per pack	30	\$1	\$30.00
Multicolor mini sticky notes – Kmart 12 pack	25	\$9	\$225.00
Moccona Cafe Classics Latte Coffee Sachets – 30 individual sachets (coles)	10	\$13	\$130.00
Moccona Cafe Classics Cappuccino Coffee Sachets – 30 individual sachets (coles)	10	\$13	\$130.00
Smiths’s Snack variety mega mix 60 pack	5	\$22	\$110
Mars Chocolate Party Share Bag 20 Piece (coles)	8	\$8.00	\$64.00
Snickers Chocolate Party Share Bag 20 Pieces (coles)	7	\$8.00	\$56.00
Goodie bags	35	\$2.50	\$95
Gift cards	7	\$50	\$350
Food - Poked	74	\$7	\$569
TOTAL			\$5763

7. Conclusion



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

This concludes our proposal for the Employability Expo & Panel proposal 2026. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

**Corlynn TNG & Sirong LIU
Education Department 2025/26
UMSU International**



International Student Survey Proposal

Central Committee Meeting #7, 10th March 2026

1. Introduction

The International Student Survey will be conducted throughout Semester 1, 2026 (March-April). This survey aims to obtain suggestions, opinions and comments on the overall experience of international students. This survey will act as a guideline for us, as well as the university, to better understand the needs of international students.

2. Objectives

This survey aims to:

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

3. Event Details

Date	: March-April 2025 (Week 4-8)
Venue	: South Lawn and McFarland Court (in-person promotions)
Number of Survey Respondents	: 2,500+
Coordinators	: Nishka, Pavitra, Nivetha, Eunice, Sirong (Momo helping out)
Manpower	: 10 Committee Members & 24 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$5,200

4. Event Overview

The International Student Survey (ISS) will be open for students to fill out from week 4 to week 8 of Semester 1, 2026. The ISS includes the completion of an online survey, which will be distributed to students through a link to university emails or can be completed with the

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

5. Sections of Survey (TBC)

- General Information (pertaining to student details)
- University and Academic Experience
- Work and Employment
- Financial Situation
- Accommodation
- Health, Safety and Inclusivity

6. Event Timeline

Wk#	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	10 th March	Proposal	Prepare & present proposal in eCCM	Pavitra, Nishka
	15 th March	Kick-off meeting with Event Team	Discuss relevant information with CME Event team	Pavitra
2	15 th March	Survey Questions	Finalize survey questions	All
3	TBC	ISS Briefing (ISAs+ CommitteeMembers)	Briefing on the objective of ISS, how to phrase the survey and highlight on incentives	Sirong
Event Day				
4	24 th March	Survey Commencement	Send out survey link to student emails	Eunice
4	25 th March	Gather Volunteers	Gather up ISAs and committee members for on-campus promotions	PIC
4	25 th March	In-Person Promotions	Begin in-person promotions and on-site filling out of forms	All PIC
8	TBD	End of Survey	Close survey from all respondents	TBD

Post Event				
-	April 24, 2026 - Winter Break	Preliminary Analysis	Analyze survey responses and start building report	ALL PIC
10	May 4, 2025	Collection of Giveaway Prizes		Nishka, Pavitra
12	TBD	Finalize Report		Whole education team
-	TBD	ISS Final Report	Publication of ISS final report	Nishka, Pavitra

7. Budget

A total of **\$5,200** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
iPad	1	587	587
Airpods pro	1	429	429
Airpods (last year)	1	0	0
Nutribullet	3 + 1	39 + 0	117
Powerbanks	5	75	375
JB Hi-Fi Delivery	1	30	30.00
Gift card	50	25	1250
Coffee Gift Cards (Carte Crepes)	336	0	0.00
Snacks – Smith's Snack Mix	25	8.9	225
Snacks – Cadbury Boxed Chocolate	50	12	600
Snacks – Oreo Minis	50	4	200

Miscellaneous	1		1087
TOTAL			5200

8. Conclusion

This concludes our proposal for the International Student Survey Proposal 2026. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Nishka Chopra

**Education Department 2025/26
UMSU International**



UMSU Intl. Glovey's Get-Togethers Proposal

Central Committee Meeting #3– Tuesday 10th March, 2026

1. Introduction

UMSUi Glovey's Get-Togethers is a program designed to make the semester feel more fun, relaxed, and connected for all students by offering a casual and welcoming space to take part in hobby-based activities. These activities will not only help students unwind and de-stress but also create opportunities to meet new people and naturally spark new friendships along the way. With many students expressing concerns about building friendships and suffering feelings of isolation, Glovey's Get Together aims to add a warm, uplifting energy to help build a more inclusive and emotionally healthy campus environment. We will host this pair of events in weeks 3 and week 9, where the week 3 activity is Tote Bag Painting, to facilitate these relationships.

2. Objectives

This event aims to:

- Create a safe and welcoming space, especially for new and international students, to feel included, supported, and comfortable connecting with other peers
- Helping students to find a sense of belonging by strengthening their bonds with their peers through shared, low-pressure social activities
- Reinforce USU's role as a welcoming and inclusive support system for all students

3. Event Details

Date	: Week 3
Venue	: Arts lab
Number of Attendees	: 50
Coordinators	: Nishka CHOPRA, Amanda LI, Jane CHEN, Elaine YE, Sally NGO, Juni TAKAHASHI
Manpower	: All the coordinators and 10 ISAs
Budget	: \$380

4. Event Overview

Glovey's Get-Togethers is a semester-long program designed to ease connections and combat loneliness in University, which is a prominent issue amongst International students. While it shares some similarities with Buddy Up, Glovey's Get-Togethers takes a different approach—fostering a more dynamic and energetic atmosphere through larger-scale events. Unlike Buddy Up's smaller, intimate gatherings, this program offers students the chance to meet a broader range of peers to help students find a sense of belonging.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1		Event Proposal	- Present proposal during CCM	All
1-3	1 st – 20 th March	Event Preparations	- Finalise event details - Purchase necessary supplies/food for event - Book Venues - Organise sign-ups for even	All
3		Tote Bags Making	- Finalise the participant list - Finalise Preparations for the event	PICs
9		Event #2	- Finalise the participant list - Finalise Preparations for the event	PICs
Event Day				
3 & 9		Host events in weeks 3 & 9	- Prepare for events - Run events	PICs
Post Event				
3 & 9		Collect event feedback	- Create feedback forms for the participants to fill in - Internal meetings to discuss about the performance and how can it be improved	ALLWELFARE

Pre-event

- Brief ISAs before each event for the various tasks.



Event Outline

Tote bag painting

As part of Glovey's Get Together Week, the Tote Bag Making session is designed to create a relaxed and welcoming space where students can freely express their creativity while connecting with other students. Participants will have the opportunity to design and customer their own tote bag, creating a unique piece that reflects their personality and individual style.

This activity aims to foster interactions and meaningful conversations among students. By painting and decorating together, participants can bond naturally and leave with not a unique designed tote bag, but also new friendships.

This event will consist of 2 sessions, each with 25 participants; and will be held at Art Labs.

6. Budget

A total of **\$390** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Various Activities Supplies eg Markers	1	\$40	\$40
Various light snacks and drinks	100	3.50+ 1.35	\$242
Miscellaneous	1		108
TOTAL			\$390

Other supplies such as tote bag and marker, paints are from UMSUi lounge and Arts Lab.

7. Conclusion

The Welfare Department aims to provide meaningful support and foster a stronger sense of community for international students at the University of Melbourne. We understand that international students may often feel disconnected and uncertain about forming friendships, and we recognize the importance of social and welfare support during these times. While one-off events may not always lead to lasting friendships, we believe that fun, hobby-based initiatives like Glovey's Get-Togethers can create the opportunities students need to build genuine, long-term connections.



This concludes our proposal for the Glovey's Get-Togethers Initiative. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Jane CHEN, Nishka CHOPRA, Amanda LI, Elaine YE, Sally NGO

Welfare Department 2025/26
UMSU International

Summerfest 2026 Report

Central Committee Meeting #7 – Tuesday, 10th March 2026

1. Introduction

This report summarises the Summerfest Giveaway which covers the period of 24th February, 2nd March and 3rd March 2026. The Cultural and Social department handed out snacks and UMSU INTL merch. This is an event where we engage with students across the three different campuses and introduce them to UMSUi and our upcoming events.

2. Event Details

Date	: Monday, 24 th February and Monday, Tuesday, 2 nd and 3 rd March 2026
Venue	: Parkville, Burnley, Southbank
Number of Attendees	: 800
Coordinators	: Shreeyukta ADHIKARI, Shamsul Arham AKHAND, Tejna SARVANA KUMAR, Raunak RAGHAVAN, Neeya Ann SIBU, Jonathan SONG, Audrey ZHU
Manpower	: 6 OB and 20 ISAs over three days
Budget	: \$5000

3. Event Overview

This event consists of distributing gifts and UMSU intl merch while also interacting with other students to inform them of what UMSU intl represents and the events that we host.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	28 th January	Finalize the giveaway items	Finalize the giveaway items and place an order	Shreeyukta ADHIKARI,



				Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
Event Day				
0	24 th February	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
0	24 th February	Distribution	For each shift the team consists of 4 ISAs who will distribute the items and engage with new students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
1	2 nd / 3 rd March	Setting up	Before the start of the activation, OBs and ISAs will meet up at the UMSU INTL Lounge before going to the respective campuses. OBs and ISAs will then set up UMSU INTL banner and tables for the giveaway	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU



1	2 nd / 3 rd March	Distribution	For each shift the team consists of 4 ISAs who will distribute the items and engage with new students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
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Pre-event

- First ISAs shift and OBs will gather at UMSUi Lounge to set up the table

Event Day

Event Flow (24/2/26)

Time	Activity	Details	PIC
10:30AM-10:45AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the drinks, plushy and merch after confirming students have followed UMSUi social media page + take attendance of ISAs	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
10:45AM-11:00AM	Set up	Setting up banner and tables	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
11:00AM-3:00PM	Distribution	Giving drinks, umbrellas and merch while engaging with students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR,

			Jonathan SONG, Neeya SIBU, Audrey ZHU
3:00PM-3:30PM	Pack down	Clean and pack down the area	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU

Event Flow (2/3/26 and 3/3/26)

Time	Activity	Details	PIC
10:00AM-10:15AM	Briefing	Ensure all ISAs and OBs remember to only let students pick the drinks, plushy and merch after confirming students have followed UMSUi social media page + take attendance of ISAs	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
10:15AM – 10:45AM	Going to Campus	All ISAs and OBs will go to their respective campuses	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
10:45AM-11:00AM	Set up	Setting up banner and tables	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
11:00AM-2:00PM	Distribution	Giving drinks, umbrellas and merch while engaging with students	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU
3:00PM-3:30PM	Pack down	Clean and pack down the area	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Tejna Saravana KUMAR, Jonathan SONG, Neeya SIBU, Audrey ZHU

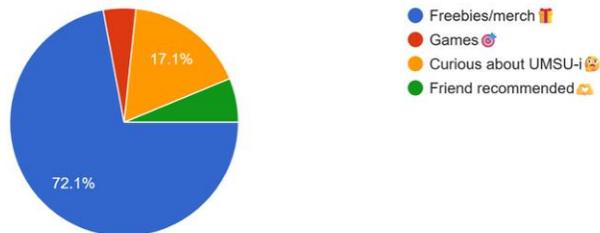
5. Reflections

- We had an approximate number of 800 students visiting our stalls across Parkville, Burnley and Southbank.
- Students were given snacks if they followed UMSU INTL on Instagram, and they were given a free merch if they filled out the feedback form and signed up to our newsletter.
- We gained around **500-600** new followers, **673** feedback form responses and **~200** newsletter sign ups.

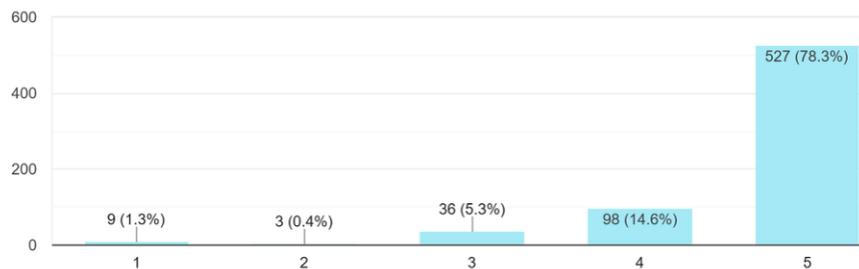
6. Feedback

We received a total of 673 responses through the feedback form.

What made you stop by our stall?
673 responses



How would you rate your overall experience at the stall? ❤️
673 responses



7. Suggestions

- Improve Crowd Flow and Queue Management- During peak periods, there were moments when many students gathered around the stall at once. Introducing

- clearer queue lines may help improve crowd flow and ensure a smoother distribution process and more time to introduce UMSUi.
- More Summerfest events at Burnley and Southbank campuses may help students be more aware and involved in UMSUi events.

8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$1334.90** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Snacks	800	1.66	1334.90	5000
TOTAL			1334.90	5000
Surplus/ Deficit				3665.10

9. Conclusion

This concludes our report for the Summerfest Report 2026. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

Neeya Ann SIBU & Jonathan SONG

Cultural and Social Department 2025/26

UMSU International



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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



6. Other Business

- Processing of invoices

7. Next Meeting

CCM #8

Date : Tuesday, 24th March 2025 (17:30)

Venue : PAR-148A-L1-155-Collaborative Learning Space / Project Room (30)