



# ***cinders***

## ***Proposed Year Plan***

CINDERS, THE ELECTED CABINET OF THE COMPUTER SCIENCE AND  
ENGINEERING STUDENTS' SOCIETY, HKUSTSU, SESSION 2023-2024

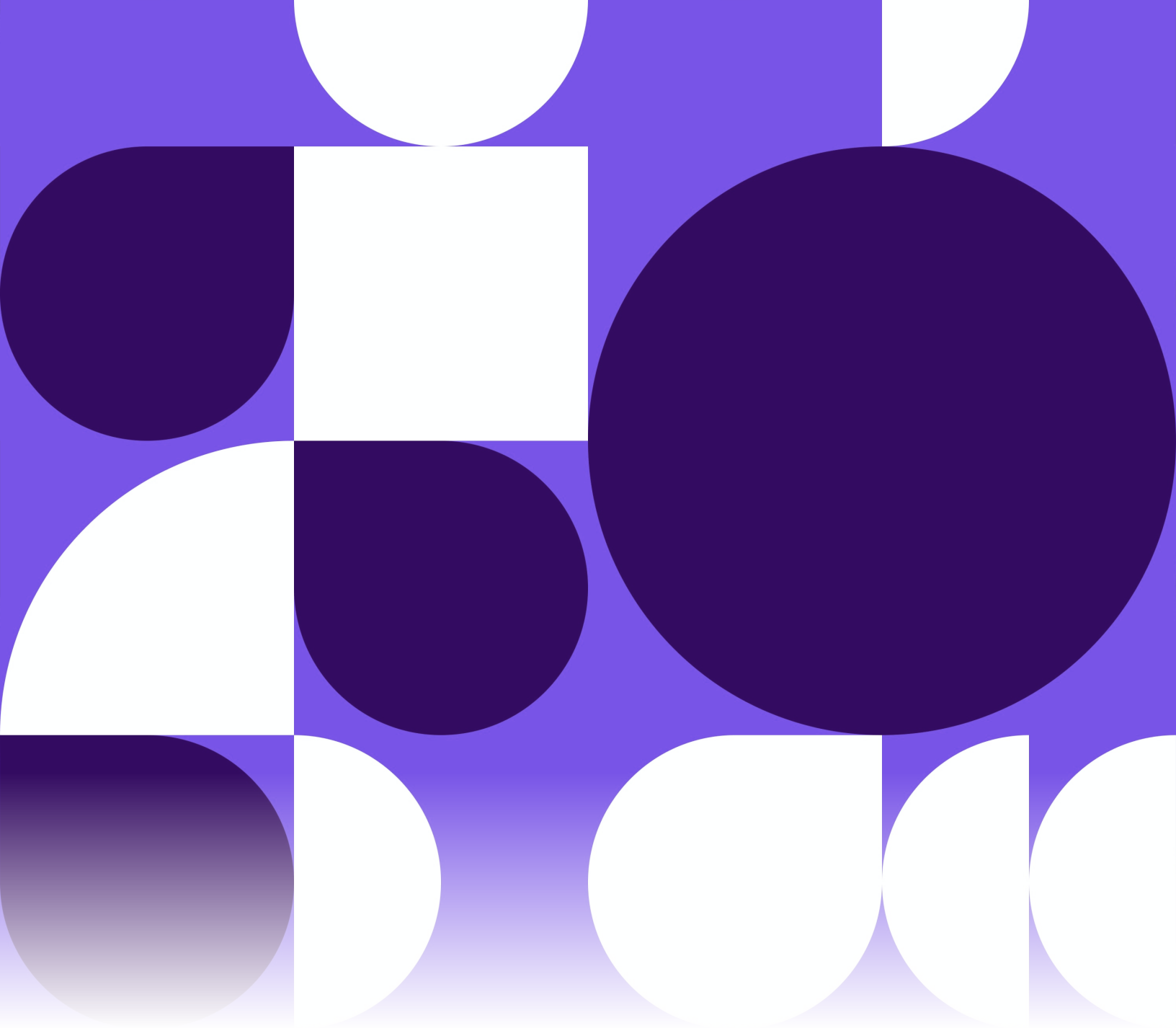
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## **Provisional Year Plan**

**CinderS, The Elected Cabinet of The Computer Science and Engineering  
Students' Society, HKUSTSU, Session 2023–2024**

## 1 The Executive Committee

- 李珠星  
Lee Chu Sing, Terry  
CHAIRPERSON
- 趙浩新  
Chiu Ho Sun, Nelson  
INTERNAL VICE-CHAIRPERSON
- 殷兆華  
Yan Siu Wa, Sam  
EXTERNAL VICE-CHAIRPERSON
- 譚熙耀  
Tam Hei Yiu, Samuel  
INTERNAL SECRETARY
- 甘肇燊  
Kam Siu San, Stan  
EXTERNAL SECRETARY
- 潘銳  
Poon Yui, Paddy  
FINANCIAL SECRETARY
- 張苑珊  
Cheung Yuen Shan, Cindy  
PUBLICATION AND PROMOTION SECRETARY
- 黃積安  
Wong Chik On, Jacky  
ACADEMIC SECRETARY

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## 3 Daily Operation of CSESS

### 3.1 General Promotion

Promote functions to all target participants.

#### 3.1.1 Schedule

DTF	Task	PIC(s)
14, 1	Social Media Promotion Design (Facebook, Instagram).	Terry (P) Stan (E Sec)
14, 1	Social Media Promotion Posting (Facebook, Instagram).	Nelson (IV) Sam (EV)
14, 1	Discord Announcement.	Samuel (In Sec)
14, 1	Instant Messages (WhatsApp, Telegram, Signal).	All
14	CSESS Counter (LG5).	All
14	Event Promotion on CSESS Website.	Jacky (A Sec)
14, 7, 1	Mass Email to CSESS Members.	Samuel (In Sec)

### 3.2 Poster Promotion

To promote functions through posters posted in designated areas of the campus.

#### 3.2.1 Date

14 (DTF)

#### 3.2.2 Location

- Atrium, Area C
- Bus Stop
- Common Room 2466
- G/F, Inner Wall of the Piazza, Near the Main Entrance of the Sports Hall

- G/F, New Hall (Seafront Restaurant) (× 3)
- G/F, Wall Adjacent to the Main Entrance of the Sports Hall
- LG5, Lift 10-12
- LG5, near escalator
- LG7, Wall adjacent to the Canteen
- The 2nd right wall of “Fong Shu Chuen Promenade” (方樹泉廊)
- The 3rd Pair of Pillars of Bridge-Link (Counted From LG5) (× 2)
- 1/F, Lift 17-18, Both Sides
- 10/F, Lift Lobby, UG Hall I

### 3.2.3 Schedule

DTF	Task	PIC(s)
28-16	Design Poster.	Cindy (PP Sec)
15	Society Chop.	Any 1
14	Post Poster.	Nelson (IV) Stan (E Sec)

### 3.2.4 Equipment & Consumables

#### EQUIPMENT

Scissors	× 1
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#### CONSUMABLES

Poster	× 16
Tape	× 1

### 3.2.5 Remarks

Expiry date must be printed on the poster. The expiry date is at most 14 days after posting.



### 3.3 CSESS Counter Promotion

To promote functions by holding an on-campus or virtual online counter.

#### 3.3.1 Date

14–1 (DTF)

#### 3.3.2 Location

LG5

#### 3.3.3 Schedule

DTF	Task	PIC(s)
20–15	Prepare Equipment and Materials for Counter.	Any 3
14	Sit in the Counter.	All

#### 3.3.4 Equipment

##### EQUIPMENT

Scissors	× 1
Society Signboard	× 1
Tablecloth	× 1
Laptop	× 1
Money Box	× 1
Receipt Book	× 1
Cable Reel	× 1
Event Poster Board	× 1

## 4 CSE Farewell Video

### 4.1 Main PIC(s)

Nelson (IV), Stan (E Sec), Jacky (A Sec)

### 4.2 Objectives

- To celebrate the graduation of CSE graduates.
- To provide reminiscence comfort for final year CSE students.
- To recollect and gather the past memories of the graduates.

### 4.3 Details

**Date** 2<sup>nd</sup> May, 2023 (Tuesday)  
**Time** 12:00  
**Venue** Instagram and YouTube  
**Audience** Graduates and CSE Staff  
**Est. Participants** All CSE Graduates

### 4.4 Schedule

DTF	Finish Date	Task	PIC(s)
20	11 <sup>th</sup> April	Contact Professors.	Jacky (A Sec)
24–15	14 <sup>th</sup> April	Draft Farewell Video.	Nelson (IV) Stan (E Sec)
14–10	15 <sup>th</sup> April	Film Footage.	Nelson (IV) Jacky (A Sec)
10–4	21 <sup>st</sup> April	Edit Video.	Nelson (IV) Jacky (A Sec)
14–1	25 <sup>th</sup> April	Promote.	N/A

## 4.5 Equipment & Consumables

### EQUIPMENT

Camera	× 1
Laptop	× 1
Tripod	× 1
Camera Battery	× 1
Camera Charger	× 1
Laptop Charger	× 1
SD Card	× 1

### CONSUMABLES

Filming Props	× 16
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## 4.6 Rundown of Function (Filming Day)

Time	Description	PIC(s)
10:00–10:10	Gather Presenting Executive Committee Members.	N/A
10:10–18:00	Film Footage.	Nelson (IV) Jacky (A Sec)

## 4.7 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.

## 5 CSE Farewell Dinner

### 5.1 Main PIC(s)

Terry (P), Jacky (A Sec)

### 5.2 Objectives

- To celebrate the achievements of the graduating class and recognize their hard work and dedication.
- To honor and give thanks to the faculty, staff, and mentors who have supported the graduates throughout their academic journey.
- To have fun and enjoy good food, entertainment, and company in a relaxed and festive atmosphere.

### 5.3 Details

<b>Date</b>	10 <sup>th</sup> May, 2023 (Wednesday)
<b>Time</b>	18:30–20:30
<b>Venue</b>	UC Bistro
<b>Audience</b>	Graduates and CSE Staff
<b>Est. Participants</b>	70–80
<b>Fee (\$)</b>	Sponsored by CSE Department
<b>Budget (\$)</b>	8000
<b>Dress Code</b>	Smart Casual

### 5.4 Schedule

DTF	Finish Date	Task	PIC(s)
N/A	11 <sup>th</sup> April	Confirm Details with CSE Department.	Jacky (A Sec)
N/A	11 <sup>th</sup> April	Check Equipment and Material with CSE Department.	Jacky (A Sec)
1	11 <sup>th</sup> April	Book Venue.	Jacky (A Sec)
1	25 <sup>th</sup> April	Remind CSE Department to Send Email.	Jacky (A Sec)
10, 1	25 <sup>th</sup> April	Design Guest Book, Photo Props and Poster.	Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec)

DTF	Finish Date	Task	PIC(s)
10, 1	25 <sup>th</sup> April	Buy Nametags and Boutonnière.	Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec)
1	25 <sup>th</sup> April	Print Poster and Stick Poster.	Stan (E Sec)

## 5.5 Equipment & Consumables

### EQUIPMENT

Backdrop	× 1
Boutonnière	× 20
Cameras	× 2
Farewell Video	× 1
Guest Book	× 1
Nametags	× 20
Notice Boards	× 2
Pens	× 2
Photo Props	× 7
Society Signboard	× 1
Paper	× 100
Mics	× 4

### CONSUMABLES

Graduate Souvenirs	× 80
Greeting Cards	× 80
Letter Balloons	× 17
Lucky Draw Gifts	× 4
Lucky Draw Box	× 1
Lucky Draw Ticket	× 70–80
Participant List	× 1
Posters	× 13
Scissors	× 2
Tape	× 2
Seating Plan (Professors)	× 1

## 5.6 Rundown of Function

Time	Description	PIC(s)
17:00–18:00	Set Up Venue.	All
18:15–18:50	Registration.	Any 3
18:50–20:30	MC.	Samuel (In Sec) Cindy (PP Sec)
18:50–18:55	CSE Department Head Speech.	Any 2
18:55–19:00	CSESS Welcome Speech.	Terry (P)
19:00–20:30	Dinner.	All
19:30–20:00	Lucky Draw.	Any 4
20:25–20:30	Photo.	All
20:35–21:00	Clean Up.	All

## 5.7 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be no available seating plan.
- Confirm lucky draw and if alcohol beverages are acceptable.
- Identity checks are needed before walk-ins are allowed.

## 6 CSE Welcome Day

### 6.1 Main PIC(s)

Samuel (In Sec), Stan (E Sec)

### 6.2 Objectives

- To relieve stress of new students by offering fun water games.
- To create bonding between new students and CSESS Members, and provide an opportunity for new students to meet their peers.
- To introduce the Society and the Executive Committee to new students.

### 6.3 Details

<b>Date</b>	15 <sup>th</sup> July, 2023 (Saturday)
<b>Time</b>	10:00–20:00
<b>Venue</b>	Clear Water Bay, First Beach
<b>Audience</b>	Undergraduates Who Recently Declared a Major Offered by the CSE Department
<b>Est. Participants</b>	30
<b>Budget (\$)</b>	300
<b>Fee (\$)</b>	40 (Members), 60 (Non-Members)

### 6.4 Schedule

DTF	Finish Date	Task	PIC(s)
21–1	15 <sup>th</sup> June	Ask CSE Department for Funding.	Jacky (A Sec)
7–2	18 <sup>th</sup> June	Design Poster.	Cindy (PP Sec)
7–2	18 <sup>th</sup> June	Design Games.	Stan (E Sec) Paddy (Fin Sec)
14–1	22 <sup>nd</sup> June	Promote.	Samuel (In Sec)
14–1	22 <sup>nd</sup> June	Contact All Undergraduates Who Recently Declared a Major Offered by the CSE Department.	Samuel (In Sec) Stan (E Sec)
7–1	28 <sup>th</sup> June	Rehearse Games.	All

DTF	Finish Date	Task	PIC(s)
7–1	10 <sup>th</sup> July	Prepare Foods and Equipments for Barbeque.	All
7–1	13 <sup>th</sup> July	Send Out Final Reminders to Participants.	Nelson (IV)

## 6.5 Equipment & Consumables

### EQUIPMENT

Camera	× 1
Thermal Boxes	× 2
Society Banner	× 1
Water Blasters	× 40
Large Beach Buckets	× 4
Small Beach Buckets	× 4

### CONSUMABLES

Barbeque Meal for One Person	× 40
Barbeque Fork	× 40
Barbeque Net	× 4
Newspaper	× 4
Charcoal Bags	× 4
Drinks	60 × 330ml
Honey Jars	× 3
Lighter	× 2
Participant List	× 1
Plastic Cups	× 60
Plastic Gloves	× 50
Plate and Utensil	× 75
Tissue (Boxes)	× 5
Tongs	× 4
Trash Bags	× 5
White Bread (Loaves)	× 3
Working Gloves	× 4



## 6.6 Rundown of Function

Time	Description	PIC(s)
10:00–12:00	Prepare Venue.	Any 2
10:00–12:00	Hold Barbeque Stove.	Any 2
12:00–12:30	Meet Up at the North Gate, and at Diamond Hill Station.	Any 4
12:30–13:30	Travel To Clear Water Bay, First Beach.	Any 4
13:30–13:45	Introduction.	Terry (P) Any 2 MCs
13:45–14:15	Icebreaking Games.	N/A
14:15–14:50	Group Games.	Any 6
14:50–15:00	Break.	N/A
15:00–15:45	Mass Games.	Any 6
15:45–16:05	Photo-taking.	N/A
16:05–16:30	Set Up Barbeque Sites.	Any 2
16:30–19:00	Barbeque.	All
19:00–20:00	Clean Up.	All

## 6.7 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be both Chinese and English MCs if there are non cantonese speaking participants.
- Some members might go on field trips one month before the activity day.
- All participants are discouraged from entering the water.

## 7 CSESS Registration Day

### 7.1 Main PIC(s)

Nelson (IV), Sam (EV)

### 7.2 Objectives

- To promote the upcoming Orientation Camp to new students.
- To provide accurate and helpful information to new students.
- To introduce the Society and the Executive Committee to new students.

### 7.3 Details

**Date** 11<sup>th</sup> August, 2023 (Friday)  
**Time** 10:00–18:00  
**Venue** Atrium  
**Audience** Freshmen  
**Est. Participants** 40  
**Fee (\$)** Free

### 7.4 Schedule

DTF	Finish Date	Task	PIC(s)
21–1	5 <sup>th</sup> July	Confirm Details with SU and DSTO.	Sam (EV)
14	11 <sup>th</sup> July	Design Poster.	Cindy (PP Sec)
14	15 <sup>th</sup> July	Design Counter Decorations.	Cindy (PP Sec)
7	20 <sup>th</sup> July	Make Decorations for the Counter.	Stan (E Sec)
7	25 <sup>th</sup> July	Design Games for the Counter.	Nelson (IV)
7–1	28 <sup>th</sup> July	Rehearse Counter Games.	Nelson (IV)
7–1	11 <sup>th</sup> August	Promote.	N/A

## 7.5 Equipment & Consumables

### EQUIPMENT

Laptop	× 2
Charger	× 2
Cutter	× 2
Glue	× 2
Scissors	× 2
Money Box	× 1
Society Chop	× 1
Receipt	× 1

### CONSUMABLES

A4 Paper	× 30
A3 Purple-Colored Paper	× 10
A3 Black-Colored Paper	× 10
Foamboard	× 2
Glue Stick	× 2
Sticker	× 2
Black Marker	× 1
Blue Marker	× 1

## 7.6 Rundown of Function

Time	Description	PIC(s)
08:00–09:30	Check and Decorate the Counter.	Any 3
10:00–13:00	Open the Counter.	Any 3
13:00–18:00	On Duty.	Any 4
18:00–19:00	Close the Counter.	Any 4

## 8 CSESS Orientation Camp

### 8.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

### 8.2 Objectives

- Orientation Camp is an important event that introduces students to the university and helps them to make connections with their peers.
- To promote Orientation Camp, we plan to use various channels such as social media, email, and posters around campus.
- We also want to create engaging content that showcases the benefits of attending Orientation Camp and highlights some of the exciting activities that students can participate in during the event.
- Our goal is to encourage as many new students as possible to attend Orientation Camp and start their university experience on a positive note.

### 8.3 Details

<b>Date</b>	18 <sup>th</sup> August – 20 <sup>th</sup> August, 2023 (Friday – Sunday)
<b>Time</b>	09:00–18:00 (57 Hours)
<b>Venue</b>	Campus, Hong Kong Island and Kowloon
<b>Audience</b>	Freshmen and CSESS Members
<b>Est. Participants</b>	70 (Freshmen) + 7 (Spies) + 35 (Group Leaders) + 14 (Organizing Committee) = 126
<b>Fee (\$)</b>	500 (Freshmen), 500 (Spies), 250 (Group Leaders), 100 (Organizing Committee)

### 8.4 Schedule

DTF	Finish Date	Task	PIC(s)
N/A	1 <sup>st</sup> April	Confirm Date and Venue.	Terry (P) Nelson (IV) Sam (EV)
N/A	1 <sup>st</sup> April	Book Venue.	Stan (E Sec)
7, 1	12 <sup>th</sup> May	Design Theme.	Terry (P) Nelson (IV) Sam (EV)

<b>DTF</b>	<b>Finish Date</b>	<b>Task</b>	<b>PIC(s)</b>
7, 1	19 <sup>th</sup> May	Design Campfire Dance.	Samuel (In Sec) Stan (E Sec)
7, 1	26 <sup>th</sup> May	Reach Out for Sponsors.	Paddy (Fin Sec) Cindy (PP Sec)
14, 1	1 <sup>st</sup> June	Design Camp T-Shirts and Bags.	Cindy (PP Sec)
30, 1	15 <sup>th</sup> July	Recruit Joba and Joma.	All
14, 1	15 <sup>th</sup> July	Purchase Camp T-Shirts and Bags.	Paddy (Fin Sec)
7, 1	18 <sup>th</sup> July	Design Game Content.	All
7, 1	22 <sup>nd</sup> July	Design Poster.	Cindy (PP Sec)
3, 1	22 <sup>nd</sup> July	Divide in Groups; Pre-Camp Joba and Joma.	All
3, 1	25 <sup>th</sup> July	Book Transportation.	Stan (E Sec)
4, 1	25 <sup>th</sup> July	Design and Prepare All Decorations and Props.	All
14, 1	29 <sup>th</sup> July	Promote.	All
7, 1	4 <sup>th</sup> August	Design Camp Book and Guide.	All
9, 1	9 <sup>th</sup> August	Recruit Freshmen.	All
2–1	11 <sup>th</sup> August	Rehearse Games.	All
5, 1	13 <sup>th</sup> August	Create WhatsApp Groups.	All
5, 1	13 <sup>th</sup> August	Contact and Remind Participants the Date of the Camp.	All
5, 1	13 <sup>th</sup> August	Final Rehearsal of Rundown and Checking.	All
1	14 <sup>th</sup> August	Post Campfire Video.	Samuel (In Sec)

## 8.5 Timetable

Time	Day 1	Day 2	Day 3
10:00–10:30	Meet Up and Travel to Cam- pus (Choi Hung)	Meet Up and Travel to Venue (Hang Hou, Choi Hung, Kwun Tong or Sai Kung)	
11:30–11:00	Meet Up (Campus)		
11:00–11:30	Introduction and Group	City Hunt & Lunch	Meet Up
12:30–12:00	Icebreaking Games		Lunch
12:00–12:30			
13:30–13:00	Dem Cheers		Mass Games
13:00–13:30	Lunch		
14:30–14:00			
14:00–14:30			
15:30–15:00	Mass Games		Announce Winners
15:00–15:30			
16:30–16:00			
16:00–16:30		Demonstrate Campfire	Take Photos and Feedback
17:30–17:00			
17:00–17:30			
18:30–18:00			
18:00–18:30			

Time	Day 1	Day 2	Day 3
18:30–19:00	Dinner	Dinner	
19:00–19:30			
19:30–20:00	Detective Game	Campfire	
20:00–20:30			
20:30–21:00			
21:00–21:30			
21:30–22:00			
22:00–22:30	Room Games	Room Games	
22:30–23:00			
23:00–23:30			
23:30–24:00			

## 8.6 Day 1

### 8.6.1 Equipment & Consumables

#### EQUIPMENT

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Camera	× 1
Laptops	× 4
Society Banner	× 1
Chargers	× 4
Extend Cables	× 2
Speakers	× 2
Microphones	× 2
Trolleys	× 2
Projector	× 1
HDMI Cables	× 2
Group Flags	× 7
Markers	× 7
Trash Bags	× 6

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#### CONSUMABLES

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Name List of All Participants	× 2
Camp T-Shirts	× 130
Camp Bags	× 130
A4 Paper	× 30
A3 Purple-Colored Paper	× 10
A3 Black-Colored Paper	× 10
Foam Boards	× 2
Glue Sticks	× 2
Stickers	× 2
Glue	× 2
Scissors	× 2
Cutters	× 2
Black Marker	× 1
Blue Marker	× 1
Tape	× 4

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### 8.6.2 Rundown

Time	Description	PIC(s)
08:00–10:00	Prepare Venue.	Any 4
10:00–10:30	Meet Up.	Any 4
10:30–11:00	Travel to Venue.	Any 4
11:00–11:30	Introduction and Group.	Terry (P) Any 2 MCs
11:30–12:30	Icebreaking Games.	All
12:30–13:00	Dem Cheers.	N/A
13:00–14:30	Lunch.	Any 4
13:00–14:30	Prepare Venue for Mass Games.	Any 4
14:30–18:30	Mass Games.	All
17:30–18:30	OC To Store the Luggage of Participants.	N/A
18:30–19:30	Dinner.	All
19:30–22:00	Detective Games.	All
22:00–23:00	Shower.	All
23:00–01:00	Room Games.	All

## 8.7 Day 2

### 8.7.1 Equipment & Consumables

#### EQUIPMENT

Camera	× 1
Laptops	× 4
Society Banner	× 1
Chargers	× 4

Extend Cables	× 2
Speakers	× 2
Microphones	× 2
Trolleys	× 2
Projector	× 1
HDMI Cables	× 2
Group Flags	× 7
Markers	× 7
Trash Bags	× 6
Electric Blowers	× 2
Wood Props	× 12

#### CONSUMABLES

Name List of All Participants	× 2
Camp T-Shirts	× 130
A4 Paper	× 30
Scissors	× 2
Cutters	× 2
Black Marker	× 1
Tape	× 4
Red Fabric	× 2
Orange Fabric	× 2

### 8.7.2 Rundown

Time	Description	PIC(s)
08:00–10:00	Prepare Venue.	Any 4
10:00–10:30	Meet Up.	Any 4
10:30–11:00	Travel to Venue.	Any 4
11:00–15:30	City Hunt and Lunch.	All
15:30–16:00	Travel to Venue.	N/A
16:00–18:00	Demonstration of Campfire.	All
18:00–19:30	Dinner.	All

Time	Description	PIC(s)
19:30–22:00	Campfire.	All
22:00–23:00	Shower.	All
23:00–01:00	Room Games.	All

## 8.8 Day 3

### 8.8.1 Equipment & Consumables

#### EQUIPMENT

Camera	× 1
Laptops	× 4
Society Banner	× 1
Chargers	× 4
Extend Cables	× 2
Speakers	× 2
Microphones	× 2
Trolleys	× 2
Projector	× 1
HDMI Cables	× 2
Group Flags	× 7
Markers	× 7
Trash Bags	× 6

#### CONSUMABLES

Name List of All Participants	× 2
A4 Paper	× 150

### 8.8.2 Rundown

Time	Description	PIC(s)
08:00–11:00	Prepare Venue.	Any 4
11:00–11:30	Meet Up.	Any 4

Time	Description	PIC(s)
11:30–12:30	Travel to Venue.	All
11:30–12:30	Lunch.	All
12:30–15:00	Mass Games.	All
15:00–16:00	Announce Winners.	All
16:00–17:00	Take Photos and Feedback.	All
17:00–18:00	Clean Up Venue.	All

## 8.9 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- Arrangement under COVID-19:
  - If the social gathering restriction is in force, gathering day will be considered instead of gathering night. On-campus gathering day will also be considered. If the restriction is further tightened, the gathering night might be cancelled.
  - If the social gathering restriction is in force, Ocamp will be held only in the campsite. The city hunt will be replaced by campsite hunt.
- Group leaders recruitment will be held one month before the start of the Orientation Camp. There will be meetings between the executive committee and the group leaders to prepare for the activity and rundown of the Orientation Camp.

## 9 CSESS Orientation Night

### 9.1 Main PIC(s)

Nelson (IV), Sam (EV), Stan (E Sec)

### 9.2 Objectives

- To introduce the Society and the Executive Committee to new students.
- To promote activities and welfare provided by the Society.
- To reunite students who participated in the Orientation Camp.
- To enable students who cannot participate in the Orientation Camp to meet like-minded friends.

### 9.3 Details

<b>Date</b>	9 <sup>th</sup> September, 2023 (Saturday)
<b>Time</b>	18:00–22:00
<b>Venue</b>	Partyroom
<b>Audience</b>	Participants of Orientation Camp and Freshmen
<b>Est. Participants</b>	20
<b>Budget (\$)</b>	1000
<b>Fee (\$)</b>	70

### 9.4 Schedule

DTF	Finish Date	Task	PIC(s)
3–1	12 <sup>th</sup> August	Book venue.	Samuel (In Sec)
4–2	27 <sup>th</sup> August	Design Poster.	Cindy (PP Sec)
3–1	27 <sup>th</sup> August	Confirm Rundown Details.	Nelson (IV) Sam (EV)
3–1	27 <sup>th</sup> August	Prepare Games.	Stan (E Sec) Paddy (Fin Sec) Jacky (A Sec)

DTF	Finish Date	Task	PIC(s)
4–2	27 <sup>th</sup> August	Prepare Equipment.	Stan (E Sec) Paddy (Fin Sec) Jacky (A Sec)
1	31 <sup>st</sup> August	Final Rehearsal.	All
14–7–1	31 <sup>st</sup> August	Promote.	Samuel (In Sec) Cindy (PP Sec)

## 9.5 Equipment & Consumables

### EQUIPMENT

Society Banner	× 1
Camera	× 1
Pens	× 10

### CONSUMABLES

Large Pizza	× 5
Soft Drinks	6 × 6 × 315ml
Participant List	× 1
Tissue (Boxes)	× 5
Trash Bags	× 5
Paper	× 100

## 9.6 Rundown of Function

Time	Description	PIC(s)
18:00–18:15	Set Up Venue.	Any 4
18:15–18:30	Meet Up and Travel to Venue.	Any 4
18:30–18:40	Introduction and Divide in Groups.	All
18:40–19:00	Warm-up Games (in Small Groups) and Food Ordering.	Any 7+1
19:00–20:00	Mass Games.	All

Time	Description	PIC(s)
20:00–20:30	Singing Contest.	All
20:30–21:30	Dinner.	Any 2
21:30–21:45	Take Photos.	All
21:45–22:00	Clean Up.	All

## 9.7 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be both Chinese and English MCs if there are non cantonese speaking participants.

## 10 CSESS Orientation Week

### 10.1 Main PIC(s)

Terry (P), Samuel (In Sec), Stan (E Sec)

### 10.2 Objectives

- Attract non-members to join the Society.
- Promote and sell Society products.
- Promote upcoming activities of the Society.
- To recruit sports team members.

### 10.3 Details

<b>Date</b>	4 <sup>th</sup> September – 14 <sup>th</sup> September, 2023 (Monday – Thursday)
<b>Time</b>	10:00–18:00
<b>Venue</b>	Atrium
<b>Audience</b>	Freshmen and Society Members
<b>Est. Participants</b>	N/A
<b>Fee (\$)</b>	Discount (Members) or Standard (Non-Members)

### 10.4 Schedule

DTF	Finish Date	Task	PIC(s)
N/A	28 <sup>th</sup> August	Schedule of PICs for the Counter.	Terry (P) Samuel (In Sec) Cindy (PP Sec)
N/A	28 <sup>th</sup> August	Make Products.	Terry (P) Nelson (IV) Sam (EV)
N/A	28 <sup>th</sup> August	Noticeboard Decorations.	Cindy (PP Sec)
N/A	28 <sup>th</sup> August	Counter Decorations.	Nelson (IV) Sam (EV) Cindy (PP Sec)



## 10.5 Equipment & Consumables

### EQUIPMENT

Color Paper	× 4
Society Signboard	× 1
Scissors	× 4
Tablecloth	× 1
Noticeboard	× 2
Piggy Bank	× 1
Society Chop	× 1
Pens	× 2
Member List	× 1
Cheque Book	× 1
Banner	× 1

## 10.6 Rundown of Function

Time	Description	PIC(s)
09:45–10:00	Open Counter.	Any 4
10:00–18:00	Exist.	Any 4
18:00–18:10	Close Counter.	Any 4

## 11 CSESS Sub-Committee Function

### 11.1 Main PIC(s)

Terry (P)

### 11.2 Objectives

- To let our members experience what it would be like being the Executive Committee.
- To introduce the Society and the Executive Committee to freshmen.
- To assemble the successor cabinet of session 2024–2025.

### 11.3 Details

<b>Date</b>	15 <sup>th</sup> September, 2023 (Friday)
<b>Time</b>	19:30
<b>Venue</b>	Computer Lab, Room 4214
<b>Audience</b>	Freshmen
<b>Est. Participants</b>	20
<b>Budget (\$)</b>	200 (If Not Profitable)
<b>Fee (\$)</b>	TBD

### 11.4 Schedule

DTF	Finish Date	Task	PIC(s)
0	6 <sup>th</sup> September	Meet With Participants To Discuss the Form of Function Day.	Terry (P) Nelson (IV) Sam (EV)
5	8 <sup>th</sup> September	Promotion Poster.	Terry (P) Samuel (In Sec) Cindy (PP Sec)
5	8 <sup>th</sup> September	Promotion Video.	Terry (P) Samuel (In Sec) Cindy (PP Sec)
0	15 <sup>th</sup> September	Assist With the Work of Sub-Committee.	All

## 11.5 Rundown of Function

Time	Description	PIC(s)
6 <sup>th</sup> September 18:00–19:00	Icebreaking Games.	Terry (P) Samuel (In Sec) Stan (E Sec)
6 <sup>th</sup> September 19:00–20:00	Discussion of Function Day Topic.	Terry (P) Samuel (In Sec) Stan (E Sec)
6 <sup>th</sup> September 20:00–20:15	Partition of Function Team and Promo Team.	Terry (P) Samuel (In Sec) Stan (E Sec)

## 12 CSESS Welfare Product Distribution

### 12.1 Main PIC(s)

Terry (P), Cindy (PP Sec)

### 12.2 Objectives

- To give thanks to the support of all Society Members.
- To give away products as a token of appreciation.

### 12.3 Details

**Date** 11<sup>th</sup> October – 13<sup>th</sup> October, 2023 (Monday – Thursday)  
**Time** 10:00–18:00  
**Venue** LG5  
**Audience** All Society Members  
**Est. Participants** 100  
**Fee (\$)** Free

### 12.4 Schedule

DTF	Finish Date	Task	PIC(s)
7, 1	21 <sup>st</sup> August	Design Product.	Cindy (PP Sec)
3	8 <sup>th</sup> August	Decide Clothes Fabric.	Terry (P)
14	11 <sup>th</sup> September	Product Sample.	Paddy (Fin Sec)
7	18 <sup>th</sup> September	Finalize Products.	Sam (EV)
21	2 <sup>nd</sup> October	Purchase Product, Delivery.	Paddy (Fin Sec)
7	2 <sup>nd</sup> October	Design Poster.	Cindy (PP Sec)
8	10 <sup>th</sup> October	Promote.	Samuel (In Sec)

## 12.5 Equipment & Consumables

### EQUIPMENT

Clothes	× 120
Keychains	× 100
Stickers	× 100

### CONSUMABLES

Posters	× 13
Member List	× 1

## 12.6 Rundown of Function

Time	Description	PIC(s)
09:00–10:00	Set Up Counter.	Any 4
10:00–18:00	Open Counter.	Any 4
18:00–19:00	Clean Up.	Any 4

## 13 CSE Festival

### 13.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

### 13.2 Objectives

- To promote interest in CSESS.
- To encourage networking and collaboration.
- To provide educational resources and opportunities.
- To increase diversity and inclusion in Computer Science.

### 13.3 Details

<b>Date</b>	16 <sup>th</sup> October – 20 <sup>th</sup> October, 2023 (Monday – Friday)
<b>Time</b>	13:00–19:00
<b>Venue</b>	Atrium and Lecture Theater
<b>Audience</b>	All Students
<b>Est. Participants</b>	300
<b>Fee (\$)</b>	N/A

### 13.4 Content

<b>Opening Ceremony</b>	16 <sup>th</sup>
<b>Seminar 1</b>	17 <sup>th</sup>
<b>Workshop</b>	18 <sup>th</sup>
<b>Seminar 2</b>	19 <sup>th</sup>
<b>Closing Ceremony</b>	20 <sup>th</sup>
<b>BBQ Gathering</b>	20 <sup>th</sup>

### 13.5 Todo

I want sleep...

## 14 CSESS Information Session

### 14.1 Main PIC(s)

Terry (P), Samuel (In Sec), Paddy (Fin Sec)

### 14.2 Details

<b>Date</b>	21 <sup>st</sup> November, 2023 (Tuesday)
<b>Time</b>	20:00–21:00
<b>Venue</b>	Computer Lab, Room 4210
<b>Audience</b>	Next Cabinet Candidates
<b>Est. Participants</b>	10–15
<b>Fee (\$)</b>	N/A

### 14.3 Schedule

DTF	Finish Date	Task	PIC(s)
4	20 <sup>th</sup> November	Book Venue.	Terry (P) Samuel (In Sec)
4	20 <sup>th</sup> November	Prepare Speech.	All

### 14.4 Equipment & Consumables

#### EQUIPMENT

Projector	× 1
Speech Script	× 1

### 14.5 Rundown of Function

Time	Description	PIC(s)
20:00–20:30	Each current executive committee introduce their duty.	All
20:30–21:00	Q&A Session.	All

## 15 CSE Photo-Taking Day

### 15.1 Main PIC(s)

Terry (P)

### 15.2 Objectives

- To foster a sense of unity and belonging among the students in the CSE Department.
- To showcase the diversity and inclusivity of the department, by including students from different backgrounds and cultures in the photo.
- To create a fun and memorable experience for the students, allowing them to bond and socialize with their peers outside of the classroom.

### 15.3 Details

<b>Date</b>	11 <sup>th</sup> November, 2023 (Saturday)
<b>Time</b>	13:30
<b>Venue</b>	Atrium
<b>Audience</b>	Students in the CSE Department
<b>Est. Participants</b>	50
<b>Fee (\$)</b>	N/A

### 15.4 Schedule

DTF	Finish Date	Task	PIC(s)
7	11 <sup>th</sup> November	Find Photographer.	All
1–2	4 <sup>th</sup> July	Promote.	Samuel (In Sec) Cindy (PP Sec)

### 15.5 Equipment & Consumables

#### EQUIPMENT

Cameras	× 2
Society Signboard	× 1



## 15.6 Rundown of Function

Time	Description	PIC(s)
13:30–13:45	Gather at Atrium.	All
13:45–14:00	Take Photos.	All
14:00–14:30	Free Time (Participants Take Photos Themselves).	All

## 16 CSESS Rock Climbing Day

### 16.1 Main PIC(s)

Nelson (IV), Sam (EV)

### 16.2 Objectives

- To promote healthy lifestyle among CSE students.
- To offer a chance for students to relax by taking part in sports, after the three years of lockdown due to the pandemic.
- Provide a chance for CSE students to connect with each other.

### 16.3 Details

<b>Date</b>	25 <sup>th</sup> November, 2023 (Saturday)
<b>Time</b>	12:00–18:00
<b>Venue</b>	Kizuna Climbing Gym (TKO)
<b>Audience</b>	CSE Students and CSESS Members
<b>Est. Participants</b>	20 (Excluding Excors)
<b>Fee (\$)</b>	80
<b>Budget (\$)</b>	200@1

### 16.4 Schedule

DTF	Finish Date	Task	PIC(s)
N/A	15 <sup>th</sup> March	Confirm Details with Rock Climbing.	Nelson (IV)
N/A	15 <sup>th</sup> March	Confirm with Boulder Gym.	Nelson (IV)
N/A	15 <sup>th</sup> March	Confirm Human Resources with Rock Climbing.	Nelson (IV)
2	20 <sup>th</sup> March	Discuss with Boulder Gym.	Nelson (IV)
14	Two Weeks Before	Design Poster.	Cindy (PP Sec)
7–1	One Week Before	Post Poster.	Nelson (IV)

## 16.5 Equipment

### EQUIPMENT

Society Signboard × 1

## 16.6 Rundown of Function

Time	Description	PIC(s)
12:00	Assemble on Campus.	Nelson (IV)
12:00–13:00	Travel to Boulder Gym.	Nelson (IV)
13:00–18:00	Boulder Tutorial & Free Time at Boulder Gym.	Nelson (IV)

## 16.7 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.

## 17 CSE Annual Dinner

### 17.1 Main PIC(s)

Terry (P), Jacky (A Sec)

### 17.2 Objectives

- To provide entertainment and a fun night out for members and guests, and to create a positive and memorable experience for everyone involved.
- To provide an opportunity for members to network and build relationships with each other.
- To celebrate its achievements over the past year.

### 17.3 Details

**Date** 11<sup>th</sup> February, 2024 (Sunday)  
**Time** 18:30–20:30  
**Venue** LG7  
**Audience** Students and CSE Department Staff  
**Est. Participants** 90–100  
**Fee (\$)** TBD; Sponsored by Department

### 17.4 Schedule

DTF	Finish Date	Task	PIC(s)
N/A	11 <sup>th</sup> December	Confirm Details With the Department.	Jacky (A Sec)
N/A	11 <sup>th</sup> December	Check Equipment and Material With the Department.	Jacky (A Sec)
1	11 <sup>th</sup> December	Book Venue.	Jacky (A Sec)
1	5 <sup>th</sup> February	Ask Department To Send Reminder Email.	Jacky (A Sec)
10, 1	5 <sup>th</sup> February	Design Photo Props and Poster.	Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec)

DTF	Finish Date	Task	PIC(s)
10, 1	5 <sup>th</sup> February	Buy Nametags and Boutonnière.	Samuel (In Sec) Cindy (PP Sec) Jacky (A Sec)
1	5 <sup>th</sup> February	Print Poster and Stick Poster.	Stan (E Sec)

#### 17.4.1 Equipment & Consumables

##### EQUIPMENT

Society Signboard	× 1
Farewell Video	× 1
Backdrop	× 1
Notice Boards	× 2
Photo Props	× 7
Cameras	× 2
Nametags	× 20
Boutonnière	× 20

##### CONSUMABLES

Letter Balloon	× 15
Luck Draw Gifts	× 4
Tape	× 2
Scissors	× 2
Poster	× 13
Participant List	× 1

#### 17.5 Rundown of Function

Time	Description	PIC(s)
17:00–18:00	Set Up Venue.	All
18:15–18:50	Registration.	Any 3
18:50–18:55	Welcoming Speech.	Any 2

<b>Time</b>	<b>Description</b>	<b>PIC(s)</b>
18:55–19:00	Department Head Speech.	Any 2
19:00–20:30	Dinner.	All
19:30–20:00	Lucky Draw.	Any 4
20:30–20:35	Take Photos.	All
20:35–21:00	Clean Up.	All

## 17.6 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- There will be no available seating plan.
- Confirm lucky draw and if alcohol beverages are acceptable.
- Identity checks are needed before walk-ins are allowed.

## 18 CSESS Forum

### 18.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

### 18.2 Objectives

- To introduce members of new cabinet to CSE Members.
- To show the forum book of new cabinet to CSE Members.
- To let Members ask questions to the newly nominated cabinet.

### 18.3 Details

<b>Date</b>	14 <sup>th</sup> February, 2024 (Wednesday)
<b>Time</b>	19:00–20:30
<b>Venue</b>	Room 4210
<b>Audience</b>	CSE Members
<b>Est. Participants</b>	20
<b>Fee (\$)</b>	N/A

### 18.4 Schedule

DTF	Finish Date	Task	PIC(s)
5	22 <sup>nd</sup> February	Promote.	Nominated Cabinet
7	22 <sup>nd</sup> February	Book Venue.	Terry (P) Nelson (IV) Samuel (In Sec)

### 18.5 Equipment & Consumables

#### EQUIPMENT

Projector	× 1
Microphones	× 2

#### CONSUMABLES

Forum Book × 1

**18.6 Rundown of Function**

<b>Time</b>	<b>Description</b>	<b>PIC(s)</b>
19:00–19:10	Opening Speech.	Terry (P)
19:10–19:20	Nominated Cabinet Self-Introduction.	Terry (P) Nelson (IV) Sam (EV)
19:20–20:00	Nominated Cabinet Introduction of Future Prospects.	Terry (P) Nelson (IV) Sam (EV)
20:00–20:30	Q&A Session.	Terry (P) Nelson (IV) Sam (EV)



## 19 CSESS Polling

### 19.1 Main PIC(s)

Terry (P)

### 19.2 Objectives

- To let Full Members vote for the Nominated Cabinet.

### 19.3 Details

<b>Date</b>	22 <sup>nd</sup> February, 2024 (Thursday)
<b>Time</b>	10:00–21:00
<b>Venue</b>	Online
<b>Audience</b>	CSE Full Members
<b>Est. Participants</b>	N/A
<b>Fee (\$)</b>	N/A

### 19.4 Schedule

DTF	Finish Date	Task	PIC(s)
1	24 <sup>th</sup> February	Send Reminder Email.	Samuel (In Sec)
2	27 <sup>th</sup> February	Create Online Survey.	Samuel (In Sec)
0	28 <sup>th</sup> February	Send Survey Link via Email.	Samuel (In Sec)

#### 19.4.1 Equipment & Consumables

##### EQUIPMENT

PC	× 1
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## 20 CSESS Consultation

### 20.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV)

### 20.2 Objectives

- To consult the Year Plan of the Elected Cabinet.
- To consult future functions of the Elected Cabinet.
- Help the Elected Cabinet prepare for upcoming Annual General Meeting.

### 20.3 Details

<b>Date</b>	25 <sup>th</sup> February – 9 <sup>th</sup> March, 2024 (Sunday – Saturday)
<b>Time</b>	19:00–23:00
<b>Venue</b>	Online
<b>Audience</b>	CSE Full Members and Honour Members
<b>Est. Participants</b>	20–30
<b>Fee (\$)</b>	N/A

### 20.4 Schedule

DTF	Finish Date	Task	PIC(s)
0	3 <sup>rd</sup> March	Zoom Meeting.	Terry (P) Nelson (IV) Sam (EV)

#### 20.4.1 Equipment & Consumables

##### EQUIPMENT

PC	× 1
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##### CONSUMABLES

Virtual Background	× 1
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## 20.5 Rundown of Function

Time	Description	PIC(s)
19:00–19:10	Participants Headcount.	Terry (P)
19:10	Announce Start of the Consultation.	Terry (P)
19:10–20:40	Consult.	All
20:40–20:55	Break.	All
20:55–22:25	Consult.	All
22:25–22:35	Break.	All
22:35–23:00	Consult.	All

## 21 CSESS Annual General Meeting

### 21.1 Main PIC(s)

Terry (P), Nelson (IV), Sam (EV), Samuel (In Sec), Stan (E Sec)

### 21.2 Objectives

- To review on the Cabinet of CSESS, HKUSTSU, 23–24.
- To approve the financial reports submitted by the current Financial Secretary.
- To provide the public with an opportunity to better understand the Elected Cabinet of CSESS, HKUST, 24–25.
- To allow Society Members provide advice to the Elected Cabinet of CSESS, HKUST, 24–25.

### 21.3 Details

<b>Date</b>	10 <sup>th</sup> March, 2024 (Sunday)
<b>Time</b>	18:00–21:00
<b>Venue</b>	Online
<b>Audience</b>	All Members
<b>Est. Participants</b>	30
<b>Fee (\$)</b>	N/A

### 21.4 Schedule

DTF	Finish Date	Task	PIC(s)
4–1	15 <sup>th</sup> February	Book Venue.	Stan (E Sec)
50–30	25 <sup>th</sup> February	Prepare Annual Report.	Terry (P) Nelson (IV) Sam (EV)
50–30	1 <sup>st</sup> March	Prepare Financial Report.	Paddy (Fin Sec)
4–2	3 <sup>rd</sup> March	Prepare Poster.	Cindy (PP Sec)
1	3 <sup>rd</sup> March	Buy Materials.	Nelson (IV) Stan (E Sec)

DTF	Finish Date	Task	PIC(s)
7–1	4 <sup>th</sup> March	Promote.	Samuel (In Sec)
4–2	4 <sup>th</sup> March	Prepare Agenda.	Samuel (In Sec)
4–2	4 <sup>th</sup> March	Prepare Floor Plan.	Stan (E Sec)

#### 21.4.1 Equipment & Consumables

##### EQUIPMENT

Wireless Microphones	× 2
Camera	× 1
Laptops	× 2
Agenda	× 20

##### CONSUMABLES

Pens	× 10
Draft Paper	× 30

#### 21.5 Rundown of Function

Time	Description	PIC(s)
18:00–18:30	Set Up Venue.	Cindy (PP Sec) Jacky (A Sec)
18:00–18:30	Set Up Streaming Equipment.	Samuel (In Sec) Stan (E Sec)
18:30–18:35	Welcome Participants and Distribute Agenda.	Nelson (IV) Sam (EV)
18:35–18:50	Receive and Adopt the Annual Report.	Terry (P)
18:50–19:05	Receive and Adopt the Financial Report.	Paddy (Fin Sec)
19:05–19:15	Discuss to have non-confidence with Executive Committee and announce the Honorary Member(s).	All

<b>Time</b>	<b>Description</b>	<b>PIC(s)</b>
19:15–20:00	Introduce the Executive Committee of the next session.	All
20:00–20:30	Pass and approve year plan and financial budget of the next session.	Terry (P) Paddy (Fin Sec)
20:30–20:45	Pass amendments to the Constitutions and appoint Honorary Auditor.	Nelson (IV)
20:45–21:00	Buffering time.	N/A

## 21.6 Remarks

- Special arrangement during Inclement Weather or emergency:  
If any of the Rainstorm Warnings or Tropical Cyclone Warning Signal No.3 or above is hoisted, the function will be either postponed or canceled. Participants will be notified of further arrangements through email.
- For the Elected Cabinet of CSESS, HKUSTSU, Session 2024–2025, and The Executive Committee of CSESS, HKUSTSU, Session 2023–2024, formal dressing is required.