

**Proposed Year Plan of MEEPLE,  
The Elected Cabinet of Games Society HKUSTSU,  
Session 2020-2021**

**Aims**

1. To bring board game players together via events and functions
2. Enabling members to develop a niche/plethora of skills such as persuasion and marketing skills by playing games.
3. To market board games to every HKUST students and invite them to follow our events
4. To improve bonds between members and create an area for them to socialize
5. To broaden members' social networks both inside and outside HKUST via playing games.
6. To widen members' connections via games

**List of Executive Committee members**

<b>Position</b>	<b>Name</b>
Chairperson	CHENG, Hei Ching Helia (Helia)
Vice-Chairperson	CHEUNG, Yat Sum (Sam)
External Vice-Chairperson	LEE, Ho Yi (Iris)
Secretary	CHAN, Hiu Ying (Vivian)
External Secretary	TSE, Man Sin (Kate)
Financial Secretary	LAM, Ho Him (Colin)
Marketing Secretary	CHAN, Chun Lok (Keung)
Promotion Secretary	FUNG, Miu Shan (Sharo)
Promotion Secretary	LEUNG, Nga Kiu (Mavis)
Chess Secretary	MA, Wai Leong (Ken)
Games Secretary	CHEUNG, Chun Hung (Andy)
Information Technology Secretary	CUNGWANARA, Steven (Steven)

**Year Plan**

<b>Date</b>	<b>Function</b>	<b>Person in charge</b>
July-August 2020	<b>Registration Day</b>	FUNG, Miu Shan (Sharo)
August 2020	<b>Orientation Day</b>	LEUNG, Nga Kiu (Mavis)
Mid-September 2020	<b>Orientation Week</b>	CUNGWANARA, Steven (Steven)  LAM, Ho Him (Colin)
October/ November 2020	<b>Sub-committee Function</b>	CHAN, Chun Lok (Keung)  TSE, Man Sin (Kate)
October 2020	<b>Splendor competition</b>	CHEUNG, Chun Hung (Andy)
October/ November 2020	<b>Games Night</b>	CHEUNG, Yat Sum (Sam)
November/ December 2020	<b>Chinese Chess Competition - Internal</b>	MA, Wai Leong (Ken)
December 2020	<b>Christmas Party</b>	CHAN, Hiu Ying (Vivian)

March 2020-2021	<b>Regular Board Games Gathering</b>	CHEUNG, Chun Hung (Andy)
March 2020-2021	<b>Regular Chinese Chess Team Practice</b>	MA, Wai Leong (Ken)

### **Registration Day**

Person in Charge: FUNG, Miu Shan (Sharo)

Proposed Venue: Online via Zoom

Proposed Date: July & August 2020 (For JUPAS and non-JUPAS freshmen)

Proposed Time: 08:00 - 18:00

### **Objectives:**

1. To show a positive image of the Games Society to HKUST students, mainly for freshmen.
2. To attract board game lovers and new gamers to play games and have fun.

3. To promote future events of Games Society, for example, promote our orientation day to freshmen.
4. To give freshmen an idea of the university life, and show how socializing is possible through games.
5. To encourage HKUST freshmen to join Games Society and purchase our products, if possible.
6. To encourage HKUST freshmen to participate in the upcoming proposed events after the registration day.

### **Preparations:**

To be done at the time specified:

1. Assign a duty roster for each of the Executive Committee members.
2. Announce Zoom meeting details and promote Games Society via e-mails, society website, Facebook, Instagram and WhatsApp starting from late June.

### **Common timetable for all Registration Days**

<b>Time</b>	<b>Action</b>
08:00 - 08:20	Set up Zoom meeting

08:20 – 08:30	Briefing for Executive Committee members
08:30 - 18:00	<p>Zoom meeting opened for promotion:</p> <p>There should be at least 3 Executive Committee members in the meeting.</p> <p>Executive Committee members should introduce board games via Board Game Arena, as well as promoting future Games Society events to students.</p>
18:00 - 18:30	Debriefing for Executive Committee members

**Remarks:**

1. At least 3 Executive Committee members should be at the Zoom meeting at all times for promotion.
2. The venue and time are subject to changes according to the Student Union's new regulations for Registration Day, which have yet to be

announced. Changes to the venue shall be announced to freshmen through Instagram, Facebook and society website after confirmation of the details.

3. Should students be interested in becoming members of Games Society, Executive Committee members should ask for their contact information for further communication purposes, because recruitment of new society members is not permitted on Registration Day. Nevertheless, interested students are permitted to register for the Orientation Camp on that day.
4. If the Student Union decides that no registration day will be held, the registration method of the Orientation Day will be posted on Instagram, Facebook and the society website. Also, details and online posters for the Orientation Day will be posted.
5. The roster should be finalized prior to the initiation of the event.
6. Details of Orientation Day should be confirmed prior to the initiation of this event.

**Orientation Day**

Person in Charge: LEUNG, Nga Kiu (Mavis)

Proposed Venue: HKUST campus

Proposed Date: August 2020

Proposed Duration & Time: 1 day (10:30am - 21:30pm)

Proposed Fee: Freshmen: \$150     Helpers: \$120

Expected Number of Participants: Freshmen: 25 - 40     Helpers: 10 -15

Executive Committee members: 12

**Objective:**

1. To introduce Games Society to freshmen.
2. To help freshmen experience university life.
3. To arouse participants' interest in board games and chess and introduce board games and chess to them.
4. To promote upcoming activities of Games Society.

5. To strengthen the relationship between Executive Committee members and participants.

**Preparations:**

*To be done at least 2 months in advance:*

1. Find sponsorship.
2. Design Orientation Day T-shirt.

*To be done at least 1 month in advance:*

3. Assign a duty roster for each of the Executive Committee members.
4. Design mass games.
5. Prepare game materials.
6. Recruit helpers.
7. Design a brochure for the freshmen.
8. Collect fees for all helpers.
9. Contact catering service for lunch and dinner.

*To be done at least 3 weeks in advance:*

10. Demonstrating the rundown of mass games makes necessary improvements.
11. Notify helpers of details of Orientation Day.

12. Order Orientation Day T-shirt.

13. Prepare brochures for the freshmen.

*To be done at the time specified:*

14. Negotiate with other societies about the allocation of the sports hall, common rooms, and residences in ICA meetings and confirm the venue prior to the start of the application period of facilities.

15. Book the required rooms and facilities within 3 days after the start of the application period of facilities.

16. Ask freshmen if they have food and medical allergies during registration.

17. Divide participants into groups after the registration day.

18. Add Executive Committee members and participants into WhatsApp groups after groups are assigned. Remind freshmen to pack necessities at least 2 days in advance.

19. Prepare first-aid kit and medical supply at least 3 days in advance.

20. Contact all participants by phone and WhatsApp at least 1 day in advance.

**Rundown:**

<b>Time</b>	<b>Action</b>	<b>Expected Venue</b>
10:30 – 11:00	Briefing among helpers & Set-up of venue	The Hong Kong Jockey Club Atrium
	Meeting freshmen at assembly point starting from 10:40	The Hong Kong Jockey Club Atrium
11:00– 11:15	Introducing Games Society, the Executive Committee members, and upcoming activities	Common Room(s)
11:15 – 11:45	Ice-breaking Games	Common Room(s)
11:45 – 12:45	Lunch	LG7
12:45 – 15:45	Mass Game 1	Main Campus & Common room(s)
15:45 – 16:00	Break	Residential Hall
16:00 – 19:00	Mass Game 2	Common Room(s)
19:00 – 20:00	Dinner	LG7

**Remarks:**

1. If common rooms cannot be booked for any reasons, other facilities provided by the Dean of Students' Office (DSTO) shall then be considered.
2. Classroom(s) shall be reserved at least 3 weeks in advance for back-up use.
3. Mass Games will be designed by Executive Committee members, with a group of two or three for each of the games.
4. Each group shall contain five to seven freshmen and two to three helpers.
5. Lunch and dinner are included in the camp fee.
6. If the participant(s) is not an adult, a form should be given to their parent(s) for permission to join the event.
7. Helpers shall be assigned to lead participants to the common room(s) from assembly point.

**Bad Weather Arrangements:**

1. When the Amber or Red Rainstorm Warning or Typhoon Signal No.1 or 3 are hoisted, all scheduled indoor activities will be held as planned.
2. When a Typhoon Signal No. 8 is to be issued within 2 hours (pre-No.8), or when a Black Rainstorm Warning is announced, all activities will be cancelled. Those indoor activities in progress will normally continue until the end. Freshmen should stay indoors wherever they are and do not leave until the warning is canceled and the condition is safe.
3. If Typhoon Signal No.8 or a Black Rainstorm Warning is cancelled: At or prior to 6:30 a.m. of the first day, all activities will be held as scheduled; At or prior to 12:00 n.n. of the first day, activities start at or after 2:00 p.m. will be held as scheduled, while activities prior to 2:00 p.m. will be canceled.
4. If Typhoon Signal No.8 or a Black Rainstorm Warning is still hoisting after 12:00 n.n., all outdoor activities will be cancelled.

## **Oreintation Week**

Person in Charge: CUNGWANARA, Steven (Steven) & LAM, Ho Him (Colin)

Proposed Venue: The Hong Kong Jockey Club Atrium

Proposed Date: September, 2020

Proposed Time: 08:30 - 18:00

Expected Number of New Members: 30-110

Membership Fee: 1-Year: \$60

2-Year: \$80

3-Year: \$90

4-Year: \$100

## **Objectives:**

1. Promoting Games Society - Meeple to HKUST students, which is more focused towards new undergraduates.
2. Introducing a wide range of games, ranging from traditional games to modern games, as entertainment.
3. Enrolling new members and sub-committee members.

4. Advertising future events of Games Society - Meeple to HKUST.

**Preparation:**

To be completed 2 months prior:

1. Search for sponsorships.
2. Produce advertising materials(such as posters and banners). Poster/

Banner used for promotion in the counter must have:

- a. Both legible English and Cantonese language for international and local students to read
  - b. Both have the same font size, if possible.
  - c. Have some persuasive aspects that entice people to try the board games promoted on the counter.
3. Design the society's packages.

To be completed 2 weeks prior:

4. Using any means to promote Games Society - Meeple in a legal manner.  
(i.e e-mail, Facebook, Instagram, Brochure etc)

**To be completed 1 weeks prior:**

1. Planned out the counter and notice board decorations
2. Printed out registration form for new members recruitment.
3. Created a timetable that assigns specific Executive Committee members their duty rosters after the release of their schedule.

### **Procedure**

1. Samples of the society package and games must be placed on the counter.  
It must be legible for students to see.
2. Advertise Games Society - Meeple upcoming events
3. Teach and play with interested players on the games to advertise and entice more possible members to join in.
4. Should a student be interested in joining the Sub-Committee members, record their contact information using the application form for recruiting new members.
5. Send emails as a confirmation of their new membership, greet the new members, and add them to the Whatsapp Group at the end of Orientation Week.

### **Remarks**

1. In any situation, there should be at least 2 Executive Committee members at the counter promotion.

2. All personal data collected should be kept confidential and not be leaked to other 3rd parties without any valid reason or the consent of the person.

### **Sub-committee function**

Person in Charge : CHAN, Chun Lok (Keung) & TSE, Man Sin (Kate)

Proposed Venue: Classroom

Proposed Dates: November 2020

Expected Number of Sub-committee: 10-20

Expected Number of Participants: 20-30

### **Objectives**

1. To promote Games Society to HKUST students.

2. To provide sub-committee members an opportunity to hold a function with the aid of Executive Committee members, if necessary.
  
3. To let sub-committee members be familiar with organizing events and also learn skills like promotion and organization skills.
  
4. To train future cabinet members.

**Preparations:**

1. Start to recruit sub-committee members since Orientation Week via emails, Orientation Week counter, Instagram, WhatsApp and emails.
  
2. Hold the first sub-committee meeting for them to familiarize themselves with other members and discuss the ideas about the function and in mid to late September.
  
3. A classroom for the first meeting shall be reserved at least three weeks in advance.

4. Explain the sub-committee function and provide help and advice to the sub-committee members, if necessary.
5. Subsidize their event with no more than 500 Hundred Hong Kong Dollars, according to the financial budget.
6. Promote the activity via e-mails, Facebook, Instagram and WhatsApp.
7. Information session(s) will be held in mid or late September prior to the first meeting.
8. Sub-committee members are required to promote the function in the counter for at least two weeks, where at least 1 Executive Committee member shall be present at any time.

### **Splendor Competition**

Internal Person in Charge: CHEUNG, Chun Hung (Andy)

Proposed Venue: Classroom

Proposed Date: October 2020 (Wednesday)

Proposed Time: 18:30 - 23:00

Proposed Fee: Member: \$30

Non-member: \$40

Expected Number of Participants: 8 - 16

**Objectives:**

1. To promote Games Society to HKUST Students.
2. To promote Splendor to students as a way to promote board games in general.
3. To provide HKUST students opportunities to play Splendor with others.

**Preparations:**

1. Finalize details of the competition.
2. Finalize the registration forms via Google Form.
3. Book a classroom for the event.
4. Finalize posters for promotional purposes.
5. Promote the event in various ways, for example: emails, society website, Facebook, Instagram and WhatsApp.

6. Prepare prizes.

7. Prepare sufficient numbers of sets of Splendor.

8. Contact participants via emails and WhatsApp 3 days prior to the event as a reminder.

### **Proposed Rundown**

Time	Action
18:30 - 18:45	Briefing among Executive Committee members
18:45 - 19:00	Setting up the venue
19:00 - 19:15	Registration
19:15 - 19:30	Briefing participants
19:30 - 22:30	Competition
22:30 - 22:45	Result announcement
22:45 - 23:00	Prize presentation

**Remarks:**

1. Prizes will be provided by Broadway Toys Limited.
2. Games Society will borrow one set of Splendor from Broadway Toys Limited.
3. Games Society will buy one set of Splendor.
4. Games Society reserves the right to make the final decisions towards all the matches.

**Games Night:**

Internal Person in Charge: CHEUNG, Yat Sum (Sam)

Proposed Venue: Classroom

Proposed Date: October 2020

Proposed Time: 19:00 - 22:00

Proposed Fee: Member: \$20

Non-member: \$30

Expected Number of Participants:15

**Objectives:**

1. Having a chance for people to gather and play games together.
2. To promote Games Society and upcoming functions.
3. To provide a platform for freshmen to play o-camp's game.

**Preparation:****To be done at least 1 month in advance:**

1. Book a common room for the event.

To be done at least 2 weeks in advance:

2. Assign a duty roster for each of the Executive Committee members.
3. Prepare posters for promotional purposes.
4. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
5. Set up a counter for promotion.
6. Prepare the game materials required.
7. Design all the games for the event.

To be done at least 2 weeks in advance:

8. Demonstrate the games and make sure all Executive Committee members understand the rules well.

To be done at the time specified:

9. Prepare wrapped drinks and snacks 3 days in advance.

10. Remind the participants by e-mails 3 days in advance and by WhatsApp 1 day in advance.

### **Chinese Chess Competition (Internal)**

Internal Person in Charge: MA, Wai Leong (Ken) & CHEUNG, Yat Sum (Sam)

Proposed Venue: Classroom

Proposed Date: November 2020 (Wednesday)

Proposed Time: 18:30 - 23:00

Proposed Fee: Member: \$10

Non-member: \$10

Expected Number of Participants: 10 – 20

**Objectives:**

1. To promote Games Society to HKUST Students.
2. To promote Chinese Chess Team to HKUST students.
3. To promote Chinese Chess to students as a way to improve strategic thinking.
4. To provide HKUST students opportunities to play against others in formal matches of Chinese Chess.

**Preparations: To be done at least 1 month in advance:**

1. Finalize details of the tournament system.
2. Finalize the registration forms via Google form. To be done at least 3 weeks in advance:
3. Book a classroom for the event.
4. Finalize posters for promotional purposes.
5. Finalize the details of the system of competition. To be done at least 2 weeks in advance:

6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
7. Prepare prizes.
8. Prepare sufficient number of sets of Chinese Chess and chess timing Year Plan of Meeple, The Elected Cabinet of Games Society HKUSTSU, Session 2020 – 2021. To be done at the time specified:
9. Contact participants via emails and WhatsApp 3 days prior to the event as a reminder

### **Proposed Rundown**

Time	Action
18:30 - 18:45	Briefing among Executive Committee members
18:45 - 19:00	Setting up the venue
19:00 - 19:15	Registration
19:15 - 19:30	Briefing participants
19:30 - 22:30	Competition
22:30 - 22:45	Result announcement

22:45 - 23:00	Prize presentation
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**Remarks:**

1. Round-robin tournaments would be adopted instead of Swiss-system tournaments if there are exactly 6 participants only.
2. The coach of Chinese chess practice will be the judge of the competition. He/she shall have the final decision on the result of each individual match if there exists any objections to the result.
3. The rules and details of competition should be confirmed with the coach at least one month in advance.
4. Should the number of participants fall below 6, the event shall be cancelled accordingly.
5. The registration of the event is on a first-come-first-served basis. If the amount of participants reaches the upper limit, late comers may not be feasible to register for the event.

6. The prize(s) of the event shall be finalized at least 2 weeks in advance, and shall then be announced.

7. Games Society reserves the right to make the final decisions towards all the matches.

### **Christmas Party**

Person in Charge: CHAN, Hiu Ying (Vivian)

Proposed Venue: Common Room 1&2

Proposed Date: December 2020

Proposed Time: 13:00 - 23:00

Proposed Fee: Dinner and lucky draw included:

Members: \$80

Non-Members: \$90

Dinner and lucky draw excluded:

Free of charge

Expected Number of Participants: 30 - 50

### **Objectives**

1. To gather members and celebrate Christmas together by playing board games with each other
2. To improve the relationship between society members and Executive Committee members.
3. To introduce different kinds of board games.

### **Preparations:**

*To be done prior to the end of Fall Term 2020:*

1. Find sponsorships.
2. Reserve Common Rooms 1&2.
3. Assign a duty roster for each of the Executive Committee members.
4. Finalize the job distribution.

5. Finalize posters and banners.

6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.

7. Set up a counter for registration.

8. Open online registration.

*To be done at least 1 week in advance:*

9. Borrow equipment.

**Proposed Rundown of Christmas Party:**

<b>Time</b>	<b>Action</b>
13:00 – 15:00	Briefing & Set up the venue
15:00 – 15:15	Introduction
15:15 - 23:00	Games Gathering  Dinner and Lucky Draw during 19:00 - 22:00

**Remarks:**

1. The venue shall be divided into two separate zones, namely “Gaming Zone” and “Dining Zone” respectively. “Gaming Zone” is for playing board games and “Dining Zone” is for dining. “Dining Zone” opens during the Dinner and Lucky Draw time period only. All participants shall not eat or drink in “Gaming Zone” and shall not take any board games to “Dining Zone”
2. Alternative venues would be reserved for back-up purposes if necessary. If Common Rooms 1&2 cannot be booked, the back-up venue, in order, shall be Common Room 4, Common Rooms 5&6, Common Room 3, Classroom(s). The reservation will be done at least 3 weeks in advance.
3. Only participants who paid the fee, with dinner and lucky draw included, are eligible for dining and participate in the lucky draw

### **Regular Board Games Gathering**

Internal Person in Charge: CHEUNG, Chun Hung (Andy)

Proposed Venue: Classroom

Proposed Date: Every Tuesday and Thursday from October 2020 to March 2021

Proposed Time: 19:00 - 23:00

Proposed Fee: None

Expected Number of Participants: 10 – 20

**Objectives:**

1. To promote Games Society to HKUST students.
2. To provide a platform for HKUST students to play board games together.
3. To promote board games in general to HKUST students.

**Preparations:**

1. Book classroom at least 2 weeks in advance.
2. Notify the details including date and venue to all members by Facebook, Instagram, WhatsApp, society website and emails during the weekend prior to the gathering.

**Procedures:**

1. Bring the board games and chess from lockers to the venue at least 30 minutes prior to the gatherings, with at least 2 Executive Committee members.
2. Invite members to play board games, introduce and teach them how to play if necessary.
3. Put all games back to the lockers after the gathering.
4. Non-members are also welcomed to walk in, and will be invited to join Games Society.

**Regular Chinese Chess Team Practice**

Person in Charge: MA, Wai Leong (Ken)

Proposed Venue: Classroom

Proposed Time: Wednesday 19:00 - 21:00

Proposed Date: September to November, 2020 weekly & February to March, 2021 weekly, Excluding: public holidays, examination period and add/drop period Expected

Number of Participants: 30

**Objectives:**

1. To promote Games Society to HKUST students.
2. To provide a quiet and comfortable place for students to practice Chinese Chess.
3. To train students' Chinese Chess strategies and tactics.
4. To allow students to improve their skills with guidance and help from a coach.
5. To weed out talented or interested players and invite them to attend and participate in the Chinese Chess competitions.

**Preparations:**

To be done in the time specified:

1. Book classroom for practice at least 2 weeks in advance.

2. Notify the coach about the arrangement of the practice 3 days ahead of time.
3. Notify the details including date and venue to all members by Facebook, Instagram, WhatsApp, society website and emails during the weekend prior to the event. Year Plan of Meeple, The Elected Cabinet of Games Society HKUSTSU, Session 2020 – 2021.

**Procedures:**

1. Take the attendance sheet from the HLTH1010 Course office and hand it in on the day after practice.
2. Take the Chinese Chess from the lockers 15 minutes prior to the initiation of the practice.
3. Record the attendance for students who participate in the practice.
4. Students may play Chinese Chess with each other or with the coach.
5. Put the chess back to the lockers after all students have left.
6. After the last practice of the month, submit an endorsement form to the HLTH1010 Course Office.

**Remarks:**

1. Promote the practice via Orientation Week counter, poster, Facebook, Instagram, WhatsApp, society website and emails.
2. There must be at least 2 Executive Committee members in the classroom.

**Welfare Plan:****Borrowing board games:**

1. Games Society holds more than 180 board games. Only those with red markings are allowed for loaning.
2. Full members can only borrow one game within 2 weeks. The membership card will be collected when the game is lent and it will be returned once they have returned the game without missing any contents of the board game.
3. Full members can only borrow or return games at regular board game gatherings.
4. Executive Committee members will record all the borrowing, returning with note(s).
5. No members are allowed to hold the loaned games for more than 2 weeks. The borrowing of board games is not allowed while the next gathering is held after two weeks time.

**Society products:**

Society products excluding packages are sold for all HKUST students and members (including full members, associate members, life members and honorary members) while packages are sold only for full members.

#### Society T-Shirt:

An order form will be distributed to inquire the interest of members about buying the society T-shirts. Executive Committee members will order a number of society T-shirts depending on results of order forms. The price of a society T-shirt shall be around \$80.

#### Society Paper:

Society paper will include the full name of Games Society. It will only be ready for selling starting from Orientation Week individually or combined with the package. The price of each pack of society paper will be around \$10 while a pack of society paper shall include 100 pieces of paper.

#### Society Bag:

Society bags will be designed as a gift of welfare package and in Orientation Camp. It will be a carrier bag holding society product, and it may be sold individually at around \$10.

Packages:

Two packages will be provided.

The price of the Package 1 shall be around \$90 including a Society T-shirt, a pack of Society Paper and a Society Bag.

The price of the Package 2 shall be around \$15 including a pack of Society Paper and a Society Bag.

**Proposed promotion and selling period:**

Welfare products will be promoted through posters, WhatsApp, e-mails, the society website and Instagram. Products will be up for ordering to members and non-members during regular gatherings and counter periods.

Proposed Year Plan prepared by:  _____ CHAN, Hiu Ying (Vivian)  Secretary  MEEPLE, the Elected Cabinet of  Games Society HKUSTSU,  Session 2020-2021	Proposed Year Plan approved by:  _____ CHENG, Hei Ching Helia (Helia)  Chairperson  MEEPLE, the Elected Cabinet of  Games Society HKUSTSU,  Session 2020-2021
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**END OF YEAR PLAN**