

The 96th May Festival
Standing Committee

Almighty vol.1

For in English
Participants of the May Festival

Handout for
the Information Session for Participants of the May Festival

All About Participation Procedure



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1 Preface

How to Use This Handout

- This handout covers information related to the procedure to participate in the May Festival (hereinafter referred to as “participation procedure”) and the content of the project.
- This contains some important matters such as various rules for participation in the May Festival. **Those who are planning to be project managers are required to look through this handout.**
- When you take participation procedure, please refer to the following table and review necessary matters.

Chapter	How to Use
1. Preface	This chapter covers important information related to all projects. Please review this chapter before taking the participation procedure and considering the content of the project.
2. About the 96th May Festival	
3. Rules	
4. Participation Procedure	This chapter explains how to participate in the May Festival, mainly for outdoor projects. Please review this chapter when you take participation procedure.
5. Carrying Out the Project	This chapter explains project place, content of the project, or the like. Please review this chapter when you take participation procedure.
6. Documents	This chapter contains documents such as terms and Campus Map. Please refer to them if necessary.

Notes

- This handout, “Almighty vol. 1 in English” is not a complete version, which means that only some of the information on “Almighty vol. 1” in Japanese is excerpted.
- Please refer to “Almighty vol. 1” in Japanese, which is a complete version, if possible.
 - » You can refer to “Almighty vol. 1” in Japanese from here <https://system.gogatsusai.jp/96/static/files/session1/MF96_Almighty_vol_1.pdf>.
- **In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.**

English Service by the Committee

- We provide English service for non-Japanese speakers.
- **We translate a certain part of “Almighty” and other handouts into English considering your need.**
- To inquiries in English, the Committee will respond in English as well.
- We sometimes release information or send group messages to all projects. We translate each of them into English as well.
- We hold consultation meetings regularly and support your project in English. For example, support for complicated procedures and consultation about content of the project are available.

Theme of the 96th May Festival

Awoken by the scent of green,
I get changed and jump out of the room.
My heart beats faster than it's ever been
As I step into the world about to bloom.

The scene caught my eye at a single glance.
Lively and diverse, full of youth and brilliance,
Its dazzling beauty put me in a trance.

Here comes a nightingale, gliding through the air,
Blessing the day with a voice so sweet.
"May the Festival start, there's no time to spare!"
Through a deep breath, I inhale the heat.



About the Theme

What kind of images do you have for green?

The youthfulness and strength of sprouts growing up to the sky.
The dazzle and rising feeling in the rays of light falling between the leaves.
The intelligence and generosity that understands and accepts all.

Our festival theme "Flora" comes from the Roman goddess of flowers and spring, hoping that it brings the elements above to the festival and enhances the wonders of the festival.

A nightingale is said to break the stillness of winter and declare the coming of spring.
We decided to view it as a messenger of Flora and entrust it with the honorable task of marking the start of the festival.

During the special two days, the campus will liven up with a wide variety of projects that will certainly fulfill your heart.
We hope the 96th May Festival will become an unforgettable experience for all visitors and participants.

2 About the 96th May Festival

Date of the May Festival

- The 96th May Festival will be held on **May 13th (Sat.) and 14th (Sun.)**.
 - » There will be no classes for all departments on the afternoon of 12th (Fri.) to prepare for the festival.

How the Festival is Held

Overview of How the Festival is Held

- We are aiming to hold the 96th May Festival **in a hybrid format, with food and drink service and without an entry restriction**.
 - » **Please note that the format is not confirmed yet.**
 - » It will take time for the festival format to be confirmed, as we need to take the surrounding circumstances of the COVID-19 into consideration. We will keep you informed of the confirmed information.

About the Festival Format

Hybrid format

- **Hybrid format** refers to the format where projects are available both online and on campuses.
 - » However, we are not planning to allow projects to livestream from outside campuses.
- We do not assume an online format festival at the moment.
 - » Online format refers to the format where visitors cannot enter the campuses.

Entry Restrictions

- We are aiming to not set an entry restriction for both the project members and the visitors.
- We are planning to allow visitors to enter the campuses without prior reservation.

Food and Drink Service

- We are aiming to allow serving food and drink.
 - » Please refer to “Available Project Styles” for more details.

Confirmation of the Festival Format

- We are making arrangements with the University and aiming to confirm whether or not to set an entry restriction in **mid-February**.
- We are making arrangements with the University and aiming to confirm whether or not to allow food and drink service **by the 2nd Information Session**.
- ※ Depending on the surrounding circumstances of the COVID-19, there may be a change in the format after its confirmation.

Available Project Styles and Restrictions

Available Project Styles

- As mentioned in “How the Festival is Held”, we are aiming to hold the festival in the hybrid format **with food and drink service, and without setting an entry restriction on the project members and the visitors**.
- Project style refers to a project’s classification based on the project place.
- Available project styles are as follows.

Project Style	Explanation
Outdoor Project	Projects that are carried out outdoors (excluding stages)
Indoor Project	Projects that are carried out inside buildings on campuses (including Yasuda Auditorium)
Stage Project	Projects that are carried out on the stages set up during the May Festival
Online Project	Projects that are carried out without using the campuses on the day of the May Festival, and are only open online

- On “Almighty vol. 1 in English”, we extract information mainly on outdoor projects from “Almighty vol. 1” in Japanese.

Outdoor Project

- ※ Please refer to “Outdoor Project” (→[p. 32](#)) for more details on points to attend to in participating.
- Outdoor Projects are projects that are carried out outdoors (excluding stages).
- It is possible to livestream the project from the outdoor project place.

Projects with Food and Drink Service

- We are making arrangements with the University to **accept outdoor stalls** as well.
 - » We are planning to make the final arrangement by the 2nd Information Session.
- If outdoor stalls selling food and drink to be eaten and drunk on campuses are accepted, we are planning to place areas where visitors can eat and drink called “**Eating Space**” across the campuses as a measure against COVID-19.

Changes Along with Setting up the Eating Space

- Along with setting up the Eating Space, there will be less space for carrying out the project. **Therefore, we may have to limit the number of outdoor stalls.**
 - » If we are to limit the number of outdoor stalls selling food and drink to be eaten and drunk on campuses, we will decide on the projects by **lottery**. Thus, **even if you have completed necessary registrations and requirements by the deadline, we may not be able to allocate the project place and time and put you on the waiting list.**
- Outdoor stalls must **make payment to the Committee for the money needed in order to set up the Eating Space as “Outdoor Stall Fee”, and also help set up the Eating Space.**
 - ※ If you serve food and drink not to be eaten and drunk on campuses, you will not be subject to these restrictions and fees.
 - ※ Please check “To Serve Food and Drink” (→[p. 35](#)) for more details.

Other Project Styles

- Explanations on project styles other than outdoor projects are only written in this section.
- **Considering the contents below, if you want to participate in the May Festival in styles other than outdoor projects, please contact the Committee promptly.**
 - » We will provide you with necessary information in accordance with your desired project style.

■ Indoor Project

- Indoor projects are projects that are carried out inside buildings on campuses (including Yasuda Auditorium).
- It is possible to livestream your project from your indoor project place.
- We are making arrangements with the University to **also accept indoor projects to serve food and drink.**
 - » **We are planning to make the final decision by the 2nd Information Session.**
- **There are possibilities that we cannot allocate a classroom to projects wanting to serve food and drink which can be eaten and drunk on campuses** even if food and drink service indoors is accepted, because of the decrease in the number of the facilities that can serve food and drink by measures against COVID-19.
 - » In this case, projects that were not allocated a classroom in which food and drink service is possible **cannot serve food and drink.**

■ Stage Project

- Stage projects are projects that are carried out on the stages set up during the May Festival.
- Stage projects must **pay for the money necessary for setting up and preparing the stages as “Stage Project Fee”.**
- Projects that want to livestream must prepare for themselves, as we will not prepare the necessary equipment.

■ Online Project

- Online projects are projects that are carried out without using the campuses on the day of the May Festival, and are only released online.
 - » We will determine the project style for projects targeted to both visitors on campuses and online in accordance with the places on campuses.
- We only accept an online project if it takes the style of releasing a project created before the day of the May Festival online, such as releasing pre-made works or pre-recorded videos online. **You cannot livestream on the day of the May Festival from off-campus.**

Measures Against COVID-19

- To prevent the spread of COVID-19, we are planning to formulate a guideline on points to take note of in the 96th May Festival put together by project styles or content. Please ensure that you carry out your project according to the measures against COVID-19, and use the guideline as a reference.
 - » We are planning to release the guideline at the 2nd Information Session.
- **It is not confirmed yet whether to translate all of the guideline into English. However, We will surely provide you with necessary information for carrying out your project extracted from the guideline.**
- In carrying out the project, preparing and clearing up, **please make sure that project members and invitees wear masks.**
- If wearing masks is not suitable for your project, we are planning to accept projects carried out without wearing masks after ensuring that alternative measures against COVID-19, for example maintaining enough space between people or refraining from talking, are taken.
 - » The Committee will make all the arrangements with the University on measures against COVID-19. Please do not contact the University directly.
- We may set the maximum capacity per classroom for indoor projects.
- We may ease the measures against COVID-19 taking the surrounding circumstances into consideration.

Schedule to the May Festival

- **There may be rearrangements to the schedule** depending on the surrounding circumstances of COVID-19 or the like. Please pay attention to any further notices from the Committee.

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

■ February 3rd (Fri.), 4th (Sat.)

The Information Session for Participants of the May Festival (The 1st Information Session)

- » We will explain about matters related to participating in the May Festival and participation procedure.

□ February 8th (Wed.), 14th (Tue.)

Consultation Meeting for Participants

- » The Committee members will respond to questions and requests you have for participating in the May Festival.
- » Please refer to “The Consultation Meeting for Participants” (→[p. 19](#)), and feel free to visit us at the meeting.

■ February 16th (Thu.) 9:00 p.m.

Participation Procedure Deadline

- » “Project Registration” [企画登録], “Place and Time Request” [企画場所・時間申請], “Outdoor Performance Application” [屋外パフォーマンス申請] and “Featured Project Application” [優先広報企画応募] are all due on this date.

■ February 18th (Sat.) - 25th (Sat.) 9:00 p.m.

“Polls” [投票] Period

- » The Draft of Autonomous Regulations and The 95th May Festival Standing Committee Settlement votes are both due on this date.

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

□ Early March

Announcement of Tentative Place and Time Allocation

- » We will announce the tentative place and time allocation and accept objections.

■ March 17th (Fri.)

The 2nd Information Session

- » We will explain about registrations/requests/orders. “Discussion on Place and Time Allocation” will also be held and the two will be confirmed.
- » **The session for outdoor projects is scheduled to be held at 1:00 p.m. on Komaba Campus.**

■ March 25th (Sat.) 9:00 p.m.

Registrations/Requests/Orders Deadline

- » All the registrations/requests/orders explained at the 2nd Information Session are due on this date.

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

□ Late April

Confirmation of Request Results

- » During this period, you will be able to check the responses to your registrations/requests/orders.

□ April 24th (Mon.) - May 1st (Mon.)

Payment to the Committee

- » During this period, you will be required to make necessary payments to the Committee.

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

■ May 3rd (Wed.), 4th (Thu.)

The 3rd Information Session

- » We will go over the schedule of the day of the May Festival, precautions, and give you the document that you will need on the day.
- » **The sessions are scheduled to be held on 3rd (Wed.) at Hongo Campus and 4th (Thu.) at Komaba Campus.**

■ May 13th (Sat.), 14th (Sun.)

The 96th May Festival

- » For the preparation of the festival, there are no classes on the afternoon of the 12th (Fri.).

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

□ Early June

The 4th Information Session

- » We will make a report on the Festival and ask you to take a survey.

□ Late June

Registrations/Requests/Orders Deadline

- » All the registrations/requests/orders explained at the 2nd Information Session are due on this date.

3 Rules

The Definition of “Project” and “Project Manager”

- “Project” is defined as a unit that participates in the May Festival through exhibitions, performances or shops, etc.
- To participate in the May Festival, projects and project managers must satisfy “Participation Requirements” and “Manager Requirements”, respectively. Projects and project managers that do not satisfy the requirements are not permitted.
- Projects and project managers must continuously satisfy these requirements both before and after completing “Project Registration [企画登録]”(→[p. 25](#)).
- Projects and project managers must satisfy “Project Duties” and “Manager Duties”, respectively, after completing Project Registration.
- ※ Please make sure that those who will be project managers **are able to satisfy Manager Duties, especially on the day before and the day of the May Festival**. In particular, please confirm that the project managers **can always stay** at or near the project place on the day before and the day of the May Festival.

Regulations on Participation

- ※ In the event of any inconsistencies between this English version and Japanese version for the requirements and duties below, the Japanese version shall prevail.

Participation Requirements

For the participation in the May Festival, every project must:

1. have two managers who satisfy Manager Requirements, which is stipulated separately.
2. carry out self-organized activities by undergraduate, postgraduate or research students at the University of Tokyo, and make decisions regarding the project by students themselves.
3. not aim at advertising commercial organizations such as companies, political/religious groups or other external entities and individuals.
4. not aim at pursuit of profit.
5. be recognized by the Committee to have clear intention to carry out the project.

Manager Requirements

Every project manager must:

1. be an undergraduate, postgraduate or research student at the University of Tokyo from the point of registration of manager to the day of the May Festival.
 - ※ In accordance with the prescribed procedure, every project manager is required to notify the Committee of the manager’s name/faculty/contact information and other necessary information, and to be able to present the manager’s student ID card or other identification upon request from the Committee.
2. not be a manager for another project.
3. be able to communicate smoothly with the Committee in Japanese or English.

Project Duties

Every project must:

1. pay participation fee, project guarantee deposit and other necessary fees.
2. comply with the law.
3. provide manpower for the operation of the May Festival as “Temporary Staff” as needed.
4. follow the instructions given by the Committee regarding the operation of the May Festival.

Observed Projects

- If the content of the project is considered to have a high possibility of significantly violating regulations such as Autonomous Regulations, the Committee will designate the project as Observed Project.
- Projects designated as Observed Projects by the Committee should fulfill the following duties:
 - » Respond to investigations by the Committee on the content of the project.
 - » Pay an additional 10,000 yen as Observed Project Guarantee Deposit (→[p. 15](#)) prior to the day of the May Festival.

Manager Duties

Every project manager must:

1. grasp the content and preparation condition of the project, and have the responsibility of carrying out the project.
2. attend Information Sessions. At least one of the two managers must be present. If it is difficult for both managers to attend, set up a substitute after notifying the Committee.
3. complete all necessary registrations/requests/orders within the deadline in accordance with the Committee’s procedure.
4. check inquiries from the Committee, and reply if necessary.
5. disseminate information from the Committee to all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
6. always carry your cell phone during the May Festival and be available at all times to be contacted by the Committee.
7. be at the project place while project members prepare, carry out and clean the project place during the May Festival. At least one of the two managers must be at the project place. Should both managers leave the project place, return to the place of the project as soon as possible when the Committee requests.

Autonomous Regulations [自主規律]

- Autonomous Regulations are defined as a set of rules devised by students who participate in the May Festival themselves, and are established in order to guarantee the independence of the May Festival.

Procedure

① Questionnaires on the first draft of Autonomous Regulations

The Committee will conduct a questionnaire on the first draft of the Autonomous Regulations shown below through “Project Registration [企画登録]” (→[p. 25](#)).

② Proposing the draft of Autonomous Regulations

Based on the result of the questionnaire, the Committee will publish the draft of Autonomous Regulations through the Web System on February 18th (Sat.).

③ Polls

Projects will cast a vote on the draft of the Autonomous Regulations **by February 25th (Sat.) 9:00 p.m.** based on “Polls [投票]” (→[p. 27](#)).

④ Result

The Committee will announce the result of the vote and Autonomous Regulations, which will be based on the result, on February 27th (Mon.).

The First Draft of Autonomous Regulations for the 96th May Festival [第96回五月祭自主規律原案]

1. All projects will autonomously be led by students at the University of Tokyo.
2. Project members and the Committee should pay attention to prevent accidents.
3. Project members and the Committee should endeavor to preserve university facilities and environment, and restore them immediately to their original states after the festival.
4. Any behavior that disturbs others is prohibited.
5. Project members and the Committee should respect the right of all participants to run projects smoothly and not disturb other projects.
6. Any behavior that is against public order and morality is prohibited.
7. Any behavior that profits certain political groups, religions or religious groups is prohibited.
8. Any behavior of soliciting political or religious activities is prohibited.
9. Any behavior of advertising companies or certain external groups and individuals is prohibited.
10. All projects will be non-profit.
11. All projects will be exhibited for free.
12. Project members and the Committee should fulfill their responsibility needed for the operation of the May Festival.

Fees for Participation

- **All projects shall pay Project Guarantee Deposit and Participation Fee.**
- Outdoor stalls shall pay Outdoor Stall Fee. Stage projects shall pay Stage Project Fee.
- If you rent or buy things through the Committee, you need to make additional payments.
- Please make a bank transfer between April 24th (Mon.) and May 1st (Mon.). Further information will be announced in the 2nd Information Session.

Participation Fee

- The money will be used for the operation of the 96th May Festival.
- **All of the projects with a commercial transaction shall pay 11,000 yen, others shall pay 6,000 yen.**

Project Guarantee Deposit

- We ask all projects to pay Project Guarantee Deposit in order to make sure that all the projects follow rules such as Autonomous Regulations, and our instructions.
- **All projects shall pay 10,000 yen**, in principle.
 - » The projects designated for “Observed Projects”(→[p. 13](#)) shall pay an additional 10,000 yen as Observed Projects Guarantee Deposit.
- The deposit will be **refunded** after the 96th May Festival if your project does not cause any trouble.
- If your project causes troubles such as default of a duty, the deposit may not be refunded or refunded late.

Outdoor Stall Fee

- Outdoor Stalls that serve food and drink which can be eaten and drunk on campuses shall pay the fee for the arrangement of Eating Space.
- Please refer to “Eating Space” (→[p. 35](#)) for more details.

Stage Project Fee

- The projects that use the stage on campuses shall pay the fee according to the stage and equipment you use.

The Temporary Staff Unit System

- We ask the projects to send a staff that conduct duties necessary for the operation of the May Festival. The staff is called **Temporary Staff**.
 - » Further information will be announced in the 2nd Information Session.
- Only on-campus projects are required to follow this system.
 - » The system does not apply to online projects.(→[p.6](#))

Actions that Require Committee's Permission

- Of the actions related to the participation in the May Festival, the actions below especially require a request to the committee. Further information on requests and standards will be announced in the 2nd Information Session.
 - **Action related to external entities**
 - This refers to the action being connected with entities other than the group that carries out the project, especially **with entities outside the University**.
 - **Receiving money from visitors**
 - This refers to the action of receiving money from visitors, such as commercial transaction, fund-raising, or fund-raising campaigns.
 - **Collecting personal information of visitors**
 - This refers to the action of collecting personal information of visitors such as **advance reservations**.
- In general, until the 2nd Information Session, public relations involving the actions above related to the festival is prohibited.
 - » If you have no choice but to carry out these actions before the 2nd Information Session, please contact us via “Inquiry” [問い合わせ].

4 Participation Procedure

Procedure

- If you have any questions about the procedures, you can ask the Committee members directly at the Consultation Meeting for Participants held on February 8th (Wed.) and 14th (Tue.) (→[p. 19](#)). Please take advantage of this opportunity.
 - » If you missed “the Information Session for Participants of the May Festival” (the 1st Information Session) due to unavoidable circumstances, please contact the Committee and make sure to attend the Consultation Meeting for Participants as a rule.

By 9:00 p.m. on February 16th (Thu.)

User Registration [ユーザー登録] (→[p. 24](#))

This is the registration process for the Web System. Both managers must complete this registration.

Project Registration [企画登録] (→[p. 25](#))

The person who has completed this registration will be the main manager of your project.

Sub-manager Registration (→[p. 25](#))

Main manager invites sub-manager.
Sub-manager accepts the invitation from main manager.

Place and Time Request [企画場所・時間申請] (→[p. 26](#))

※ Off-campus projects are not required to complete this request.
Register place and time you would like to use. Either manager can submit the form.

Other Registrations (→[p. 28](#))

“Outdoor Performance Request” [屋外パフォーマンス申請] and “Featured Projects Application” [優先広報企画応募]

Polls [投票] (→p. 27)

Period February 18th (Sat.) - February 25th (Sat.) 9:00 p.m.

Please cast a vote on the draft of Autonomous Regulations and approval of the settlement of the account.

Subsequent Procedure

Announcement of tentative place and time allocation (→p. 10)

Subject On-campus projects

- The Committee will prepare tentative place and time allocation based on “Place and Time Request”. This will be announced **in early March**. Please check the announcement and register objection if necessary.

The 2nd Information Session (→p. 10)

Deadline March 17th (Fri.)

Subject All projects

- This session will explain various registrations, requests, and orders. Discussion on Place and Allocation will also take place, and at this time your project place and time will be confirmed.
- This session for on-campus projects **will be conducted face-to-face at Komaba Campus**.
 - » The session for outdoor projects is scheduled to start at 1:00 p.m.
- Both managers must bring their student ID cards for identification.

Japanese Labels of Registrations on the Web System

English names of Registrations	Japanese labels on the Web System
User Registration	ユーザー登録
Project Registration	企画登録
Sub-manager Invitation	副責任者招待
Place and Time Request	企画場所・時間申請
Outdoor Performance Request	屋外パフォーマンス申請
Featured Project Application	優先広報企画応募
Polls	投票

The Consultation Meeting for Participants

Outline

- To participate in the May Festival using English, **attending this meeting is required.**
- You can fill out the registration form on the Web System (written in Japanese) with our help.
- You can also ask us in person any questions about the May Festival.

Time

- February 8th (Wed.) 4:00 p.m. - 7:00 p.m.
- February 14th (Tue.) 4:00 p.m. - 6:00 p.m.

Place

Room 83, 1st basement floor, Faculty of Engineering Bldg. 8, **Hongo Campus**

How to participate

- Please fill out this application form <<https://forms.gle/8wk789AhX4ThqTY18>> in advance.
- Those who are going to be manager of the project must attend the meeting.
 - » Any members of the project can attend the meeting with them.
- **Please bring your own PC.**
- If you are not available in any of the time above, please contact us via “Inquiry” [問い合わせ] (→[p. 22](#)).

Web System

Introduction

- You can access the Web System via this link <<https://system.gogatsusai.jp/96>>.
 - » Please make sure that you can check it anytime.

第96回五月祭常任委員会ウェブシステム

ログイン

UTokyo Account ユーザー名
UTokyo Account ユーザー名

パスワード
パスワード

ログイン

» ユーザー登録 | » パスワードを忘れた場合
» プライバシーポリシー | » ウェブシステム利用規約

お知らせ

第96回五月祭について

- 第96回五月祭は2023年5月13日(土)～14日(日)に開催します。
- 開催形態や企画出展の方法などの詳細は以下の五月祭企画出展説明会関連資料よりご確認ください。

配布資料

Login Page

- This screen will contain the Information Session handouts and information for all projects. Anyone has access to these contents, so please share the posted information with project members if necessary.
- **In principle, all necessary registrations, requests, orders, and contacts with the Committee should be made via the Web System.**

Information

- The Web System is **not available in English**, except for the login page.
 - » We will make every effort to clearly identify items on the Web System in Almighty in English.
- You can consider content of your project by referring to “Almighty vol. 1 in English”.
- The process of completing various registrations, requests, orders and other necessary information on the Web System can be individually supported by Committee members at the Consultation Meeting.
- If you have any further questions, please feel free to contact the Committee.

User Registration [ユーザー登録] and Login [ログイン]

- The person who is supposed to be the project manager is required to complete “**User Registration**” (→[p. 24](#)) first.
- ※ By completing “User Registration”, you will be considered to have agreed to “Privacy Policy”(→[p. 41](#)) and “Web System Terms of Use of the 96th May Festival Standing Committee”(→[p. 42](#)).
- Once you have completed “User Registration”, you can login to the Web System by entering your UTokyo Account username (a 10-digit number) and password on the login page.

After You Logged in

Menu Page [メニュー]



- Information on place and time allocation and Information Session will be posted.
- Other available functions can be accessed from this screen.

Registrations/Requests/Orders [各種登録・申請・申込]

- All registrations, requests, and orders for project execution will be accepted via the Web System.
- Registration details can be viewed at any time from the registration screen. **You will also be able to change registrations at any time until the deadline.**
- **Please allow sufficient time for registrations, requests, and orders.**
- Your registration will not be saved until it is submitted. In addition, if you do not submit for an extended period of time or if the server is updated, your registration details may be erased. Please register and submit in a short period of time, or save your registration details with you when you do not have time. **We recommend you to make a draft.**
- If you would like to change your registration details after the deadline, please contact us via “Inquiry” [問い合わせ].
- **You may register registrations, requests, and orders in English, except for those designated to be entered in Japanese.**

Inquiry [問い合わせ]

新規問い合わせ

新しい問い合わせを委員会に送信します。

件名

本文

添付ファイル ファイルをアップロード

送信

添付できるファイルの種類

種類	拡張子
画像ファイル	.jpg, .pngなど
音声ファイル	.mp3, .m4aなど
動画ファイル	.mp4など
Microsoft Officeで作成したファイル	.docx, .xlsx, .pptxなど
PDFファイル	.pdf
テキストファイル	.txtなど

- In principle, please contact us via “Inquiry” on the Web System.
- **You may write “Inquiry” in English.**
- To “Inquiry” in English, the Committee will respond in English as well.

From Projects to the Committee

- You can send “Inquiry” in either of the following two ways.
 - ① Log in to the Web System on a browser and send “Inquiry” from the menu page
 - ② Send an email from the email address you registered in the Web System to the Web System email address (96@system.gogatsusai.jp)
- Please make sure to include a subject line that identifies the content.
- In method ②, when your “Inquiry” is accepted, an email saying “Your inquiry was accepted” will be sent to the registered email address.
- Files can be attached to “Inquiry”. However, there are limitations to the type and size of the files that can be attached. Check “New Inquiry” [新規問い合わせ] on the Web System for more details.
 - » **In method ②, files cannot be attached.** When attaching a file to “Inquiry”, please send “Inquiry” using method ①.
- When you want to send us a large file, please follow the following procedure.
 - ① Upload the file to Google Drive
 - ② Manage access to the folder/file to make it available for us
 - ③ Send the link of the folder/file via “Inquiry”

From the Committee to Projects

- In principle, the Committee sends messages to projects via “Inquiry”. **Please check your inbox frequently.**

Inquiry History

- Click “Inquiry” at the menu page of the Web System and you can see the “Inquiry history”.

Other Ways to Contact Us

- If you have any trouble with “Inquiry”, you can send an email to (contact@gogatsusai.jp).
 - » In this case, **please write the project ID and the name of the manager on the email.**
 - » Please do not use iCloud email when sending emails to the Committee's email address because there have been reports on glitches.
- When you need assistance at the office or over the phone (03-5684-4594), please contact us via “Inquiry”. Main Office at Hongo is Room 6, 3rd Floor, Second Refectory (Dai-ni Shokudo) and Komaba Branch is Room 103, Campus Plaza Bldg. A.
 - » If we have to make urgent any contact, we may use the phone number above.
 - » If you would like to visit the office, be sure to make an appointment via “Inquiry” before your visit.

Notes

- For security reasons, **your session will be timed out in a certain period after you logged in.**
- The Web System is designed for **Google Chrome (for PCs, the latest version).** Operation in other environments is not guaranteed.
 - » **Please refrain from using the Web System on smartphones.**
- When using the Web System, **do not open it in multiple tabs or windows.**

Email

- Web System may send notification email to the email address registered in “User Registration [ユーザー登録]”(→[p. 24](#)).
 - » **Please make sure that you can receive emails from (@gogatsusai.jp) and (@system.gogatsusai.jp).**
- You can check your registered email address from “Change User Registration Information” [ユーザー登録情報変更] on the menu page [メニュー].
 - » **Out of the “Email Address 1” [メールアドレス1] and “Email address 2” [メールアドレス2], emails will be sent to your email address you have set in the “Send Email To” [メール送信先].**
 - » The “ECCS Cloud Mail Address” [ECCSクラウドメールのアドレス] in the basic information is used to set the password for “User Registration”. If you would like to receive a notification email with an ECCS Cloud Mail Address other than when completing “User Registration”, please add the address to your contact information as well.

Registrations for All Projects

User Registration [ユーザー登録]

- Two persons who will be project managers must register.
 - » Those who have not completed “User Registration” cannot be registered as sub-manager.

Registering Necessary Information

- Please access the Web System via this link <<https://system.gogatsusai.jp/96/signup>> to complete your registration.
- ※ Completion of your “User Registration” means that you have agreed to “Privacy Policy” (→[p. 41](#)) and “Web System Terms of Use of the 96th May Festival Standing Committee” (→[p. 42](#)).

Information needed upon User Registration

- Name [氏名]
 - Department [所属]
 - Student ID number [学生証番号]
 - UTokyo Account username [UTokyo Account ユーザー名]
 - ECCS Cloud Email address [ECCSクラウドメールのアドレス]
 - Contact information [連絡先]
- ※ **iCloud address cannot be used** as your contact information.
- ※ If you register an address provided by a mobile phone carrier, such as NTT DOCOMO, INC, please make sure that you can receive emails from (@gogatsusai.jp) and (@system.gogatsusai.jp) by changing your spam settings.
- ※ **If you did not receive the email, it may have arrived in your spam folder.**

The screenshot shows the 'ユーザー登録' (User Registration) form. It is divided into two main sections: '基本情報' (Basic Information) and '連絡先' (Contact Information).

基本情報 (Basic Information):

- 名前 (Name): Fields for 姓 (Surname) and 名 (Given Name).
- ふりがな (ひらがな) (Furigana): Fields for 姓 (Surname) and 名 (Given Name).
- UTokyo Account ユーザー名 (UTokyo Account Username): Field with an example '(例) 1234567890'. A note below says: '学生証の右下に記載されている数字の下10桁を入力してください。' (Please enter the last 10 digits of the number recorded in the bottom right of the student ID card).
- ECCSクラウドメールのアドレス (ECCS Cloud Email Address): Field with a dropdown for 'ユーザ名' (Username) and a fixed domain '@g.ecc.u-tokyo.ac.jp'. A note says: 'ここで入力するECCSクラウドメールのアドレスは、パスワード設定の際にのみ使用します。' (The ECCS Cloud Email address entered here is only used when setting the password).
- 所属 (Department): A dropdown menu with '新農学部 (前期課程)' (Faculty of Agriculture (First Course)) selected.
- 学生証番号 (Student ID Number): Field with an example '(例) 00-123456,00-123456A,11-123456'.

連絡先 (Contact Information):

- 携帯電話番号 (Mobile Phone Number): Field with an example '(例) 090000000000'.
- 自宅電話番号 (任意) (Home Phone Number (Optional)): Field with an example '(例) 0300000000'.
- メールアドレス1 (Email Address 1): Field with a placeholder 'メールアドレス1'.
- メールアドレス2 (Email Address 2): Field with a placeholder 'メールアドレス2'.

A note at the bottom of the contact section says: 'ECCSクラウドメールのアドレスを設定することもできます。' (You can also set the ECCS Cloud Email address).

Set the Password

- An email will be sent to your ECCS Cloud Email account after you fill in your registration. Please set your password **in 24 hours**.
 - » After 24 hours, you will have to register yourself again to get a new link.
- **You will be able to login only after completing your password setting.**

Completion of Registration

- Once registration is complete, a confirmation email will be sent to your email address you have set.
- You can log in the Web System <<https://system.gogatsusai.jp/96>> with your UTokyo Account username (10 digit number) and the password.

Project Registration [企画登録]

- Please register the abstract of your project and group.
 - **The person who completed “Project Registration” will be the main manager of your project.**
- ※ You will be able to review the content of this registration once “Sub-manager Registration” (→[p. 25](#)) is completed. You will also be able to change this registration at any time until the deadline.

Main Registration Details

- Project Style
 - » If you would like to know about the available project styles please refer to “Available Project Styles” (→[p. 6](#)) for more details.
- **If you would like to carry out projects in multiple styles, please contact us via “Inquiry [問い合わせ]” (→[p. 22](#)).** If you would like to release your project online without using the campus along with a project that uses the campus during the May Festival, you do not need to contact us via “Inquiry” [問い合わせ].
- Name and abstract of your project
 - » For the purpose of space in the official brochure, **we strongly recommend to keep your project name to no more than 30 single-byte characters.**
- Name and abstract of your organization
- Questionnaire on the first draft of Autonomous Regulations (→[p. 13](#))
 - » The content you fill in will not put your project at disadvantage on the creation of tentative place and time allocation.

Note

- The “Project Registration” does not complete the participation procedure. **Please complete “Sub-manager Registration” and “Place and Time Request” [企画場所・時間申請] by the deadline.**
- ※ Online projects are not required to complete “Place and Time Request”.
- If you would like to cancel your project after “Project Registration”, please contact us via “Inquiry”. Once your project is canceled, it cannot be resurrected.

Sub-manager Registration

- **You are not permitted to make changes to the content of “Project Registration” [企画登録], register your “Place and Time Request” [企画場所・時間申請], or other registrations/requests/orders until the acceptance of the Sub-manager Registration is completed.**

Sub-manager Invitation [副責任者招待]

Subject Main manager

- Upon completion of “Project Registration”, a section titled “Sub-manager Invitation” [副責任者招待] will appear on the menu page [メニュー].
- Managers shall register the Sub-manager’s name and UTokyo Account Username, and invite the Sub-manager.
- **Sub-managers are required to complete “User Registration [ユーザー登録]” (→[p. 24](#)) in advance.**

Acceptance of Sub-manager Invitation

Subject Sub-manager

- Accept the invitation from the “★You are invited as the sub-manager” [★企画の副責任者に招待されています] section on the menu page of the Web System.

Place and Time Request [企画場所・時間申請]

Subject On-campus projects

Main Registration Details

- Preferences regarding on-campus project place and time.
- Requirements for on-campus project execution.

Outdoor Projects

- Please refer to “5. Carrying Out the Project” (→[p. 32](#)) to register the place and time you want to use and the content of the project.
 - » Please refer to “Outdoor Map” (→[p. 34](#)) and consider the project place.
- If you want to serve food and drink in your project, please refer to “Before Deciding What Food and Drink to Serve” (→[p. 37](#)) and register the items your project will serve.

Projects that will use Other Places

- **If you are planning to participate in other project styles, please contact us via “Inquiry” [問い合わせ] promptly.**

Notes

- Please note that in the creation of the tentative place and time allocation, we may not be able to fully meet your request.
- **Overdue registrations can lead to disadvantages in the creation of the tentative place and time allocation.**
 - » Please note that due to the limited number of locations available, we may not be able to allocate the requested place and time and you may have to wait for other projects to be canceled.
- For information about the process of place and time allocation of outdoor projects, please refer to “Carrying Out the Project”(→[p. 32](#)).
- **“Discussion on Place and Time Allocation” will be held in the 2nd Information Session on March 17th (Fri.). Please be sure to attend the discussion.**

Polls [投票]

Period February 18th (Sat.) - February 25th (Sat.) 9:00 p.m.

- Please vote through the “Polls” section in “Registrations/Requests/Orders” [各種登録・申請・申込] on the Web System. Choices will be “Approval” [承認する]/ “Non-Approval” [承認しない]/ “Blank Vote” [白票].
- ※ Your vote is independent of the content of the registrations and applications. Your project will not be put at disadvantage on the creation of tentative place and time allocations based on which you voted for.

The draft of Autonomous Regulation [自主規律案]

- The Committee will make adjustments based on questionnaires on “Project Registration [企画登録]”(→[p. 25](#)). The draft of Autonomous Regulations will be released on February 18th (Sat.).
- Please refer to “Autonomous Regulations [自主規律]”(→[p. 13](#)) for the process of establishing Autonomous Regulations.

The 95th May Festival Standing Committee Settlement [第95期五月祭常任委員会決算]

- We report the 95th May Festival Standing Committee Settlement Votes based on Article 12, Term 3.

Other Registrations

Outdoor Performance Request [屋外パフォーマンス申請]

Subject Projects planning to temporarily carry out large-scale advertisements or performances

※ You do not need this request when carrying these out inside the tent set at the assigned location.

Content of Registrations

- About the temporary large-scale advertisement or performance
 - » Date, time, place, route and number of people involved
 - » Content
- What measures to take under bad weather condition

Notes

- We are going to spare time for changing the registration information considering the place and time allocation confirmed in “Discussion on Place and Time Allocation” at the 2nd Information Session.
 - » We are expecting alterations on details of a project such as the assigned date, time, place and measures to take under bad weather conditions.
 - » **A large alteration in the content of or the number of people involved in an advertisement or performance may not be approved.** Please decide on these by February 16th (Thu.) 9:00 p.m.
 - » You cannot complete another version of this request afresh during this period.
- Please contact us via “Inquiry” [問い合わせ] if you are not certain whether your advertisement/performance requires this request.

About Advertising

- This request is required for large-scale advertisements that may block up a passage.
 - » A few people calling on visitors or handing out leaflets will not require this request. As a rough standard, 6 or more people advertising at the same place and time will require this request.
 - » However small the number of people involved is, **advertisements with mascot costumes or instruments** or the like will require this request since such may block up a passage with excessive crowds.
 - » Advertisements in other special forms will also require this request.

Examples of Advertisement Requiring a Request

- About 10 people walking around the campus with signboards to advertise their project.
- A few people advertising their project with one in a mascot costume.
- About 3 people walking around the campus playing instruments to advertise their project.

About Performance

- Please complete this request if you wish to walk around and perform inside the campus.
- If the project is going to continue all day, this request is not necessary.
 - » In such cases, please select “outdoor” [屋外] for the project style and register where you want to carry out your project on “Place and Time Request” [企画場所・時間申請].
- As a result of adjustments with other projects, you may not be able to perform with the registered place and/or content.

Examples of Performance Requiring a Request

- Walking down the Icho Street playing instruments
- Dancing around with a large float
- Performing a dance staying in the middle of a street for some time.

Featured Project Application [優先広報企画応募]

Subject Projects that want to be featured by the Committee

Content of Registrations

- Appealing point of your project
 - » You will have to write long sentences. Please allow enough time to complete your registration.
- Experience in school festival participation
- Materials that show the content and appearance of your project
- Preferred date of the interview for second screening

Outline

- Featured Projects are projects which the Committee considers as highly effective in making the May Festival more attractive. We will put focus on these projects in our PR activities over media.
- The selected projects will be featured on our official website and SNS or the like. Please join us on this huge chance to let everyone know more about your project.
- If you want your project to be selected as an academic project, please complete the application for the academic project in this registration as well.
- Please note that the media we use may differ between projects based on the content of the project and style.

Notes

- If you want to register several projects from one group, please make sure to send a form for each project.
 - » The selection and PR activities will be done separately for each project, not by group.
- We may have to set a limit for the number of outdoor projects serving food and drink. Please note that applying for a Featured Project does not guarantee that you can carry out your project outdoors.

What we will be asking for the selected projects

- We will ask the selected projects for the following cooperations for our PR activities and records.
 - The photos turned in as reference material will be used in our PR activities.
 - Please contact us via “Inquiry” [問い合わせ] in advance if you want them not to be used.
 - We will take photos and/or videos on the day of the May Festival for our PR activities and records.
 - We will ask you to turn in photos to use as your profile pictures or the like in the media.
 - Further information will be announced in the 2nd Information Session.

Criteria

- We will be checking the following points based on your application form, interview and reference material.
 - Feasibility of the project and stability of the management
 - The quality of the project
 - Uniqueness that contributes to the diversity of the festival
 - Academic level and relevance to studies (only for projects applying for the Academic Project)

Process of the Screening

- The results of the selection will all be notified via “Inquiry”

Application | Deadline: February 16th (Thu.) 9:00 p.m.

- Please fill in the necessary information on your “Featured Project Application” such as the appealing point of your project and the preferred date of the interview.
- You can turn in reference materials that show the content and/or aspect of your project together.
- The form of the reference material can be anything, such as photo, video, link to a website or SNS.



First Screening | late February

- We will judge all the applied projects based on the content of the registrations.
- For projects that passed the first round, we will send the date of the interview for second screening via “Inquiry”.



Second Interview | February 27 (Mon.) - March 3rd (Fri.)

- We will **have an interview of about 30 minutes** for each project that passed the first screening.
- The interview will be done online using Zoom.
- As a general rule, we ask at least one project manager to attend the interview.
 - » If the manager is unable to attend the interview, please have your representative attend.
 - » Being absent or considerably late for the interview can put your project at disadvantage in the selection.



Final Decision | mid-March

- We will judge taking both the application document and the interview into account.

5 Carrying Out the Project

Outdoor Project

- An outdoor project refers to projects carried out outdoors, except for stage.
- Projects that temporarily advertise or perform on a large scale outdoors are recommended to refer to “Outdoor Performance Request [屋外パフォーマンス申請]”(→[p. 28](#)).
- Please refer to “Examples of Outdoor Projects”(→[p. 40](#)) for specific examples of outdoor projects.

Project Place

- By using “Outdoor Map”, please consider your request on project place.
- In “Place and Time Request [企画場所・時間申請]”(→[p. 26](#)), you are asked to choose an area from the map for your project place.

Outdoor Section

- **“Outdoor Section”** is an area which the Committee designates as a place for outdoor projects.
- In the tentative place and time allocation, an outdoor section will be allocated to your project. The Committee will divide locations on the Outdoor Map to multiple blocks and this will be called an outdoor section.
 - » Outdoor section for the 96th May Festival is scheduled to be announced along with the announcement of tentative place and time allocation in early March.
 - » At the 2nd Information Session, projects allocated at the same outdoor section will hold an “Discussion on Place and Time Allocation” and decide their specific project place.

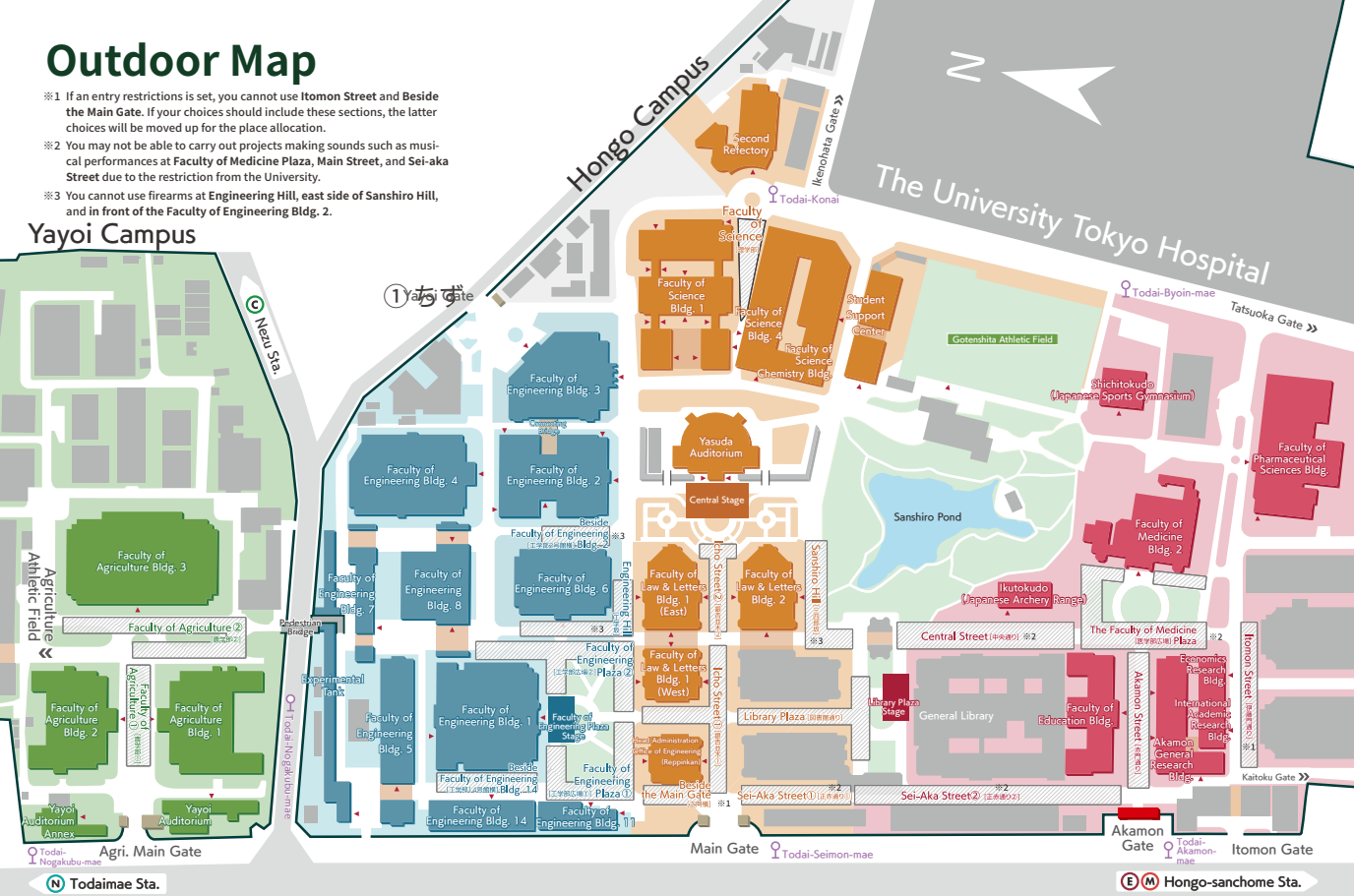
Notes

- Due to measures against COVID-19, project places are subject to change, and some places may become unavailable for project places.
- The fire department may prohibit the use of firearms in some outdoor sections.
- If the Committee sets an entry restriction, some outdoor sections may be used for Entry Reception. In this case the sections cannot be used as a project place.
 - » If your first five choices should include sections which became unavailable, the latter choices will be moved up.
- The University may restrict making sounds in some areas, therefore the Committee may not be able to allocate your project place and time as requested.
- There may be cases when other places not drawn on “Outdoor Map” become available through adjustments with the Committee. To request other places, **choose “Others” as your first choice for “Place and Time Request”** and in the box below fill in where your requested place is as detailed as possible.

Outdoor Map

- ※1 If an entry restrictions is set, you cannot use **Itomon Street** and **Beside the Main Gate**. If your choices should include these sections, the latter choices will be moved up for the place allocation.
- ※2 You may not be able to carry out projects making sounds such as musical performances at **Faculty of Medicine Plaza, Main Street, and Sei-aka Street** due to the restriction from the University.
- ※3 You cannot use firearms at **Engineering Hill, east side of Sanshiro Hill, and in front of the Faculty of Engineering Bldg. 2.**

Yayoi Campus



Green Area

Blue Area

Yellow Area

Red Area

To Serve Food and Drink

- Please note that depending on the surrounding circumstances of the COVID-19, food and drink service may be prohibited.
- If you want to serve food and drink which can be eaten and drunk on campuses, please make sure of the following matters.

Eating Space

- Due to measures against COVID-19, areas called **“Eating Space”** where visitors are **allowed to eat and drink will be set up across the campus.**
 - Visitors who purchased food and drink are allowed to eat only at the Eating Space.
 - The Eating Space will have tables and chairs inside tents.
 - Outdoor stalls are charged **“Outdoor Stall Fee”** necessary for setting up the Eating Space.
 - » The fee is expected to be **around 20,000 yen** for each project, **though the charge amount is subject to change due to arrangements with the University and the number of projects.** The actual fee amount is scheduled to be decided in the mid-bottom of April.
 - Outdoor stalls are required to provide manpower for setting up the Eating Space.
- ※ Further information on the payments and labor forces will be announced after the 2nd Information Session.

Limiting the Number of Projects

- Along with organizing the Eating Space, some spaces may become unavailable for carrying out projects, therefore **the Committee may limit the total number of outdoor stalls.**
- If the number of submitted projects exceeds the limit, **even when you have registered before the deadline, there may be cases when the Committee cannot allocate your project place and time, and in this case you will have to wait for other projects to be canceled.**
- Under the limitation, only projects selected by **lottery** will be accepted to be carried out.
- In this case, **outdoor projects that do not serve food or drink will be accepted without lottery beforehand, therefore those projects are allowed to be carried out in the festival.**

How Your Project Place and Time is Confirmed

When creating a tentative place and time allocation, the Committee may make contact with you, so **please make sure that you can be contacted.**

Tentative Place and Time Allocation

- Based on your “Place and Time Request [企画場所・時間申請]” (→[p. 26](#)), the Committee will create a tentative place and time allocation, and it is scheduled to be announced **in early March.**
- Overdue registrations can lead to disadvantages in tentative place and time allocation. **Especially when you miss the deadline, there may be cases when the Committee cannot allocate your project place and time, and in this case you will have to wait for other projects to be canceled.**
- As for outdoor stalls, when you have completed your registrations before the deadline but were not chosen in the lottery conducted as a limitation on the number of projects, you may have to wait for other projects to be canceled.



Objections

- Until the deadline that will be announced at the “Tentative Place and Time Announcement”, you are allowed to make an objection to the allocated project place and time. To make an objection, please contact us via “Inquiry”.
- The objection period is expected to be 3 days long or so.
- Some objections may not be accepted.
- **Objections after the deadline are not accepted.**
- When making arrangements considering objections, the Committee may ask some projects to change their place and time.



Discussion on Place and Time Allocation

- At “**Discussion on Place and Time Allocation**” held at the 2nd Information Session on **March 17th (Fri.)**, place and time allocation will be confirmed.
 - » At “Discussion on Place and Time Allocation”, projects allocated at the same outdoor section will discuss specific project places.
 - » **The Committee members in charge of English support will also attend the discussion to provide support for non-Japanese speakers.**
- Based on the tentative place and time allocation, please come up with choices of the specific project place.
- **At this time you may not change your outdoor section.**
- **Project Managers are required to attend the discussion.** The Committee will not be responsible for any loss caused when you do not attend the discussion.
 - » If both managers cannot attend the discussion, other project member who understands your project can attend the discussion as a representative.

Before Deciding What Food and Drink to Serve

Preface

- Please refer to “To Serve Food and Drink” (→[p. 35](#)) for information about where projects serving food and drink will be allocated to, and about limitations regarding COVID-19.
- Detailed precautions on cooking procedures, tools, and ingredients will be notified in the 2nd Information Session.
- Please note that depending on the surrounding circumstances of the COVID-19, the Committee may prohibit food and drink service.
- **The condition for food and drink service is subject to change** due to arrangements with the Public Health Center. Please note that the condition below is not confirmed yet.
- **Please do not contact the Public Health Center by yourself.** Only the Committee will contact them.

Main Items and Sub Items

- At the May Festival, menus are divided into “Main Items” and “Sub Items” based on the number of cooking procedures.

Cooking Procedures

- “Cooking procedures” refer to heating procedures such as boiling, baking, steaming, frying, and sauteing, and procedures such as stirring.
- In principle, heating procedures of two or more are prohibited.

✓ Acceptable	✗ Unacceptable
<ul style="list-style-type: none">• Yakisoba<ul style="list-style-type: none">» acceptable as it only has one procedure of “fry-stirring meat, vegetables, and noodles”.	<ul style="list-style-type: none">• Fried chicken on rice<ul style="list-style-type: none">» unacceptable as it has 2 cooking procedures of “heating rice” and “frying chicken”.

Main Items

- **Main items refer to menus that need at least one cooking procedure.**
- **Each project is allowed to serve only one “Main Item”.**

Example

- Yakisoba→“Stir-fry” noodles and vegetables
- Tea→“Boil” water

Sub Items

- **Sub Items refer to menus that do not need any cooking procedures, and can be served by themselves.**
 - » In principle, drinks and ready-made snacks are considered “Sub Items”.
- **Each project is allowed to serve more than one “Sub Item”.**

How to Serve Multiple Items

- Projects can serve “Main Item” and “Sub Item” at the same time.

✓ Acceptable	× Unacceptable
<ul style="list-style-type: none">• Yakisoba (Main Item) + bottled drinks (Sub Item)• skewered beefs (Main Item) + ready-made snacks (Sub Item) + bottled drinks (Sub Item)	<ul style="list-style-type: none">• coffee made with coffee brewer (Main Item) + churros (Main Item)<ul style="list-style-type: none">» multiple “Main Items” are not accepted

Notes

Preparation

- “Preparation” refers to procedures of preparing ingredients, such as cutting ingredients, outside the project place in the morning on the days of the May Festival.
- **All “Preparations” are prohibited.**
 - » When ingredients need to be cut, please use pre-cut ones.

Serving Online

- Serving food and drink that the project members cooked themselves is prohibited.
- Specific licenses are required when selling meat, fish, milk, box lunch, ready-made food, etc. online. The Committee will grant permission only under the condition that you have the required licenses.

Prohibited Ingredients

- Depending on arrangements with the Public Health Center, some ingredients not listed below may also result in prohibition.

Ingredients/Menu	Note
Menus that use knives and mixers	<ul style="list-style-type: none"> Due to the insufficiency of cleaning facilities, the use of tools that need a large amount of water when cleaning is prohibited.
Raw food (Sashimi, raw vegetables, fruits, etc.)	<ul style="list-style-type: none"> All food must be processed with heat Except for Kakigori (shaved ice), Tokoroten, chocolate-covered fruits, ready-made snacks, and drinks.
Cream	<ul style="list-style-type: none"> Only shelf-stable vegetable-based cream is accepted. <ul style="list-style-type: none"> » ready-made cakes and cream puffs are also prohibited because they contain dairy cream.
Curry	<ul style="list-style-type: none"> Prohibited due to the insufficiency of cleaning facilities. Pre-packaged curry is accepted.
Noodles that require large amount of water	<ul style="list-style-type: none"> Due to the insufficiency of cleaning facilities, Udon and Soba noodles, and other noodles that need to be boiled are prohibited.
Ice-cream	<ul style="list-style-type: none"> Due to hygienic problems, serving ice-cream with metal spoons is banned. Only individually packed ones, such as ice-cream puffs, are accepted.
Chicken	<ul style="list-style-type: none"> Only heated ones are accepted.
Organ meat such as innards blowfish/oyster	<ul style="list-style-type: none"> Banned due to hygienic problems.
Milk, condensed milk, and dairy products without heating process	<ul style="list-style-type: none"> Milk and condensed milk are prohibited. Only creamer for drinks is accepted.
Products that use eggs	<ul style="list-style-type: none"> Only products that are heated thoroughly are allowed. <ul style="list-style-type: none"> » Products that are not fully-heated are prohibited.
Rice	<ul style="list-style-type: none"> Only boil-in-the-bag or aseptic packaged rice is accepted.

Serving Alcohol

- We are aiming to allow serving alcohol.
- Please note that **depending on measures against COVID-19, serving alcohol may be prohibited, or the Committee may limit the number of projects that serve alcohol.**
- Only alcohol with a content of under 20% is accepted to be served or brought onto campus.
 - » Beer, Chuhai, Sour, and Sake are examples of alcohol with a content of under 20%.
 - » All alcohol with content of over 20% are prohibited. Diluting alcohol with content of over 20% is also banned.
 - » We may limit the serving amount of each cup with alcohol content of over 10%.
- **Alcohol is allowed to be served only when poured into other containers such as paper cups.**
 - » Serving in cans and bins as provided on the market is prohibited.
- **Selling alcohol online is prohibited.**

Examples of Outdoor Projects

Projects Without Food and Drink Service

- Fair stalls (shooting gallery and water balloon fishing, etc)
- Art exhibition
- Performances (playing musical instruments, singing and dancing)
- Merchandise (selling original goods and original newspaper/booklets)

Projects with Food and Drink Service

- Simmered Food
- Soup
- Grilled/Baked Food (Okonomiyaki, Yakisoba and Japanese Sponge Cake)
- Steamed Food (Pork Bun)
- Fried Food (French Fries and Fried Chicken)
- Dessert (Pancake, Crepe)
- Drink (Coffee, Soda)

6 Documents

Notes

- In the event of any inconsistencies between this English version and Japanese version for the documents below, the Japanese version shall prevail.
- Japanese version is available in “Almighty vol. 1” in Japanese.
 - » You can refer to “Almighty vol. 1” in Japanese from here <https://system.gogatsusai.jp/96/static/files/session1/MF96_Almighty_vol_1.pdf>.

Privacy Policy

The 96th May Festival Standing Committee (hereinafter referred to as “the Committee”) shall acknowledge the importance of protecting personal information of users of the services provided by the Committee (hereinafter referred to as “users”), and when the Committee handles personal information, the Committee shall observe the following articles.

Article 1 Observance of Laws and Other Norms

The Committee shall observe laws and other norms of personal information protection when the Committee handles personal information.

Article 2 Purpose of Handling Personal Information

The Committee shall handle personal information within the limits of following purposes:

Identity verification including enrollment check

Confirmation and management of registrations, requests, and orders

Sending messages from the Committee.

Development or improvement of the Committee’s services

Improvement of the services related to the May Festival or the Committee

Article 3 Provision of Personal Information Inside the Committee

The Committee may provide the May Festival Standing Committee of the next and following years with personal information.

Article 4 Provision of Personal Information to Third Parties

After obtaining the user’s consent, the Committee may provide third parties with personal information within the limits of the purposes of handling it mentioned in Article 2. When the Committee provides personal information, the Committee shall take appropriate actions such as making it a condition that personal information is adequately protected in accordance with this Privacy Policy.

Article 5 Security Control Measures of Personal Information

To properly handle personal information, the Committee shall endeavor to protect personal information by taking necessary and appropriate measures. The measures include the following.

Improving the management system of personal information

Educating members of the Committee

Preventing unauthorized access to personal information

Preventing loss, destruction, falsification and leakage of personal information.

Article 6 Procedure for Requesting Disclosure of Personal Information

The Committee shall immediately inform the procedure of disclosing its personal information in response to contact from the holder of personal information via email or the like. However, if the disclosure would result in any of the following cases, the Committee shall not disclose all or part of the information, and when the Committee decides not to disclose the information, the Committee shall notify the user to that effect without delay.

In the case where there is a risk of harming the life, body, property or other rights and interests of the user or third parties

In the case where there is a risk of significant impediment to the proper operation of the Committee

In the case where there is a risk of violating the laws

Article 7 Procedure for Requesting Correction or Deletion of Personal Information

The Committee will conduct the necessary investigation without delay when the holder of personal information requests the correction or deletion (hereinafter referred to as "corrections") of personal information via email or the like. Based on the results of the investigation, the Committee will make corrections of personal information and notify the user to that effect. However, even in this case, the Committee may not make corrections in the contents of personal information based on the provisions of laws, regulations or the like. If the Committee decides not to make corrections of personal information, the Committee shall notify the holder of personal information to that effect without delay.

Article 8 SSL

The website and the Web System provided by the Committee supports SSL to protect information that users send and receive. By using a browser that supports SSL, personal information that users have entered shall be automatically encrypted and transmitted.

Web System Terms of Use of the 96th May Festival Standing Committee

Web System Terms of Use of the 96th May Festival Standing Committee

Article 1 (Purpose)

1 These terms shall stipulate matters of use of the Web System, which the 96th May Festival Standing Committee (hereinafter referred to as "the Committee") provides.

2 These terms shall apply to the Committee and to those who use the Web System (hereinafter referred to as "users").

Article 2 (Duty of Users)

Users shall observe the following items.

(i) Check the messages from the Committee on the Web System.

(ii) Maintain the condition where you are able to receive messages from the Committee.

(iii) Correct the registered information promptly if there is any change in the information you have registered on the Web System.

(iv) Pay sufficient attention to matters such as password management and unauthorized access protection.

(v) Do not tell the existence of these bugs or security holes to anyone except for Committee members even if you find one. Report the specific details via "Inquiry", email, or the like. However, this shall not apply to the situation where the Committee has already shown workarounds for the problem.

(vi) In order not to be late for the deadline, allow enough time to complete your registrations, requests, and orders (hereinafter referred to as "registrations").

Article 3 (Acknowledgement of Terms)

By completing registration as a user, you will be considered to have acknowledged all these terms.

Article 4 (Suspension of Accounts and Erasure of Project Registration)

1 The Committee may suspend users' account or delete registrations in the following cases:

(i) In the case where users intentionally register fake contents.

(ii) In the case where users use the Web System in an unauthorized manner.

2 The Committee may suspend, without prior notice, the account of users who are suspected to have intentionally registered fake contents or used the Web System in an unauthorized manner.

3 In the cases of the two paragraphs above, the Committee shall notify the user to that effect without delay.

Article 5 (Subject)

1 The Web System provides service in Japan only.

2 The Web System provides service to the University of Tokyo undergraduate students, graduate students and research students only.

Article 6 (Environment)

Users are encouraged to use the following system requirements:

OS: The latest version of Windows (PC version), the latest version of Mac OS

Browser: The latest version of Google Chrome

Article 7 (Alteration of Registered Information)

1 When necessary, or asked by the user, the Committee may edit what users have registered on the Web System (hereinafter referred to as "registered information").

2 When the registered information needs to be changed, the Committee shall notify the user to do so.

3 When the Committee edits the registered information without prior notification, the Committee shall notify the user to that effect promptly.

4 When users have an objection to changes that the Committee has made to the registered information, the user shall notify the Committee to that effect promptly.

5 The Committee shall bear the responsibility for any loss caused by the Committee violating paragraph 3.

Article 8 (Disclaimer)

1 The Committee will not bear any responsibility for any loss caused by the user violating the articles below;

(i)Article 2 (Duty of Users)

(ii)Article 6 (Environment)

(iii)Article 7-4 (Users notifying the Committee about objections to changes made to the registered information)

2 The Committee will not bear any responsibility for any loss such as registration delay when users do not report bugs found on the Web System as referred to in the Article 2-(v).

3 The Committee will not bear any responsibility for any loss caused by troubles besides errors on the Web System itself.

4 The Committee will not bear any responsibility for any loss caused by the delay of less than 15 minutes of the Web System clock.

Article 9 (Revisions)

1 If necessary, the Committee may amend these Terms of Use.

2 If the Committee amends these Terms of Use, the amendment hereof shall be notified to users by publishing on the official website, the Web System, or the like.

Supplementary Provision

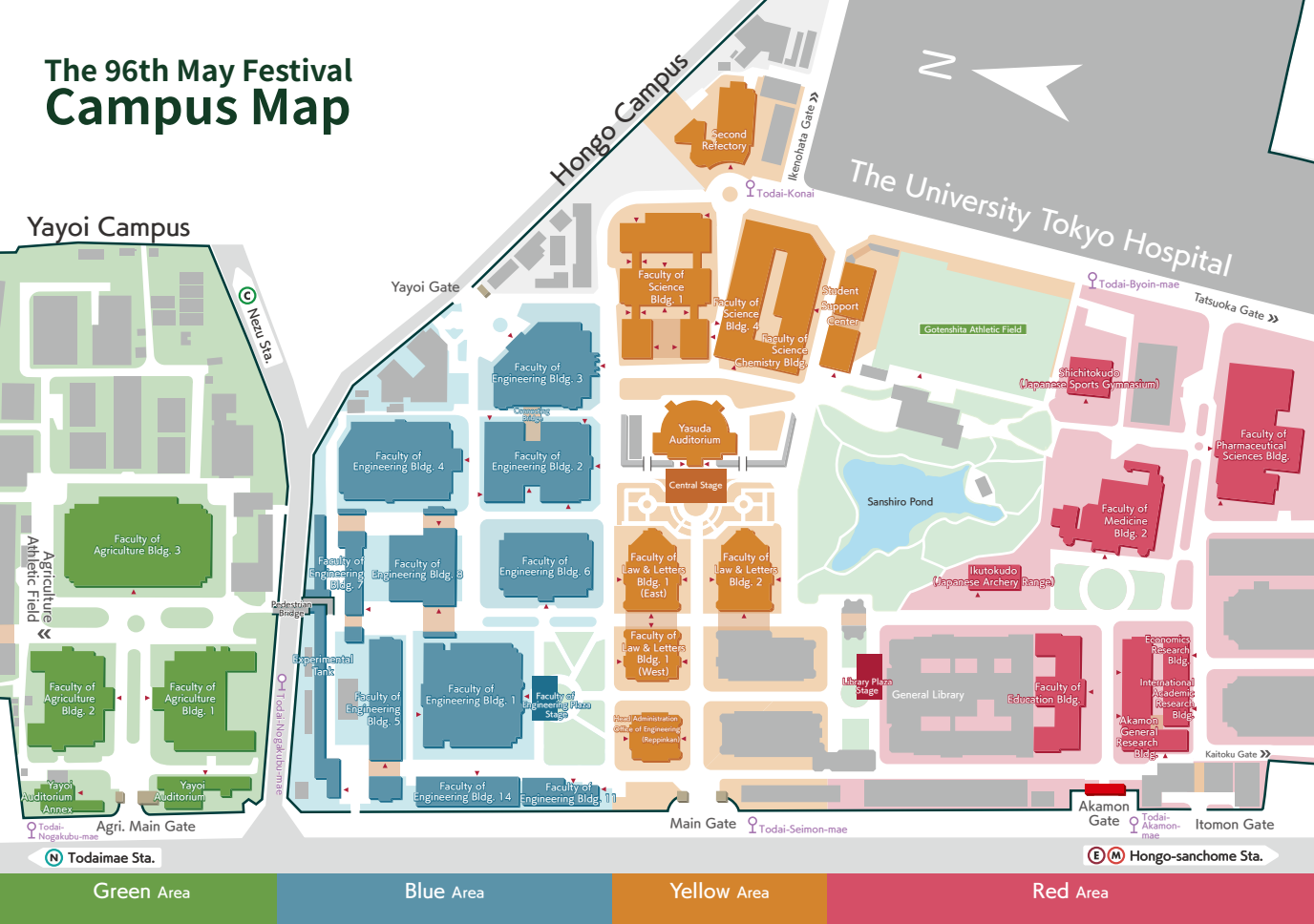
These Terms of Use shall come into effect on December 18th, 2022 and lapse when Web System Terms of Use of the 97th May Festival Standing Committee or substitute comes into effect.

The 96th May Festival Standing Committee Environment Agenda

We, the Committee, are committed to operating the May Festival in such a way as to reduce its environmental load so that the May Festival can be held continuously as a platform for autonomous academic and cultural activities by students at the University of Tokyo. In this effort, we shall establish our own "Environment Measures Guidelines", engage in environmental management, and promote continuous betterment to improve our environmental performance.

1. To sustainably run the May Festival, we shall be aware enough of the surrounding environment in the process of preparation and operation of the May Festival and strive to preserve it.
2. To sustainably run the May Festival, we shall consider the social impact in the process of preparation and operation of the May Festival and strive to understand it.
3. To sustainably run the May Festival, we shall be aware of the environmental impact the process of preparation and operation of the May Festival have and strive to assess it.
4. To sustainably use resources, we shall strive to encourage the use of cyclic resources and 3R (Reduce, Reuse and Recycle).
5. We shall observe environment-related laws and regulations, strive to inform the Committee members and all who support the Committee of this agenda, and disclose this agenda to the public.

The 96th May Festival Campus Map



Almighty vol. 1 in English

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The 96th May Festival Standing Committee

Email: contact@gogatsusai.jp

※ In principle, please contact us via “Inquiry” on the Web System.

Main Office at Hongo

Room 6, 3rd Floor, Second
Refectory (Dai-ni Shokudo),
7-3-1, Hongo, Bunkyo-ku,
Tokyo, 113-8654

TEL: 03-5684-4594

Komaba Branch

Room 103, 1st Floor,
Campus Plaza Bldg. A, 3-8-1,
Komaba, Meguro-ku,
Tokyo, 153-8902

TEL: 03-5454-4349