

The 96th May Festival
Standing Committee

Handout for the 3rd Information Session

Almighty

in English

vol.3

Information Necessary Until Two Days Before and After the Festival



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1 Preface

How to Use Handouts

- You can download and view handouts from the login page of the Web System.
 - » Anyone can view the login page. Please share necessary documents with your project members if necessary.
- Some documents, such as Important Documents, will be distributed only in paper form.

“Almighty vol. 3 in English” (this handout)

- **A handout for project managers that contains comprehensive information necessary until two days before the May Festival and after the May Festival.**
- Please make sure that project managers confirm the contents at first.

Handout Envelope

- The documents in paper form distributed in Handout Envelope at the 3rd Information Session are as follows.
 - » For more details, please refer to the list of documents on the envelope or “How to Use Documents” in “Almighty vol. Fes in English”(p. 2).

“Almighty vol. Fes in English”

- **A handout for project managers that contains comprehensive information necessary during the May Festival (the day before the festival and the day of the festival).** This will be distributed in paper form.

Important Document Envelope

- This envelope contains Important Documents, which is necessary when carrying out projects on the day of the May Festival.
- Please check if the contents are correct, referring to the list of Important Documents on the envelope. For more details, please refer to “Important Documents/Emergency Contact”(→[p. 9](#)).

Notes

- Other handouts which are not required for all projects are not translated into English. According to the content of your project or your inquiry, we will provide necessary information in English.
- In the event of any inconsistencies between this English version and Japanese version of the documents, including this handout, the Japanese version shall prevail.

Schedule to the May Festival

May

● **3rd (Wed.)/4th (Thu.) 1:00 p.m. -**

● **The 3rd Information Session**

We will explain the schedule on the day of the May Festival and precautions.
We will distribute necessary documents for the day of the May Festival.

● **8th (Mon.) - 11th (Thu.)**

● **Receive “Certificate of Project Registration” (企画登録証)**

Projects which cannot receive “Certificate of Project Registration” the day before the May Festival shall receive it at the Committee Office on the day you have registered in “Confirmation of Request Results” (申請結果確認).

● **12th (Fri.) 12:00 p.m. -**

● **Preparation for the May Festival**

All afternoon classes will be canceled due to preparation for the May Festival.
Preparation requires manpower for transporting items, etc.

Please encourage your project members to keep their schedules free.

● **13th (Sat.)/14th (Sun.)**

● **The 96th May Festival**

Open hours for visitors is from **9:00 a.m. - 6:00 p.m. on both days.**

June

● **Early June**

● **The 4th Information Session (Canceled)**

The 4th Information Session will not be held. However, we plan to report on the May Festival and conduct a survey on participating in the May Festival through “Inquiry” (問い合わせ) and handouts on the Web System.

● **Late June**

● **Refund**

We will refund Project Guarantee Deposit, etc.

Regulations

- Please check and abide by the regulations written below when preparing for, carrying out, and cleaning up the project.
- Your project may be subject to measures and punishment (→[p. 6](#)) if you violate these regulations.

Autonomous Regulations for the 96th May Festival

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.

Project Duties/Managers Duties

Items that need to be abided by during the festival are excerpted and additionally explained. Please refer to “Almighty vol. 1 in English” for the full text.

Project Duties

- Comply with the law.
 - ※ We ask you to be especially careful about kinds of laws related to exchanging money or collecting personal information and the Copyright Act.
- Provide us with manpower necessary for the operation of the festival as needed.
 - ※ Especially we ask you to fulfill the duties as “Temporary Staff” as needed.
- Follow other instructions given by the Committee regarding the operation of the May Festival.

Project Managers Duties

- Grasp the content and preparation condition of the project, and have the responsibility of carrying out the project.
- Check inquiries from the Committee, and reply if necessary.
- Share information from the Committee with all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
- Carry a phone all the time during the festival and always be available to respond to the Committee’s contact.
 - ※ In addition to being available on the phone, you need to be able to check “Inquiry” (問い合わせ) at all times.
- Make sure that either manager stays at the project place while project members prepare, carry out and clean up the project during the May Festival. Should both managers leave the project place, return to the project place as soon as possible when the Committee requests.
 - ※ In the following case, we may take measures such as suspension of the project.
 - » If neither manager is present at the project place and doesn’t pick up the Committee’s calls, even when there is a serious problem in your project during the open hours.
 - » If neither manager is present at the project place when a speech by other entities is taking place.
 - » If the May Festival’s philosophy, that it is a spontaneous activity done by the students of University of Tokyo, is significantly ruined.

Measures and Punishment

- Projects are required to abide by the Autonomous Regulations and the rules established by the Committee when carrying out the projects.
- In case of violation of these rules or if you cause socially unacceptable problems, there may be measures taken during the festival and punishments after the festival.
- If you fail to check handouts including “Almighty in English”, “Inquiry” (問い合わせ), and the Web System, you may be subject to such measures and punishment unexpectedly. Please make sure to review them.

Measures During the Festival

- Measures during the festival refer to restricting your activity in the case of accidents or disasters, or when conducting prohibited actions. There are four kinds of measures, as follows.
- These are only examples. Other cases may also be subject to the measures.

Measures	Content	Examples
Confiscation of prohibited items	<ul style="list-style-type: none"> • Items that are prohibited of use or violate the standard may be confiscated by the Committee. • Please note that confiscated items may not be returned to you. <ul style="list-style-type: none"> ※ We will bear absolutely no responsibilities for the loss caused by the confiscation. 	<ul style="list-style-type: none"> • When found bringing in knives or alcoholic drinks with an alcohol content of 20 percent or higher • When found leaving ingredients that are not permitted to be left overnight • When found any decorations that violated the standard • When found using unpermitted fire/electric appliances
Suspension of prohibited actions	<ul style="list-style-type: none"> • The Committee will stop projects' actions that are prohibited or may cause danger. In that case, however, we will not suspend your project itself. 	<ul style="list-style-type: none"> • When found exchanging money with visitors without our permissions • When found an unpermitted collection of personal information and manifestations of external entities taking place. • When found actions that put the visitors in danger
Suspension of your project	<ul style="list-style-type: none"> • The Committee will suspend your project from carrying out when there is a serious problem or when actions that seriously violate the standard or put visitors in danger are conducted. <ul style="list-style-type: none"> » For online projects under suspension, we will block access to “Project Detail Page” on the Official Website. 	<ul style="list-style-type: none"> • When actions among the examples listed in the “Suspension of Prohibited Actions” that are especially malicious and have a negative effect on the basis of the project are found. • When there are earthquakes, fire, or emergence of insect pests and the Committee cannot guarantee that you can carry out your project safely
Cancellation of your project	<ul style="list-style-type: none"> • If any serious prohibited actions that may hinder the stable hold of the 96th May Festival and the festivals in later years, we will ban your project's participation during the festival. 	<ul style="list-style-type: none"> • When found repeatedly causing trouble to other projects at a large scale • When actions that put visitors in danger physically and mentally are found

Punishment After the Festival

- Punishment after the festival refers to how the Committee handles prohibited actions and socially unacceptable actions found during the festival. There are seven kinds of punishment.
- When we impose punishment, we will not refund your Project Guarantee Deposit until you fulfill the duties.

Punishment	Content
Publicizing the violation	<ul style="list-style-type: none"> • We will disclose in public the fact of your prohibited actions. • It will be imposed on subtle violations. We are planning to “publicize the violation” in the case of other punishment as well.
Strict warning	<ul style="list-style-type: none"> • We will mention the fact of your prohibited actions and ask for improvement orally as well as in writing. • We will give out warnings when you conduct unpermitted actions or nuisance by not following our instructions.
Apology essay	<ul style="list-style-type: none"> • We ask you to submit a document outlining the project’s position on the violation and the measures to be taken when you participate in the May Festival in the following year or later. • We will also impose it if you repeatedly carry out actions subject to strict warnings.
Forfeit of project guarantee deposit	<ul style="list-style-type: none"> • We will forfeit 10,000 yen which is your Project Guarantee Deposit. • We will forfeit the fee if we find actions that may affect the May Festival in later years and significantly ruin equity with other projects. • It is also subject to projects that repeatedly carry out various actions which correspond to strict warnings and apology essays.
Recommendation for designation as an observed project next year	<ul style="list-style-type: none"> • We will recommend the next year's May Festival Standing Committee that they designate the project that seems to be the same project/group as an Observed Project. • It is imposed especially when you conduct unpermitted actions related to external entities or repeat actions that are malicious as to violate the standards set by the Committee or ruin equity with other projects, or when there seems no improvement in spite of undergoing the punishment on the same violations in former years.
Recommendation for putting the project at disadvantage next year	<ul style="list-style-type: none"> • We will recommend that next year's Committee put projects that seem to be from the same group at a disadvantage when allocating project place/ time. • We will impose it in the case when the violation is so serious that the punishment is not harsh enough or there seems no improvement in spite of undergoing the punishment for the same violations in former years.
Recommendation for prohibiting participation in next year’s festival	<ul style="list-style-type: none"> • We will recommend that the next year’s Committee prohibit projects that seem to be of the same group from participating in the festival next year. • We will impose it when violations are serious such as when the actions can be obstacles in the stable hold of May Festival in later years or put many visitors in danger physically and mentally.

2 Preparation

Confirmation of Users' Information

- **Please reconfirm if the contact information you registered in the Web System is correct or not.**
 - » You may confirm or change the contact information **through “the Alteration of the Registered Users' Information” (ユーザー登録情報変更)** which will be on the menu page of Web System from **about May 4th (Thu.) 9:00 p.m. onwards.**
 - » If you want to alter name, Furigana, UTokyo Account user name, affiliation and student ID number, please contact us via “Inquiry” (問い合わせ).
- The Committee will contact you during the May Festival **through the contact address you registered in the Web System including the phone number.** The Committee will bear absolutely no responsibility for any disadvantages caused by failure in registering the correct contact information.

Reconfirmation of Request Results

- Concerning the actions which require request and permission, **please reconfirm what is permitted.**
 - » The actions above include handling food and drink and commercial transactions.
- You can confirm the permitted actions in **“Confirmation of Request Results” (申請結果確認) on the menu page of the Web System.**
 - » The permitted actions will also be written in **“Certificate of Project Registration”**, which will be distributed before the May Festival.
 - » We will inform you of **the information written on “Certificate of Project Registration” in English through an “Inquiry” (問い合わせ) with the subject, Your “Certificate of Project Registration” (企画登録証).** Please check in advance if there are any discrepancies with previous requests or agreements you have made with the Committee.
- If there are any changes or mistakes in the information, please contact us immediately via “Inquiry” of the Web System.
 - » Alterations may not be approved depending on content and timing.
- **Please be sure to contact the Committee in advance if there are any new actions that require requests and permissions.**
 - » If you conduct these actions without permission, you may be subject to measures and punishment (→[p.6](#)).

Important Documents/Emergency Contact

Confirmation of Important Documents

- Confirm the documents inside the “Important Documents Envelope” distributed at the 3rd Information Session and check how to use them.

Checklist

- Whether there are all the documents listed on the envelope.
- Whether the contents of the documents are correct.
 - » In particular, whether the kind and the number of items you receive is consistent with the registrations.
- In case the content is wrong or needs to be changed, please contact us via “Inquiry” (問い合わせ) promptly.
 - » Changes may not be approved depending on the content or time of the change.
- If you are absent from the 3rd Information Session or have a substitute, **we ask the project manager to come to the Committee Office to receive Important documents.**
 - » The time and place you receive them will be announced via “Inquiry” individually.

Confirmation of Basic Contact

- The phone number of the Committee member that will be used during the festival will be informed at the 3rd Information Session.
 - » It will also be notified via “Inquiry” later for confirmation.
 - **Register the number to your smartphone** and fill it out in the blank on the front page of “Almighty vol. Fes in English”.
- ※ This phone number can be used **May 12th (Fri.) 12:00 p.m. - May 15th (Mon.) 12:00 p.m.** Please contact us via “Inquiry”, not on the phone in other period.

Confirmation/Alteration of Official Website

- Confirm whether the content of “Project Detail Page” (企画詳細ページ) of each project on the Official Website is correct.
 - » The URL of the page is “https://gogatsusai.jp/96/visitor/kikaku/(the project ID)”.
- The registration of “[23]Project Information Registration for Official Website” ([23]公式ウェブサイト情報登録) can be changed all the time.
 - » It may take some time until the change is reflected to the Official Website.
- When you want to change the profile picture, please contact us via “Inquiry” (問い合わせ).

Closure of “Inquiry”/New Contact

- “Inquiry” (問い合わせ) to the Committee will be closed **May 12th (Fri.) 12:00 p.m. - May 15th (Mon.) 12:00 p.m.** You cannot send us “Inquiry” during this period.
 - » However, we will send you important “Inquiry” during this period. **Make sure that you can confirm the “Inquiry” on the phone like that all the time.**
 - » Please refer to “How to Contact the Committee” in “Almighty vol. Fes in English” (p.n) for more details about the contact information to the Committee during the festival.
- **In principle, please contact us via “Inquiry” before May 12th (Fri.) 12:00 p.m. and after May 15th (Mon.) 12:00 p.m.** If you want to contact us on the phone or face-to-face, please make an appointment via “Inquiry” in advance.

3 Flow After the Festival

Refund

- We will refund to the bank account registered on “[20] Bank Account Registration” ([20] 返金用口座情報登録) around later June.
- If your project has caused no specific problem, all the Project Guarantee Deposit will be refunded.
 - » Project Guarantee Deposit is not refunded until you complete all the duties such as undergoing punishment or compensating for the defacement of building or equipment.
 - » We refund according to the application and situation of each project.
- We will arrange the date via “Inquiry” for the project that wants face-to-face refund later.
 - » Face-to-face refund will be conducted at the Committee Office (Room 6, 3rd Floor, Second Refectory (Dai-ni Shokudo) at Hongo Campus).
- We will remind you about the date and time for refunding the leftovers of “Ice Ticket”.
 - » “Ice Ticket” itself will be necessary for refund, therefore please keep them safe.

4 Documents

Visitors Questionnaire

- This will be conducted to improve visitor services in the coming years.
- Please share the URL and 2D code of the questionnaire and call for responses from visitors who participated in your project.
 - » The URL is here <<https://forms.gle/ZDz6rhzBjqkq3pRQ8>>.
 - » The 2D code <https://system.gogatsusai.jp/96/static/files/session3/MF96_qr_survay.png> can be downloaded here.

May Festival Awards

- In May Festival Awards, popular projects will be decided based on comprehensive judgements of visitors' votes and ratings.
- Visitors rate projects on a scale of “Superior” (優上), “Excellent” (優) or “Good” (良).
- The two most popular projects will be awarded Grand Prix and Semi Grand Prix.

About Categories of May Festival Awards

- All projects are entered in one of the following five categories.
 - Performance Category
 - Academic Category
 - Food Category
 - Participation Category
 - Exhibition Category
- Please confirm the categories that each project has entered, as they are announced in “Inquiry” (問い合わせ) with subject [Your “Certificate of Project Registration” (企画登録証) in English].

How to Vote

Period **May 13th (Sat.) 9:00 a.m. - May 14th (Sun.) 4:00 p.m.**

- Polls are available from “Project Detail Page” (企画詳細ページ) of each project on the Official Website.
- Please use it when you ask visitors to vote for your project.

Result Announcement

About the Finale

- The winning Grand Prix or semi Grand Prix project will be awarded at the Finale to be held on May 14th (Sun.) 5:20 p.m. - 6:00 p.m.
- The Committee will call those projects on May 14th (Sun.) around 4:00 p.m. - 4:30 p.m. to ask if participation in the Finale is possible. We would appreciate it if you could.

Announcement of Final Results

- The final results will be announced on the “May Festival Awards” page on Official Website and on Official Twitter and Official LINE accounts from around May 15th (Mon.) 10:00 a.m.
- The 1st - 3rd place projects in each category, as well as the Grand Prix and semi Grand Prix projects, will be announced.
 - » Prizes will be awarded to the projects above after the May Festival.

Comments from Visitors

- After the May Festival, comments from visitors will be announced via “Inquiry” (問い合わせ).

Almighty vol. 3 in English

Issued on May 3rd (Wed.), 2023

The 96th May Festival Standing Committee

Email: contact@gogatsusai.jp

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

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