The 97th May Festival Standing Committee

vol. 1 EN

Almighty

For Participants of the May Festival

—— All About Participation Procedure

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1 Preface

"Almighty vol. 1" (This handout)

- **This is a handout comprehensively carrying necessary information for planning your projects' participation and contents**. It covers important information including various rules for participation in the festival.
- If you are planning to be a project manager, you are required to read through the contents of this handout. **If you fail to understand the content of this handout, you may be put at a disadvantage, or be subject to measures and punishments** (→p. 13).
- By reference to the table below, please check the required information and complete the participation procedures.

Chapter	How to Use
1. Preface	These chapters cover important information related to all projects. **Please review these chapters before taking the participation procedure and considering the content of the project**.
2. About the 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 the participation procedure**.
5. Carrying Out Your Project	This chapter explains about the project place and the content of a project. **Please review this chapter when you consider the project place or the content of your project**.
6. Documents	This chapter contains documents such as Privacy Policy and Campus Map. Please refer to them if necessary.

English Service by the Committee

Notice

- This “Almighty vol. 1 in English” is not the complete version. We extract a part of information from the Japanese version “Almighty vol. 1”, which carries all information.
- Please refer to the Japanese version “Almighty vol. 1” as much as possible, which is the full version.
  - » You can jump to the Japanese version “Almighty vol. 1” from <this link>.
- **In the event of any inconsistency between this English version and Japanese version, the Japanese version shall prevail**.

English Services by the Committee

- The Committee provides English support for non-Japanese speakers.
- The Committee translates a part of handouts such as “Almighty” into English and releases them on your need.
- When your “Inquiry” is written in English, the Committee will respond to them in English.
- The Committee releases information for all projects and sends messages simultaneously in Japanese. We will also translate them into English and send them to you as well.
- The Committee regularly holds consultation meetings and provides English support. You can consult the Committee about support for complex procedures or the content of your project, by face-to-face or on Zoom.

Theme of the 97th May Festival

About the theme

A water surface, still and quiet.

One drop would create a pattern.
One more drop, a different pattern.
The patterns meet to show a new face: ripple.

Droplets blend in to become ripples,
getting complex and never the same.

We projected the festival onto the water surface.

People walking different paths come together on campus,
bringing inspiration and creation.
We call the intricate pattern created by this fusion a “festival.”

I am a droplet. You too are a droplet.
Come on in, droplets big and small
to the surface where we meet.

2 About the Festival

About the 97th May Festival

Date of the May Festival

- The 97th May Festival will be held on **May 18th (Sat.) and 19th (Sun.)**.
  - » There will be no classes for all faculties in the afternoon of 17th (Fri.) to prepare for the festival.
- The Committe does not plan to set any restrictions on the number of project members or visitors, or on food and drink services.
  - » Please note that the Committee may change these restrictions depending on the social circumstances.

Available Project Styles

- Project styles are the projects' classifications based on where in the campus the project will be located.
- Available project styles are as follows.
- "Almighty vol. 1 in English" (this handout) **mainly excerpts information related to outdoor projects from the original "Almighty vol. 1" written in Japanese**.
- This section is the only part in the English version that explains about other project styles.
- **Please read the table below to choose your project style. If you wish to participate in styles other than the outdoor project style, please inform the Committee as soon as possible**.
  - » The Committee will provide you with necessary information for your project style.

Project Style	Outline	Notes
Outdoor Project	Projects carried out outdoors (not including stages)	• All projects carried out outdoors (not including stages) are outdoor projects. • Available places are shown on the "Outdoor Map" (→p. 42)
Indoor Project	Projects carried out indoors	• Available places are shown on the "Room Catalog" (部屋カタログ)<https://system.gogatsusai.jp/97/catalog/room>. • **Projects carried out in Yasuda Auditorium** are also indoor projects. • Due to the limitation of the project places available, the Committee may not be able to fully meet your request. » **Rooms where food and drink service are available are especially limited, so the Committee may have to decline your request on food and drink service**.
Stage Project	Projects carried out on the stages set up during the May Festival	• Stages below will be set up. ▫ Central Stage ▫ Library Plaza Stage ▫ Faculty of Enginnering Plaza Stage • Stage Projects have to pay "Stage Project Fee" necessary for costs of setups of stages.
Online Project	Projects carried out without using the campuses on the day of the May Festival, and are only open online	• Online Projects are limited to projects that publish contents online such as movies and videos recorded and created before the May Festival. • **Livestreams from outside the campuses are not allowed on the day of the festival**.

Schedules Until the May Festival

- **There may be rearrangements to the schedules depending on the social circumstances**. Make sure not to miss any notices from the Committee.

Participation Procedure

- **Projects will register their basic information and request their desired place and time**.
- Based on the request, the Committee will allocate the Project Place and Time.

Feb.

2nd (Fri.), 3rd (Sat.)

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

- Project Managers will be given basic information about how to participate in the festival.

10th (Sat.), 13th (Tue)

Consultation Meeting for Participants

- The Committee members will individually respond to your questions and requests about participation procedures.
- Please refer to “Consultation Meeting for Participants” (→p. 23) for more details.

15th (Thu.) 9:00 pm

Deadline for Participation Procedure

- “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” (委員会広報枠企画応募) are all due on this date.

17th (Sat.) - 24th (Sat.)

Polls

- Votes to approve of The Draft of Autonomous Regulations and The 96th May Festival Standing Committee Settlement are both due on this date.

Mar.

2nd (Sat.) - 5th (Tue.) 9:00 pm

Announcement of Tentative Place and Time Allocation(→p. 22)

- The Committee will announce the Tentative Place and Time Allocation on **March 2nd (Sat.)**.
- During this period, projects can raise objections to the tentative allocation.
- The allocation will be finalized in the “Discussion on Place and Time Allocation” in the 2nd Information Session.

Registrations/Requests/Orders

- Projects will **register specific information** about their project, make requests about activities that require the Committee's permission, and send applications about renting or buying supplies through the Committee.
- After making arrangements with projects, the Committee will finalize which activities are accepted and which goods are rented and bought.
- **It is strongly recommended that projects start planning before the 2nd Information Session**, as projects are given only a short period to make the registrations/requests/orders.

» Please refer to "Actions that Require the Committee's Permission" (→p. 19) for more details.

Mar.

12th (Tue.)

The 2nd Information Session (→p. 22)

- The sessions for outdoor projects will start at **2:00 pm** on Komaba Campus.
- Project managers will be given information about registrations/requests/orders.
- The aforementioned "Discussion on Place and Time Allocation" will be held here.

23rd (Sat.)

Deadline for Registrations/Requests/Orders

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

Apr.

Early~

Arrangements with the Committee

- The Committee will contact each project via “Inquiry” to confirm your registrations/requests/orders. **Make sure to be able to respond to contacts from the Committee during this period**.

22nd (Mon.)

Confirmation of Application Results

- The Committee will announce which registrations/requests/orders are approved or disapproved at this point.

23rd (Tue.) - May 1st (Wed.)

Payment Period

- Projects are required to make necessary payments to the Committee.

Preparation Just Before the Festival

May 5th (Sun.), 6th (Mon.) 3rd Information Session

- The session will be held at both the Hongo Campus and the Komaba Campus.
- The Committee will go over the schedule of the day of the May Festival, precautions, and give you documents that you will need on the day.
  - » Managers must attend either one of the two dates.

May 18th (Sat.), 19th (Sun.) The 97th May Festival

- There will be no classes for all faculties in the afternoon of 17th (Fri.) to prepare for the festival.

After the Festival

Early June 4th Information Session

- Reports about the festival will be made. The Committee will also ask projects to take a survey about your project participation.

Late June Refunds

- The Committee will refund project guarantee deposits.
  - » Please note that there may be changes on when the refunds and final support will be made.

3 Rules

Definition of “Project” and “Project Manager”

- The term “project” refers to each unit that participates in the festival experience via exhibitions, performances, offerings, workshops, etc.
- For a project to participate in the May Festival, the project and the project manager must respectively satisfy “Participation Requirements” and “Manager Requirements”. Projects and project managers that do not satisfy the requirements are not allowed to participate.
  - » Projects and project managers must continuously satisfy these requirements both before and after completing “Project Registration” (企画登録).
- After completing Project Registration, Projects and project managers must respectively satisfy “Project Duties” and “Manager Duties”.

Regulations on Participation

Participation Requirements

To participate in the May Festival, every project must:

1. have two managers who satisfy Manager Requirements, which are 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 pursue 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 when asked to.
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 an Observed Project.
- Besides the aforementioned "Project Duties" imposed on every project, projects designated as Observed Projects by the Committee must 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. 17) prior to the day of the May Festival.

Manager Duties

Every project manager must:

1. grasp the content and progress 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, the project must 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 respond 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 their cell phone during the May Festival and be available at all times to respond to contacts from the Committee.
7. be at the project location while project members prepare, carry out and put away the project during the May Festival. At least one of the two managers must be at the project location. Should both managers leave the project location, they must return as soon as possible when the Committee requests to do so.

Measures and Punishments

- Projects must abide by the Autonomous Regulations (→p. 15) and the regulations established by the Committee.
- If a project violates the regulations or causes other issues that are clearly socially unacceptable, the Committee may take necessary measures during the festival and/or impose punishments after the festival.
- Not checking or not understanding “Inquiry”, the Web System, or the provided handouts including “Almighty” may cause your project to unintentionally violate the regulations, potentially leading to measures or punishments.

Measures

Measures during the festival refers to restrictions imposed by the Committee on projects in cases of violations, accidents or disasters. There are four categories of measures.

- Confiscation of Prohibited Items
  - » Supplies that are prohibited or violate the standard are subject to confiscation by the Committee.
  - » The Committee may not return the confiscated supplies back to the projects.
- Suspension of Violations
  - » The Committee will halt actions by projects that violate the regulations or can be dangerous.
- Suspension of the Project
  - » In case where a project has significantly violated the regulations, committed extreme dangerous actions, or caused other serious issues, the Committee will temporarily suspend the project itself.
- Cancellation of the Project
  - » In case where a project’s violation of the regulations reaches a level of severity that substantially compromises the operational integrity of the 97th May Festival or the following May Festivals, the Committee will ban the project from the 97th May Festival.

Punishments

Punishments during the festival refers to penalties imposed by the Committee upon violations of the regulations or socially unacceptable issues during the May Festival.
Punishments are categorized into the following seven types.

- Publicizing the Violation
  - » The Committee will announce the specific violation via “Almighty vol. 4”, which will be published after the May Festival.
- Warning
  - » The Committee will notify the project orally and in writing that there has been a violation and will require that the project make improvements.
- Apology Paper
  - » The project will submit a document including necessary statements, including its understanding regarding the violation and its measures to prevent violations in the following May Festivals.
- Confiscation of Project Guarantee Deposit
  - » The Committee will confiscate the deposit (10,000 yen) from the project.
  - » If the project has been designated as an Observed Project, the Observed Project Guarantee Deposit will also be confiscated.
- Suggestion of Observation
  - » The Committee will suggest that, should a project that can be considered the same as the one in question participate in the next May Festival, the next year’s Committee designate it as an Observed Project.
- Suggestion of Penalty
  - » The Committee will suggest that, if the same group participates in the next May Festival, the next year’s Committee give it disadvantages in opportunities such as Place and Time allocation.
- Suggestion of Ban
  - » The Committee will suggest that the next year’s Committee ban the participation of the same group.

Autonomous Regulations (自主規律)

- Autonomous Regulations is a set of rules devised by the students involved in the May Festival, and are established in order to guarantee the operational independence of the May Festival.
- The 10th article of the Constitution of May Festival Standing Committee states that Autonomous Regulations must be established upon agreement among the Committee and the projects participating in the May Festival.

Procedure

1. Questionnaires

The Committee will conduct a questionnaire on the first draft of the Autonomous Regulations shown below via “Project Registration” (企画登録) (→p. 31).

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 17th (Sat.).

3. Polls

Projects will cast a vote on the draft of the Autonomous Regulations **by February 24th (Sat.) 9:00 pm** based on “Polls” (投票) in the Web System (→p. 34).

4. Result

The Committee will announce the result of the vote and Autonomous Regulations on February 26th (Mon.).

The First Draft of Autonomous Regulations for the 97th May Festival (第97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 be careful not to cause accidents.
3. Project members and the Committee should preserve the campus facilities and environment, and restore them immediately to their original states after the festival.
4. Any behavior that disturbs others, including visitors and neighbors of the campus, is prohibited.
5. Project members and the Committee should respect the right of all participants to carry out 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 political or religious recruiting is prohibited.
9. Any behavior of advertising companies or certain external groups and individuals is prohibited.
10. Projects will not seek profit.
11. Projects will be exhibited for free.
12. Project members and the Committee should fulfill their responsibility for the operation of the May Festival.

Fees for Participation

- **All projects must pay "Project Guarantee Deposit" and "Participation Fee".**
- If projects plan to serve alcohol, they need to additionally pay "Alcohol Pass Fee".
- If projects rent or buy goods through the Committee, they need to make additional payments accordingly.
- The payments are scheduled to be made by bank transfer, between **April 23rd (Tue.) and May 1st (Wed.)**. Further notice will be given in the 2nd Information Session.

Project Guarantee Deposit

- The Committee will collect project guarantee deposits from all projects. This is to assure that participants appropriately carry out their projects and follow rules such as the Autonomous Regulation and instructions from the Committee.
- **The project guarantee deposit is 10,000 yen for all projects**.
  - » Projects designated as Observed Projects (→p. 12) by the Committee should pay an additional 10,000 yen as Observed Project Guarantee Deposit prior to the day of the May Festival.
- **After the 97th May Festival, all deposits will be refunded** to projects that have conducted and finished operating without any problems.
- In cases where a project has caused a problem, such as failing to satisfy its duties, the Committee may not return the deposit, or postpone the return of the deposit to the project.

Participation Fee

- The fee will be used to support the operation of the 97th May Festival.
- **Projects that engage in commercial transactions are required to pay 11,000 yen. Other projects are required to pay 6,000 yen**.
  - » The term "commercial transactions" refers to receiving cash from visitors in exchange for goods or services that the project provides.

Alcohol Pass Fee

- Projects that serve alcohol drinks are required to make payments needed to operate the Alcohol Pass system.
- The fee is expected to be **around 2,000 yen** per project, but is subject to change. The conclusive fee will be announced in the 2nd information Session.
- Please refer to "Alcohol Pass Fee" (→p. 47) for more details.

The Temporary Staff Unit System

- The Committee will ask projects to send a staff that conducts 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. 5).

Actions That Require the Committee's Permission

- In registrations/requests/orders (→p. 9), the Committee will be asking projects to apply information in the following.
  - » Please note that the following matters are tentative, and **are subject to change**.
- Further information on registration procedures and standards will be announced in the 2nd Information Session.

Actions That Require the Committee's Permission

- Of the actions related to the participation in the May Festival, the actions below especially require permission by the Committee.
- Until the 2nd Information Session, public relations involving the following actions related to the festival and the actions themselves are prohibited in general.
  - » 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).

Action Related to External Entities

- This refers to the action of being connected with entities other than the group that carries out the project, especially **with entities outside the university**.
- Advertising such entities (e.g. advertisements in return of support) may not be permitted.
  - » If your project is currently considering actions related to external entities, it is recommended to consult the Committee in advance via "Inquiry".

Receiving Money from Visitors

- This refers to the action of receiving moneyfrom visitors, such as **commercial transactions,donations, or fundraising campaigns**.
- Such actions aiming to make profit by earning money more than necessary to carry out the project will not be permitted.
- Depending on the style of the transaction, the action may not be permitted, such as **admission fees**.

Collecting Personal Information of Visitors

- This refers to collecting personal information of visitors such as **reservations** or **surveys**.

Others That Require the Committee's Permission

- Projects which perform the actions below will need to register the respective

information.

- Vehicle entry into the campus
  - The number of vehicles, time, and route
- Installation of outdoor monuments such as signboards and poster stands
  - The place, number and type of monuments
- Bring-in of fire equipments
  - The type, number, and size of the fire equipments

Details on Carrying out the Project

Details on Handling Food and Drink

- Projects need to register how to cook and serve food and drink, and their suppliers.
- Please refer to "Before Deciding What Food to Serve" (→p. 44) for more details.

Details on Operation of the May Festival

- Projects need to register what type of garbage you will dispose of, and when you can send Temporary Staff.

Details on Publicity

- This refers to information which your project wants to include in the official brochure and the official website.
- Projects need to register your project icon, description, and open hours of the project.

Details on Goods Preparation

Goods Rented Through the Committee

- If your project wants to rent goods through the Committee, this registration is necessary.
  - » If your project uses tents and cooking tools, we strongly recommend renting through the Committee.

Goods Bought Through the Committee

- If your project wants to buy goods through the Committee, registration is necessary.
- Projects are able to buy food, ice and other goods through the Committee.

4 Participation Procedure

Procedures

- If you have any questions about the participation procedures, you can ask the Committee members directly at the Consultation Meeting for Participants held on February 10th (Sat.) and 13th (Tue.) (→p. 23). **Attending this consultation meeting is mandatory** for participation using English in the May Festival.
  - » **If you were unable to attend the "Information Session for Participants of the May Festival" (the 1st Information Session) due to unavailable circumstances, please contact the Committee and make sure to attend the Consultation Meeting for Participants.**

By February 15th (Thu.) 9:00 pm

User Registration (ユーザー登録) (→p. 29)

- This is the registration process for the Web System. Both Main Managers must complete this registration.

Project Registration (企画登録) (→p. 31)

- Please submit a brief description of your project or organization. The person who has completed this registration will be the Main Manager of your project.

Sub Manager Registration (副責任者登録) (→p. 32)

- The Main Manager invites the Sub Manager. The Sub Manager accepts the invitation from the Main Managers.

Place and Time Request (企画場所・時間申請) (→p. 33)

- Apply for the place and time you would like to participate in the May Festival. Either manager can submit the request form.

※ Online projects are not required to complete this request.

Optional Registrations (必要に応じて行う申請) (→p. 35)

- Submit "Outdoor Performance Request" (屋外パフォーマンス申請), and "Featured Project Application" (委員会広報枠企画応募) if necessary.

Polls（投票）(→p. 34)

Period **February 17th (Sat.) - 24th (Sat.) 9:00 pm**

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

Subsequent Procedures

Announcement of Tentative Place and Time Allocation

Period **March 2nd (Sat.) - March 5th (Tue.) 9:00 pm**

- The Committee will announce Tentative Place and Time Allocation based on “Place and Time Request” on **March 2nd (Sat.)** on the Web System.
- From **March 2nd (Sat.) until 5th (Tue.) 9:00 pm**, objections to the allocated place and time will be taken into consideration. If you have any objections, please contact us via “Inquiry”（問い合わせ）.
  - » **After the deadline, no objections will be accepted**.

The 2nd Information Session

Schedule **March 12th (Tue.) (Outdoor project: 2:00 pm, on Komaba Campus)**

- This session will provide information on registrations/requests/orders. Discussion on Place and Time Allocation will also take place, and at this time your project place and time will be confirmed.
- **At least one project manager should attend the session**.
  - » Project managers must **bring their student ID cards** for identification.
  - » If, due to unavoidable circumstances, neither of the project managers can attend the session, please contact us in advance via “Inquiry”（問い合わせ） and have a project member attend the meeting.
- The session is expected to take **about 2 hours**.
- Start time is subject to change further information will be provided via “Inquiry”（問い合わせ）.

Consultation Meeting for Participants

Outline

- To participate in the May Festival using English, **you are required to attend this meeting**.
- You can fill out the registration form on the Web System (written in Japanese) with the help of Committee members.
- Committee members are available to address any individual inquiries regarding the May Festival.

Time and Place

- February 10th (Sat.) 3:00 pm - 6:00 pm
  - » **Room 114, 1st basement floor, Bldg. 1, Komaba Campus**
- February 13th (Tue.) 3:00 pm - 6:00 pm
  - » **Room 83, 1st basement floor, Faculty of Engineering Bldg. 8, Hongo Campus**

※ **The deadline for registration and application is February 15th (Thu.) 9:00 pm**. Please select the date of your participation in consideration of the time required for your group to discuss the details of your project.

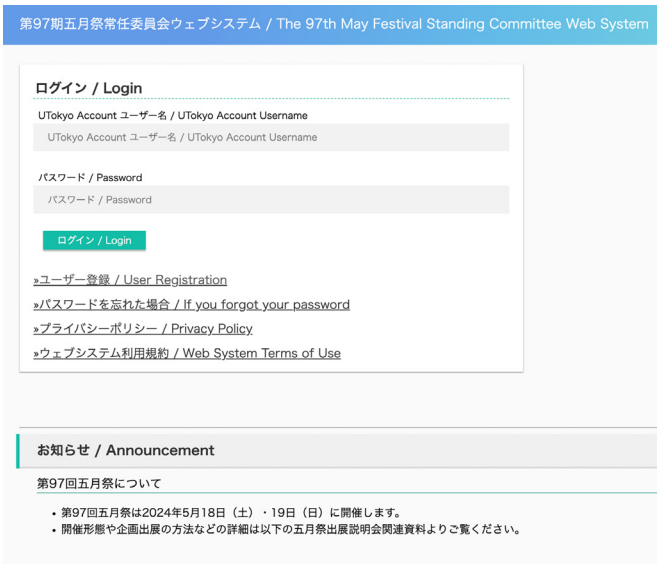
How to participate

- Please fill out this application form <https://forms.gle/rk7B8TwEsCBNaes2A> in advance.
- All project members can attend the meeting.
- **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).

Web System

Preface

- You can access the Web System via this link <https://system.gogatsusai.jp/97>.
  - » Please make sure that you can check it anytime.



- 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.
- **All necessary registrations/requests/orders and contacts with the Committee should be made via the Web System**.

Notes

- 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 the content of your project by referring to “Almighty vol. 1 in English”.
- The process of completing various necessary registrations/requests/orders on the Web System can be individually supported by the 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. 29) first.

※ By completing "User Registration", you will be considered to have agreed to "Privacy Policy" (→ p. 48) and "Web System Terms of Use of the 97th May Festival Standing Committee" (→ p. 51).

- Once you have completed "User Registration", you can login to the Web System by entering your UTokyo Account username (the 10-digit number) and password on the login page.

After You Logged in

Menu Section (メニュー)

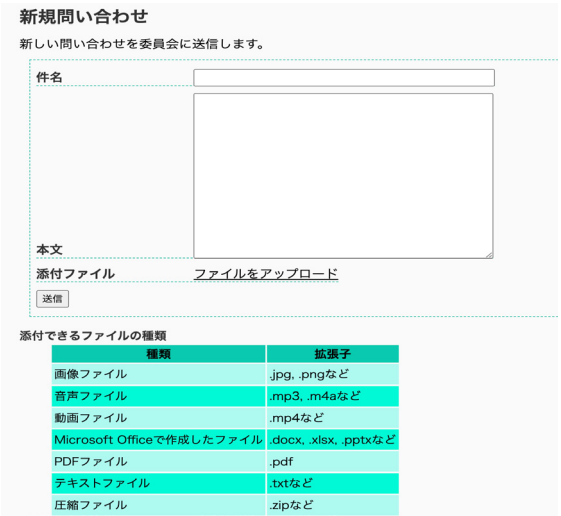
- Information Session and Information on Place and Time Allocation will be posted.
- Other available functions can be accessed from this screen.

Registrations/Requests/Orders (各種登録・申請・申込)

- All registrations/requests/orders for carrying out your project will be accepted via the Web System.
- Registration contents can be viewed at any time from the registration screen. **You are able to change and edit registrations at any time until the deadline**.
- **Please allow sufficient time for registrations/requests/and orders**.
- For items that are under consideration for the registration, you are allowed to send tentative contents or a phrase which indicates that the item is tentative, such as "undecided".
  - » In this case, **please be sure to complete and resubmit your registration by the deadline**. If any tentative words such as "undecided" remain, the Committee will consider the registration as incomplete.

- Your registration will not be saved until you submit it. Also, if you do not submit for a long period of time or if the server is updated, your registration may not be submitted and be deleted.
  - » When you register/submit in a short period of time or wait for a few moments, please make a copy of your registration contents and keep it with you.
  - » **We recommend that you make a draft when filling in the form**.
- If you would like to change your registration contents after the deadline, please contact us via “Inquiry” (問い合わせ).
- **You may register registrations/requests/orders in English, except for those designated to be entered in Japanese**.

Inquiry (問い合わせ)



- Please use the **“Inquiry” on the Web System to contact the Committee**.
- **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 Sign in to the Web System on a browser and send “Inquiry” from the menu section
  ② Send an email from the email address you registered in the Web System to the Web System email address (mf97@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 particularly large file, please upload the file to Google Drive, **share it with the Committee in the setting that will allow us to view it**, and send us the link to that file/folder via “Inquiry”.

From the Committee to Projects

- The Committee sends messages to projects via “Inquiry”. **Please check your inbox frequently**.

Inquiry History

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

Other Ways to Contact Us

- If you have any trouble with “Inquiry”, please send an email to the Committee email address (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 defect reports.
- 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 the Committee have to make any urgent contact, Committee 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.
  - » **We do not recommend 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 the notification email to the email address registered in “User Registration” (ユーザー登録) (→p. 29).
  - » **Please make sure that you can receive the emails from the Committee domains (@gogatsusai.jp and @system.gogatsusai.jp)**.
  - » If you do not receive the email, please check your spam folder.
- You can check your registered email address from “Change User Registration

Information” (ユーザー登録情報変更) in the menu section (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 as the “Email Recipient” (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 “User Registration”.
  - » The person who has 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/97/signup> to complete your registration.

※ Completion of your “User Registration” means that you have agreed to “Privacy Policy” (→ p. 48) and “Web System Terms of Use of the 97th May Festival Standing Committee” (→ p. 51).

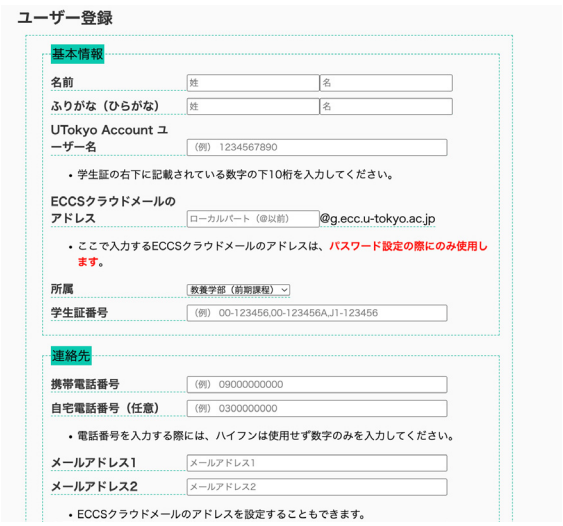
Information needed upon User Registration

- 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. please make sure that you can receive emails from the Committe domains (@gogatsusai.jp and @system.gogatsusai.jp)

  ※ **If you do not receive the email, please check your spam folder**.



Setting the Password

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

Completion of Registration

- Once registration is completed, a confirmation email will be sent to your email address you have set as the “Email Recipient” (メール送信先).
- After completing the registration, you can login to the Web System <https://system.gogatsusai.jp/97> with your UTokyo Account username (the 10 digit number) and the password.

Project Registration (企画登録)

Subject All Projects

Deadline **February 15th (Thu.) 9:00 pm**

- The person who completed “Project Registration” will be the Main Manager of your project.
- **Completing “Project Registration” does not mean completing participation procedures**. You will need to complete the “Sub Manager Registration”(→p. 32) and “Place and Time Request” (企画場所・時間申請)(→p. 33) (except for online projects).

Main Registration Contents

- Project Style
  - » If you would like to know about the available project styles, please refer to “Available Project Styles”(→p. 5) for more details.
- Name and the description of your project
  - » It is recommended that the project name is **not longer than 30 single-byte characters**, as each project gets limited space in the brochure.
- Name and description of your organization
- Questionnaire on the first draft of Autonomous Regulations (→p. 15)
  - » The content you fill in will not affect your project adversely on the creation of Tentative Place and Time Allocation.

Notes

- If you would like to cancel your project after “Project Registration”, please contact us via “Inquiry”. Once your project is canceled, **it cannot be carried out again**.
- If you would like to change the Main Manager of your project, please contact us via “Inquiry”.

Sub Manager Registration(副責任者登録)

Sub Manager Invitation (副責任者招待)

Subject Main Manager

- Upon completion of the “Project Registration”, a section titled “Sub Manager Invitation” will appear in the menu section (メニュー).
- The Main Manager is required to register the Sub Manager’s name and UTokyo Account Username, and make an invitation to the Sub Manager.
- **The Sub Manager is required to complete the “User Registration”(ユーザー登録) (→p. 29) in advance.**

Acceptance of Sub Manager Invitation

Subject Sub Manager

- Acceptance of the invitation can be made 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 in the menu section(メニュー).

Notes

- **Main Manager is not permitted to make any changes to the contents of “Project Registration” (企画登録), register your “Place and Time Request” (企画場所・時間申請), or make other registrations/requests/orders until your Sub Manager accepts the Sub Manager Invitation.**
- If you have any problems with the Sub Manager Invitation, you may correspond to the following:
  - have not completed “Project Registration” (→p. 31)
  - the Sub Manager has not completed the “User Registration” (→p. 29)
  - the Sub Manager has already become a manager (the Main Manager or the Sub Manager) for another project
- If you do not correspond to any of the above, and yet cannot complete your invitation, please contact us via “Inquiry” (問い合わせ).

Place and Time Request (企画場所・時間申請)

Subject On-campus Projects

Deadline **February 15th (Thu.) 9:00 pm**

Main Registration Contents

- Requests on when and where to carry out your project
- Requirements on your project place on the campus

Notes

- Due to the limitation of the project places available, the Committee may not be able to fully meet your request.
- Overdue registrations can lead to disadvantages in the Tentative Place and Time Allocation.
  - » Please note that the Committee may not be able to allocate your project to the requested place and time, and you may have to wait for other projects to be canceled.
- Please refer to “Outdoor Projects” (→p. 40) for more information about the process of Place and Time Allocation.
- Most projects **will be subject to “Discussion on Place and Time Allocation”, held on March 12th (Tue.), where project managers discuss and decide your project place. Please be sure to attend the discussion**.
- To register the project contents and project place and time for outdoor projects, please refer to “Outdoor Project” (→p. 40) .
  - » Please refer to “Outdoor Map” (→p. 42) and plan your project place.
- If you are planning to participate in other project styles, please contact us via “Inquiry” (問い合わせ).
- If you want to serve food and drink, please refer to “Before Deciding What Food and Drink to Serve” (→p. 44) to decide and register your food and drink items.

Polls (投票)

Subject All Projects

Period **February 17th (Sat.) - 24th (Sat.) 9:00 pm**

- Please vote for the draft of Autonomous Regulations and the 96th May Festival Standing Committee Settlement through the “Polls” (投票) section in “Registrations/Requests/Orders” (各種登録・申請・申込) on the Web System.

※ Your vote will not affect the Tentative Place and Time Allocation.

The Draft of Autonomous Regulation (自主規律案)

- The Committee will make the draft based on the survey in “Project Registration” (→p. 31) , and publish the draft of Autonomous Regulation on February 17th (Sat.).
- Please refer to “Autonomous Regulations” (自主規律案) (→p. 15) for the process of establishing Autonomous Regulations.

The 96th May Festival Standing Committee Settlement (第96期五月祭常任委員会決算)

- The Committee will report the May 96th May Festival Standing Committee Settlement<https://system.gogatsusai.jp/97/static/files/session1/MF96_FinancialStatement.pdf> based on Article 12, Term 3 of the Constitution of May Festival Standing Committee.

Optional Registrations

Outdoor Performance Request (屋外パフォーマンス申請)

Subject Projects that will temporary hold large-scale performances

※ Performances that are held in the project place at designated area do not need this registration.

Deadline **February 15th(Thu.) 9:00 pm**

Registration Contents

- Temporary and large-scale publicity and performance
  - » Desired date, time, place, travel route, and number of people
  - » Contents
- Measures in case of rain

Notes

- You may change your registration information from **the end of the 2nd Meeting of Representatives until 9:00 pm on March 14th (Thu.)**, after receiving the confirmed Place and Time Assignment at the “Discussion on Place and Time Allocation” to be held at the 2nd Information Session.
  - » The project manager will be able to change the date, time, and location of the event upon receiving the finalized location and time schedule, as well as change details related to the execution of the event, such as how to respond in case of rain.
  - » **New applications cannot be submitted during this period**.
- **Substantial changes in the content or number of people for publicity and performance may not be approved**. As a rule, these details must be finalized and submitted by the deadline of February 15th (Thu.) 9:00 pm.
- If you are uncertain whether you need to submit this application, please contact us via “Inquiry” (問い合わせ).

About Publicity

- Please submit this application if you wish to advertise on a large scale that may block the road.
  - » Advertisement by two or three people, you do not need to submit this request.
  - » However, even with a small number of people, **advertising in costume or using musical instruments** may attract an excessive number of visitors and obstruct traffic, so please submit this application.

- If you wish to advertise in any other special way, please submit this application.

Example of Publicity activities requiring application

- About 10 people parading around the premises holding signs and advertising the project.
- One person advertises the project by wearing a costume.
- About 3 people parade around the premises playing musical instruments to advertise the project.

About Performance

- Please submit this application if you are planning to hold a performance such as parading around the premises or a large-scale performance held temporarily outside of the allotted area.
- If you wish to hold an all-day performance, you do not need to submit this application.
  - » Please select “Outdoor” as the project type in the “Project Registration” (→p. 31), and register the desired location in the “Place and Time Request” (→p. 33).
- Please note that there is a possibility that you may not be able to perform according to your request as a result of coordination with other projects.

Examples of performances that require application

- Walking along Icho Street while playing musical instruments.
- Dancing while carrying a large float.
- Dance temporarily in the middle of a particular street without moving.

Featured Project Application (委員会広報枠企画応募)

Subject **Projects that wish to be actively promoted by the Committee**

Deadline **February 15th (Thu.) 9:00 pm.**

Main Registration contents

- Highlights of your project
- Experience of exhibiting in the May Festival or Komaba Festival
- Reference materials showing the contents and appearance of the project
  - » Reference materials can be in any format, such as photos, videos, websites, SNS URLs, etc.
  - » Photos and videos have high value as materials for publicity by the Committee, so we appreciate your active contribution.
- Preferred date and time for the second screening
- Novelty of the project and its track record of receiving high evaluation by a third party (visitor votes, media coverage, etc.)
  - » Please also provide specific details of the project.

Overview

- Application for Advertisement by the Committee refers to **projects that are judged by the Committee to make a significant contribution to enhancing the appeal of the May Festival and are actively publicized in the various media owned by the Committee**.
- The selected projects will be actively publicized through the official website, official SNS, official pamphlets, etc. This is a great opportunity to promote your project to a greater scale of audience.
- Any project may be selected if it meets the high standards of the screening criteria, regardless of the content or form of the project.
- Please note that depending on the content and form of the project, the media and means of publicity may differ even among Advertisement by the Committee.

Notes

- If multiple projects from the same organization are to be submitted for the Committee's publicity framework, please make sure to apply for each project individually.
  - » Judging and publicity will be conducted independently for each project, not for each organization.

- If you wish to publicize your project as an academic project, please apply for an academic project together with your application in the “Featured Project Application”. Any field of science or humanities is accepted.
  - » Academic project refers to one of the classifications for the Committee to publicize the project, and refers to a group of projects that allow visitors to obtain academic knowledge through the project contents.

Agreement If Selected

- If you are selected for the Committee’s PR, you must agree to the following items for the Committee’s publicity and documentation purposes.
  - The Committee will use the images submitted as reference material in its publicity.
    - If you do not wish to use any of the submitted images, please contact us in advance via “Inquiry” (問い合わせ) .
  - Permission for the Committee to take photographs and videos on the day of the May Festival for publicity and documentation purposes.
  - Submit project icons and project introduction images for use in publicity media.
    - More details will be provided in the 2nd Information Session.

Screening Criteria

- The following items will be judged based on the applications, interviews, and reference materials.
  - The feasibility of the project contents and the safety of the project management
  - High quality and commitment as a project, and efforts and ingenuity to entertain visitors
  - Originality and novelty that contributes to the diversity of the May Festival
  - The presence of characteristics unique to the May Festival and the University of Tokyo
  - The scale and clarity of the target audience of the project
  - Whether the project received high evaluation in the past in ways such as prizes voted by visitors
  - The variety of publicity materials and cooperation in providing such materials
  - Whether the project shows the attitude of independence within UTokyo students
  - Academicity and relevance to academia (only for projects that wish to be selected as an academic project)

Screening Process

Application

Deadline **February 15th. (Thu) 9:00 pm**

- Please register your highlights of your projects, interview date and time, etc. in “Featured Project Application”.

Preliminary Screening (Mid-February)

- Based on your application, the Committee will conduct the first round of screening.
- If your project passes the initial screening, you will receive notification via “Inquiry” regarding the schedule for the second round of screening.

Second Screening (Feb. 24th (Sat.) - Mar. 1st (Fri.))

- **30-minute interviews** will be held for projects that pass the first round of screening.
- Interviews will be conducted online using Zoom.
- At least one of the project managers must attend.
  - » If the project managers cannot attend, a substitute is required to attend.Please notify the Committee to that extent.
  - » If you are absent without notice or arrive late for the interview, you may be disadvantaged in the review process.

Final Decision (Mid-March)

- Applications will be evaluated comprehensively based on the contents of the “Featured Project Application” and the interviews.
- The results of the review will be will be announced via “Inquiry”.

5 Carrying Out Your Project

Outdoor Projects

- Outdoor projects refers to all projects carried out outdoors (not including stages).
- Projects that temporarily advertise or perform on a large scale outdoors are recommended to see also “Outdoor Performance Request” (屋外パフォーマンス申請) (→p. 35) .
- Projects planning to serve food or drink must also see “Before Deciding What Food and Drink to Serve” (→p. 44) .

Project Place

- Use the “Outdoor Map” (屋外地図) (→p. 42), to consider where you want to request as your project place.
- **In “Place and Time Request” (企画場所・時間申請) (→p. 33), projects can request a block where they wish to place their project.**

Outdoor Block

- **“Outdoor Block” is a section which includes multiple project places.**
- In Tentative Place and Time Allocation, an outdoor block will be allocated to each project.
  - » Tentative Place and Time Allocation will be announced on **March 2nd (Sat.)**.
- During “Discussion on Place and Time Allocation” held in the 2nd Information Session, projects allocated in the same outdoor block will discuss their specific project place.

Notes

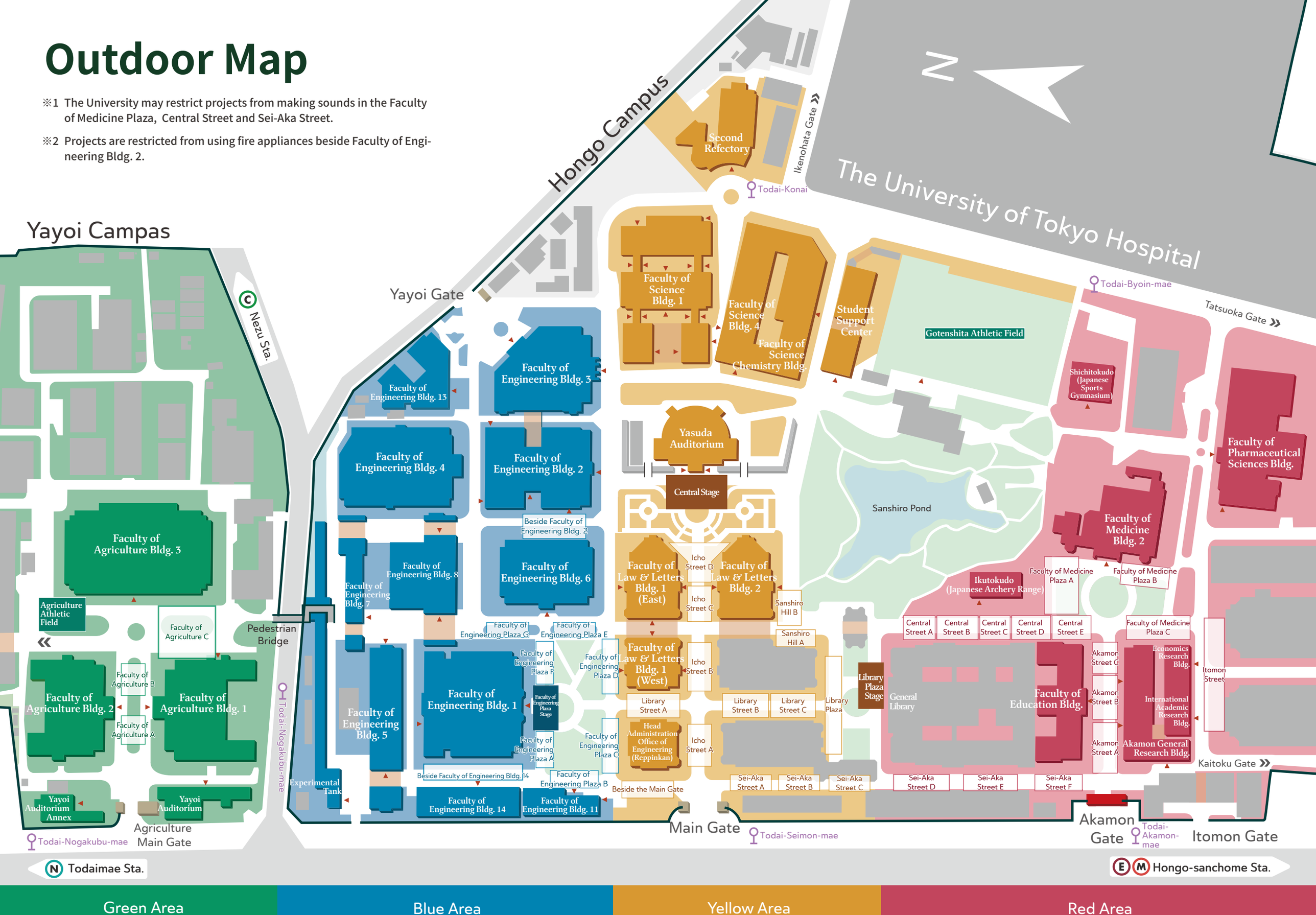
- Project places are subject to change, and some places may become unavailable.
- In general, one project will be allocated a place just enough for a size of a rental tent from the Committee.
  - » The size of a rental tent from the Committee is 3.6m x 2.4m.
  - » Please notify the Committee in “Place and Time Request” if you wish to rent multiple tents, have the short side of the tents face the road, or bring in your own tent.
- If the total number of requests exceeds the limit, the Committee may choose to allocate randomly. In this case, your requested Place and Time may not be allocated.

- The University prohibits playing loud music in some areas.
- The fire department may prohibit the use of fire appliances in some outdoor blocks.
  - » For more information on which blocks have restrictions, please refer to “Outdoor Map”.
- Some places on the “Outdoor Map” that are not outdoor blocks may become available after adjustments with the Committee. To request using such places, please notify the Committee in “Place and Time Request”.

Outdoor Map

※1 The University may restrict projects from making sounds in the Faculty of Medicine Plaza, Central Street and Sei-Aka Street.

※2 Projects are restricted from using fire appliances beside Faculty of Engineering Bldg. 2.



How Your Project Place and Time is Allocated

- In issuing Tentative Place and Time Allocation, the Committee may contact you, so **please make sure that you can receive contacts**.
  - » The Committee will bear absolutely no responsibility for any disadvantages caused by not responding to the Committee.

Tentative Place and Time Allocation Announcement

- Based on your "Place and Time Request" (p. 33) , the Committee will issue Tentative Place and Time Allocation and announce it on **March 2nd (Sat.)** on the Web System.
- Overdue registrations can lead to disadvantages in Tentative Place and Time Allocation. **In this case, no places may be allocated to your project, and your project may have to wait for other projects to be canceled**. Please be sure to complete the registration before the deadline.

Objection

- After the announcement of Tentative Place and Time Allocation, you are allowed to make objections to the allocated project place and time. To make an objection, please contact the Committee via "Inquiry" (問い合わせ).
- The objection period is **from March 2nd (Sat.) to March 5th (Tue.) 9:00 pm**. **No objections are accepted after the period**.
- Please note that some objections may be declined due to arrangements with other projects.
- The Committee will rearrange the projects based on the objections, so please do not directly make adjustments with other projects before "Discussion on Place and Time Allocation" .
- Please note that while rearranging the projects, the Committee might also have to ask projects that did not make objections to change their project place and time.

Discussion and Place and Time Allocation

- In "**Discussion on Place and Time Allocation**" in the 2nd Information Session held on **March 12th (Tue.)**, Place and Time Allocation will be confirmed.
- In "Discussion on Place and Time Allocation", **projects allocated in the same outdoor block will discuss specific project places**.
  - » **The Committee members in charge of English support will attend the discussion to provide support for non-Japanese speakers.**
- At this time, you may not change your outdoor block.
- The Committee will contact projects that are required to attend the discussion via "Inquiry". **Please have at least one of the project managers attend the discussion**. The Committee will bear absolutely no responsibility for any loss caused by not attending the discussion.
- "Discussion on Place and Time Allocation" will be held face-to-face. If both managers cannot attend the discussion, have a project member that knows well about the project attend the discussion as a representative.Please send the representative's name and student ID via "Inquiry" in advance.
- Based on Tentative Place and Time Allocation, please consider where for your specific project place in your outdoor block.
- **Project Place and Time Allocation confirmed in the discussion cannot be changed**.

Before Deciding What Food and Drink to Serve

Preface

- Detailed precautions on cooking procedures, cooking tools, ingredients will be notified in the 2nd Information Session.
- **The rules for food and drink service are subject to change** due to arrangements with the public health center. Please note that rules below are not confirmed yet.
- **Please do not contact the public health center by yourself**. Only the Committee will contact them.

"Main Items" and "Sub Items"

- In the May Festival, menus are divided into "Main Items" and "Sub Items" based on the cooking/serving procedure.

Cooking Procedure and Heating Procedure

Cooking Procedure

- "Cooking procedures" refer to heating procedures such as boiling, baking, steaming, frying, or sauteing, and other procedures such as mixing.

Heating Procedure

- "Heating Procedure" refers to procedures involving heat, such as boiling, baking, steaming, frying, or sauteing.
- **Two or more heating procedures are prohibited**.

✓ Acceptable	× unacceptable
• Yakisoba » acceptable as it only has one procedure of "fry-stirring meat, vegetables, and noodles" .	• Fried Chicken on rice » unacceptable as it has 2 cooking procedures of "heating rice " and "frying chicken" .

Main Items

- Main Item refers to **food and drink that needs more than one cooking procedure**.
- **One project is permitted to serve only one "Main Item"**.

Examples

- Yakisoba→"Stir-fry" noodles and vegetables
- Tea→"Boil" water

Sub Items

- Sub Items refer to **food and drink that do not need any cooking procedures, and can be served by itself**.
  - » The examples of Sub Items are bottled drinks and ready-made snacks.
- **One project is permitted to serve more than one "Sub Item"**.

Serving Multiple Items

- Projects are permitted to serve "Main Item" and "Sub Item" at the same time.

✓ Acceptable	× Unacceptable
• Yakisoba (Main Item) + bottled drinks (Sub Item) • skewered beefs (Main Item) + ready-made snacks(Sub Item) + bottled drinks (Sub Item)	• coffee made with coffee brewer (Main Item) + churros (Main Item) » multiple "Main Items" are not accepted

Notes

Preparation

- "Preparation" refers to all cooking procedures other than ones done at the project place on the day of the festival.
- From a hygienic standpoint, **all preparations are prohibited**.
  - » **All cutting procedures are prohibited, therefore when ingredients need to be cut, please use pre-cut ones**.

Use of Refrigerator and Freezer

- To use ingredients that need to be frozen, **use of freezers are required**.
- In principle, projects are asked to use coolers to store ingredients that need cold storage. However, **depending on the ingredients, you may be asked to use refridgerators or freezers**.

Serving Online

- If you are planning to serve online, please contact the Committee via "Inquiry"(問い合わせ).

Prohibited Ingredients

- After arrangements with the public health center, the Committee may prohibit other items not listed below.

Ingredients•Menu	Note
Menus that need knives and mixers	• 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.)	• All food must be processed with heat • except for Kakigori (shaved ice), Tokoroten, chocolate-covered fruits, ready-made snacks, and drinks.
Cream	• Only shelf-stable vegetable-based cream is accepted. • ready-made cakes and cream puffs are also prohibited if they contain dairy cream.
Curry	• Prohibited due to the insufficiency of cleaning facilities. • Pre-packaged curry is accepted.
Noodles that require large amount of water	• Due to the insufficiency of cleaning facilities, Udon and Soba noodles, and other noodles that need to be boiled are prohibited.
Ice-cream	• Due to hygienic problems, serving ice-cream with metal spoons is banned. • Only individually packed ones, such as ice-cream puffs, are accepted.
Chicken	• Only heated ones are accepted.
Organ meat such as innards blowfish•oyster	• Banned due to hygienic problems.
Milk, condensed milk, and dairy products without heating process	• Milk and condensed milk are prohibited. • Only creamer for drinks is accepted.
Products that use eggs	• only products that are heated thoroughly are allowed. » Products that are not fully-heated are prohibited.
Rice	• Only boil-in-the-bag or aseptic packaged rice is accepted.

Examples of Food and Drink Items

- The list below are items served by projects that needed English support in the 96th May Festival.
- Please note that **items accepted in past festivals may become prohibited due to arrangements with the public health center**.
  - Vada Pav
    - bread, mashed potatoes, salt, pepper, turmeric, coriander, cumin, rye seeds, gram flour, rice flour, onion, garlic, ginger, condiments

- Kottu
  - rotti, frozen roasted chicken, spices, sauce, onion, chili, shredded cheese
- SamosaPakora
  - frozen samosa, mesh potato and mesh onion, gram flour, spices
- Momo
  - Momo (frozen) and sauce (ready-made)
- Xiao long bao
  - Xiao long bao(ready-made)

Serving Alcohol

- Alcohol service by classes enrolled in 2023 or 2024 are prohibited.
- The Committee may limit the percentage of alcohol allowed to be served or brought in. More details will be announced in the 2nd Information Session.
- The Committee may limit the amount of alcohol per cup to those with alcohol content of 10% or above.
- To prevent troubles involving underage drinking and others, the Committee asks projects that serve alcohol to abide by the “Alcohol Pass System”, where those with wristbands called alochol pass are able to serve and buy alcohol drinks.
  - » Project members who serve alcohol must wear “Alcohol Pass for Servers” that the Committee issues.
  - » Further information will be given at the 2nd Information Session.
- **Serving alcohol online is prohibited**.

Alcohol Pass Fee

- In addition to “Participation Fee” (企画参加費) and “Project Guarantee Deposit” (企画保証金) (→p. 17), **projects with alcohol service are charged a fee for “Alcohol Pass System”**.
  - » The fee is expected to be **around 2,000 yen** for each project, but it is subject to change. The conclusive fee will be announced in the 2nd Information Session.
- “Alcohol Pass Fee” is a fee for preparing an Alcohol Pass, therefore no refunds will be made if you cancel alcohol service just before the May Festival.
- Payment of Contributions of Projects with Alcohol Service are required to be made during **“Payment Period”, from April 23rd (Tue.) to May 1st (Wed.)**.

6 Documents

Privacy Policy

In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.

The 97th 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 this Privacy Policy.

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. Also, without obtaining the user’s consent, the Committee may provide third parties with personal information to the extent which the law permits. 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 the identity verification cannot be conducted
- 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, addition, deletion, discontinuation of use, or suspension of providing it to third parties (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.

Article 9 Cookies

Some pages on the website and the Web System provided by the Committee use a technology called cookies. You can disable the function of cookies by customizing your web browser setting. If you do so, some services on the website may not work properly.

Article 10 Personal Information Handling of Each Service

The Committee shall observe the rules for using personal information stipulated separately for each website and Web System provided by the Committee.

Article 11 Continual Improvement of the Privacy Policy

The Committee shall continually review and update the Privacy Policy to strengthen the protection of personal information, comply with changes in laws and other norms. The Committee shall announce the amendment hereof on the official website or the like.

Article 12 Inquiries about the Handling of Personal Information

Please contact the office below for procedures and inquiries regarding the Committee's handling of personal information.

Article 13 Governing Law and Jurisdiction Court

This Privacy Policy abides by the Japanese Law if not given specific conditions. Any and all disputes arising out of or in connection with this Privacy Policy shall submit to the jurisdiction of the Tokyo District Court or Tokyo District Court at the first instance.

The May Festival Standing Committee
Email: contact@gogatsusai.jp
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Room 6, 3rd Floor, Second Refectory (Dai-ni Shokudo), 7-3-1, Hongo, Bunkyo-ku, Tokyo 113-8654
TEL：03-5684-4594
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TEL：03-5454-4349
FAX：03-3466-1865

The 97th May Festival Standing Committee Web System Terms of Use

In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.

Article 1 (Purpose)

1. These terms shall stipulate matters of use of the Web System, which the 97th 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)

All users must:

1. Check the messages from the Committee on the Web System.
2. Always be prepared to receive messages from the Committee.
3. Correct the registered information promptly if there is any change in the information you have registered on the Web System.
4. Pay sufficient attention to matters such as password management and unauthorized access protection.
5. Not tell the existence of 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 in which the Committee has already shown workarounds for the problem.
6. 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 User’s Account 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 clauses 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 requested 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 should have the user make the changes.
3. When the Committee edits the registered information without prior notification, the Committee should 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 should notify the Committee to that effect promptly.
5. The Committee shall bear the responsibility for any loss caused by the Committee violating clause 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 thereof must be notified to users by publishing on the official website, the Web System, or the like.

Article 10 (Governing Law and Jurisdiction Court)

1. The use of the Web System abides by the Japanese Law if not given specific conditions.

2. Any and all disputes arising out of or in connection with the use of Web System shall submit to the jurisdiction of the Tokyo District Court or Tokyo District Court at the first instance.

Supplementary Provision

These Terms of Use should come into effect on January 7th, 2024 and lapse when Web System Terms of Use of the 98th May Festival Standing Committee or its substitute comes into effect.

Environment Agenda

Outline

- The Committee has established the Environment Agenda in the effort to reduce the environmental load of the May Festival.
- The Committee asks projects to cooperate with the Environment Agenda.
- If you have any opinions to the environmental policies of the Committee, please contact the Committee via “Inquiry” (問い合わせ) or send an email to <contact@gogatsusai.jp>.

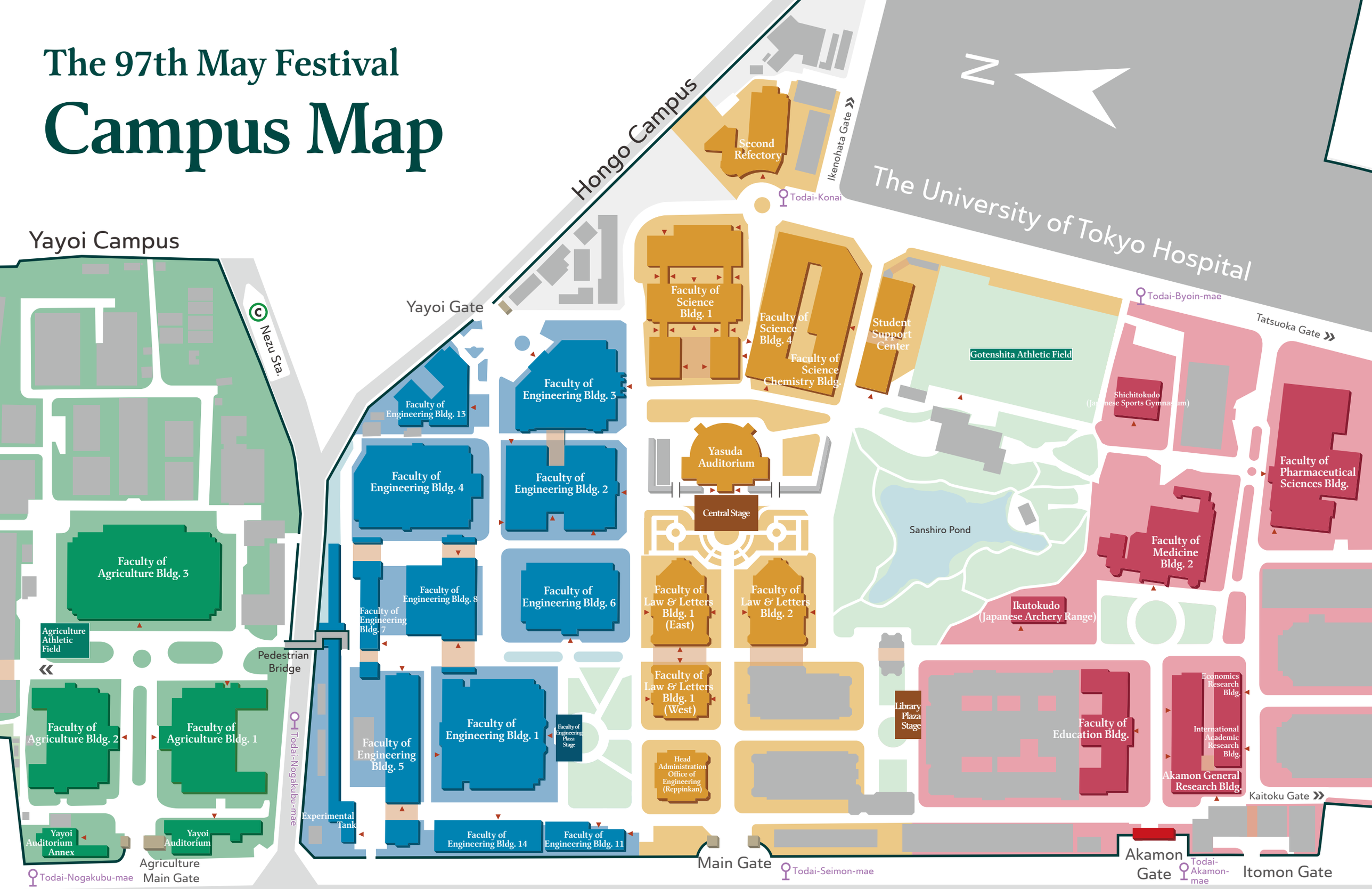
Content

We, the May Festival Standing 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. We should be aware of and understand the responsibilities of operating the festival for the conservation of the environment.
2. We will comprehend the environmental load of the festival, and strive to reduce them.
3. We should strive to encourage the use of cyclic resources and 3R(Reduce, Reuse and Recycle) to reduce the environmental load.
4. We should observe the environment-related laws and regulations to reduce environmental load.
5. We will strive to inform the Committee members and all who support the Committee of this agenda, and disclose this agenda to the public.
6. We will evaluate and publish the contents of the activities that we have conducted to reduce the environmental load, and take over to the next year’s Committee.

The 97th May Festival

Campus Map



Green Area | Blue Area | Yellow Area | Red Area

Almighty vol. 1 in English

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The 97th May Festival Standing Committee

Email: contact@gogatsusai.jp

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

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