

vol. **3** EN

Almighty

For Participants of the May Festival
— Information Necessary
Until Two Days Before and After the Festival





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Preface

How to Use the Handouts

- Handouts for the day of the May Festival are inside the “Handout Envelope”(配布資料封筒), which is distributed at the 3rd Information Session. The handouts can also be viewed and downloaded from the login page of the Web System.
 - » Anyone has access to the login page. If necessary, we encourage sharing these handouts with project members.
- Some of the handouts, such as important documents, will only be provided in paper form.

Almighty vol. 3 in English (this handout)

- **This is the handout that includes all the necessary information until two days before and after the festival.**
- However, this handout, “Almighty vol. 3 in English”, does not include all information in the original Japanese version. In the event of any inconsistencies between the Japanese version, the Japanese version shall prevail.
 - » Here is the Japanese version of “Almighty vol. 3”. You can check it from here <https://system.gogatsusai.jp/97/static/files/session3/MF97_Almighty_vol_3.pdf>.
- **We do not provide other handouts in English, as the information on them is not the must-check information.** Depending on your project contents or your questions, we will provide necessary information in English via “Inquiry”(問い合わせ).

Handout Envelope

- Below are the paper documents provided in “Handout Envelope” distributed at the 3rd Information Session.
 - » The information is excerpted. For more information, please refer to list on the envelope or “How to Use the Handout” written in “Almighty vol. Fes in English”.

Name	Subject	Contents
Almighty vol. Fes in English	All Projects	<p>This handout is a must-have during the festival, that covers information necessary for the day before and the day of the festival.</p> <p>Please make sure that project managers understand the content.</p>
Important Document Envelope	All Projects	<p>This envelope contains important documents necessary for your project. Please refer to the list of important documents on the envelope and confirm that the contents are correct. For more details, please refer to “Important Documents/Basic Contact” (→ p.12).</p>

Schedule

- **The schedule is subject to change**, depending on the social situation. If the schedule changes, we will inform you via “Inquiry” (問い合わせ).

May

● 5th (Sun.) / 6th (Mon.)

The 3rd Information Session

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

● 17th (Fri.) from 12:00 pm

Preparation for the May Festival

- There will be no afternoon classes for preparation of the May Festival. Preparation requires manpower for transporting items, etc. **Please encourage your project members to keep their schedules free.**

● 18th (Sat.) / 19th (Sun.)

The 97th May Festival

- Open hours for visitors are **from 9:00 am to 6:00 pm on both days.**

June

● Early June

The 4th Information Session (Canceled)

- However, we plan to report on the May Festival and conduct a survey on the Web System.

● Late June

Refund

- We will refund the Project Guarantee Deposit, etc.
- Please note that the refund date may change.

Rules and 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.7](#)) if you violate these regulations.

Autonomous Regulations

※ **Commercial transactions with visitors** could especially violate the Autonomous Regulations. **Do not engage in any activities not permitted on the “Certificate of Project Registration” (企画登録証).**

The 97th May Festival Autonomous Regulations (自主規律)

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.

Project Duties/ Manager 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 commercial transactions or collecting personal information and the Copyright Act.
- Provide manpower for the operation of the May Festival when asked to.
 - » 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.
 - » You must not carry out actions not written on “Almighty vol. Fes in English” or not permitted on “Certificate of Project Registration”(企画登録証).
 - » If the Committee determined that the conduct is disturbing to the operation of the festival, it will be suspended.

Manager Duties

- Grasp the content and preparation progress of the project, and have the responsibility of carrying out the project.
 - Check inquiries from the Committee, and respond if necessary.
 - Disseminate information from the Committee to all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
 - » You must be able to receive calls and check “Inquiry”(問い合わせ) at all times.
 - 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.
- ※ In the following cases, we may take measures such as suspension of the project.
- » If neither manager is present at the project place and does not pick up the Committee’s calls, even when there is a serious problem in your project during the open hours.
 - » If it is determined that the May Festival’s philosophy of being a spontaneous activity done by the students of the University of Tokyo has been seriously disturbed, such as when neither manager is present at the project location during the time when a speech by an external entity is being held.

Measures and Punishment

- Projects must abide by the Autonomous Regulations and other regulations established by the Committee.
- **You must not carry out actions not written on “Almighty vol. Fes in English” or not permitted on “Certificate of Project Registration” and any deviation from the matters described in “Almighty vol. Fes in English”.**
- In addition to the documents above, you must follow all orders regarding the May Festival Standing Committee such as the contents of the “Inquiry”(問い合わせ), and instructions by the Committee on the day.
- If you violate these rules or if you cause socially unacceptable problems, your project may be subject to measures and punishment.
- Please check all handouts such as “Almighty”, all “Inquiry” and the contents on the Web System. Otherwise, you may unexpectedly be subject to measures or punishment.

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.
- The table below is just one example. **Standards are not limited to the cases below.** As well as in other cases, you may be subject to 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. We will bear absolutely no responsibilities for the loss caused by the confiscation. 	<ul style="list-style-type: none"> • When found leaving ingredients overnight that cannot be stored at room temperature, or are opened • When found bringing in prohibited cutlery such as knives • When found any decorations that violate the standard • When found using unpermitted fire/ electric appliances
Suspension of Violations	<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 unpermitted exchange of money with visitors • When found unpermitted collection of personal information and manifestations of external entities taking place • When found actions that put the visitors in danger
Suspension of the Project	<ul style="list-style-type: none"> • The Committee will suspend your project itself 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"> • When found actions among the examples listed in the "Suspension of Violations" that are especially malicious and have a negative effect on the basis of the project • When there are earthquakes, fire, or emergence of insect pest and the Committee cannot guarantee that you can carry out the safely
Cancellation of the Project	<ul style="list-style-type: none"> • If any serious prohibited actions that may disturb the stable operation of the 97th May Festival and the festivals in later years are found, the Committee will ban your project's participation during the festival. 	<ul style="list-style-type: none"> • When determined that improvement of such actions is not excepted in any of the examples listed in the "Suspension of the Project" • When found repeatedly causing trouble to other projects at a large scale • When found actions that put visitors in danger physically and mentally

Punishment

- 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 the Committee imposes punishment, the Committee will not refund your Project Guarantee Deposit until you fulfill the duties.
- The table below is just one example. **Standards are not limited to the cases below.** As well as in other cases, you may be subject to punishment.

Punishment	Content	Examples
Publicizing the Violation	<ul style="list-style-type: none"> • The Committee will announce the fact of your violations in “Almighty vol. 4” (both in Japanese and English). 	<ul style="list-style-type: none"> • It will be imposed on subtle violations • We are planning to “Publicize the Violation” in the case of other punishment as well
Warning	<ul style="list-style-type: none"> • The Committee will indicate the fact of your violations and verbally ask for improvement as well as in writing. 	<ul style="list-style-type: none"> • When you conduct unpermitted actions or nuisance by not following our instructions • When you conduct actions that disturb the smooth operation of the festival
Apology Paper	<ul style="list-style-type: none"> • The Committee 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. 	<ul style="list-style-type: none"> • When you violate the Committee’s standard and do not perform the obligations imposed on you • When you repeatedly carry out actions subject to strict warnings
Confiscation of Project Guarantee Deposit	<ul style="list-style-type: none"> • The Committee will confiscate your Project Guarantee Deposit which is 10,000 yen. 	<ul style="list-style-type: none"> • When the Committee finds actions that may affect the May Festival in later years and significantly violate equity with other projects • When you conduct actions that would violate the equality among other projects • When you repeatedly conduct actions that are subject to apology paper and warning

Suggestion of Observation	<ul style="list-style-type: none"> • We will suggest 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. 	<ul style="list-style-type: none"> • When you conduct unpermitted actions related to external entities or repeat malicious actions that violate the standards established by the Committee • When you violate the equality among other projects • When you have got subject to the same violation before and you have not improved your actions
Suggestion of Penalty	<ul style="list-style-type: none"> • We will suggest that next year's Committee put projects that seem to be from the same group at a disadvantage when allocating project place/time. 	<ul style="list-style-type: none"> • When the violation is so serious that the punishment is not strict enough • When you have got subject to the same violation before and you have not improved your actions
Suggestion of Ban	<ul style="list-style-type: none"> • We will suggest that the next year's Committee prohibit projects that seem to be of the same group from participating in the festival next year. 	<ul style="list-style-type: none"> • When you conduct serious violations that seem to disturb the stable operation of the festival • When violations are serious, such as when the actions that may put many project members and visitors in danger physically and mentally

Preparation

Confirmation of User Information

- **Please reconfirm that the contact information you registered on the Web System is correct.**
 - » You may confirm or change the contact information through **“Alteration of the Registered Users’ Information” (ユーザー登録情報変更)** on the menu page of Web System.
 - » If you want to alter name, Furigana, UTokyo Account user name, affiliation, or 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 failing to register correct contact information.

Reconfirmation of Request Results

- **Please confirm that you have received the Committee’s permission** for actions that need them.
 - » The actions above include food and drink service and commercial transactions.
- **You can confirm the permitted actions via “Confirmation of Request Results” (申請結果確認) on the menu page of the Web System.**
 - » The English version of the content was announced via an “Inquiry” (問い合わせ) titled **“【Response Required】 Confirmation of Request Results”**.
- The permitted actions will also be written in **“Certificate of Project Registration” (企画登録証)**, which will be distributed on the day before the May Festival.
 - » The Committee will inform you of the information written on Certificate of Project Registration” (企画登録証, only available in Japanese, and in paper form) in English via “Inquiry” (問い合わせ), with the subject, “Your ‘Certificate of Project Registration’ (企画登録証)”. Please check if there are any inconsistencies with previous registrations 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.

Important Documents/Basic Contact

Confirmation of Important Documents

- Please go through the documents in the “Important Document Envelope” (重要書類封筒) distributed at the 3rd Information Session. In particular, check the following points.

Points to Confirm

- All documents listed on the envelope are included
- The documents correctly reflect your project’s status
 - » In particular, check if they correctly reflect your registrations about the type and amount of goods your project will receive.
- In case there is any mistake mistakes in the document, or you want to make changes in registrations, please contact us via “Inquiry” (問い合わせ) immediately.
 - » Alteration may not be approved depending on content and timing.
- If both managers of your project are absent, or a substitute attends the 3rd Information, **we will ask one of your managers to receive the important documents at the Committee’s office on another day.**
 - » When and where to receive the documents will be told you via “Inquiry” individually.

Confirmation of Basic Contact

- On the “Important Document Envelope” is the phone number of the Committee member on support for your project during the festival. This number is called Basic Contact.
 - » We will later inform you of the number via “Inquiry” as well.
- Make sure to **add the number to your contacts on your phone**, as well as to write it down on the front cover of “Almighty vol. Fes in English”.
- ※ The phone number will be available from **12:00 pm of May 17th (Fri.) (the day before the festival) to 12:00 pm of May 20th (Mon.) (the day after the festival)**. If you want to contact the Committee outside this period, please use “Inquiry” instead.

Confirmation/Alteration of Official Website

- Please check your project's "Project Detail Page" (企画詳細ページ) on the 97th May Festival Official Website.
 - » The URL will look like: [https://gogatsusai.jp/97/visitor/project/\(your Project ID\)](https://gogatsusai.jp/97/visitor/project/(your Project ID))
 - » "Project Detail Page" is expected to be publicized in early May. We will inform you via "Inquiry" when it is released.
- **You can make changes to your "[22]Registration of Information for Official Website" ([22]公式ウェブサイト情報登録) whenever after the "Project Detail Page" is released.**
 - » The registrations can also be changed during the festival.
 - » We recommend that you make the final changes by May 17th (Fri.) for an effective advertisement of your project.
 - » It may take some time for the Official Website to reflect the changes made to the registration.
 - » Please note that changes made to the Project Introduction will not be reflected on the Official Brochure.
- If your project needs to announce something to the visitors during the festival, please include the content in the top of the Project Detailed Introduction of "[22]Registration of Information for Official Website".
 - » Example: "This project is canceled for today due to rain", "We are out of tickets for today", etc.
 - » Please remember to delete the additional notice when you do not need to announce it anymore.
- If you wish to make changes to your "[21]Registration of Information for PR" ([21]広報用情報登録), please contact the Committee via "Inquiry" by **May 17th (Fri.) 12:00 pm**.
 - » Please note that changes made here will not be reflected on the Official Brochure.

Bicycles

- Bicycles parked in certain parking areas on campus will be moved by the Committee before May Festival. We ask you not to park your bicycles in these areas. Please refer to “Notice on Parked Bicycles” <<https://gogatsusai.jp/97/visitor/en/bicycle>> for more details.
- During the festival, **riding bicycles and scooters on campus is prohibited**.

Suspension of “Inquiry” /New Contact

- **Projects cannot send “Inquiry” (問い合わせ) to the Committee from May 17th (Fri.) 12:00 pm to 20th (Mon.) 12:00 pm.**
 - » However, the Committee will still send you important notices via “Inquiry” in the period above.
Please be able to check your “Inquiry” at all times on your phones or other devices.
 - » Please refer to “How to Contact the Committee” written on “Almighty vol. Fes in English” for more information about contacting the Committee during the festival.
- **Please use “Inquiry” when contacting the Committee before 17th (Fri.) 12:00 pm or after 20th (Mon.) 12:00 pm.** If you wish to talk on the phone or in person, please make an appointment via “Inquiry” in advance.



Flow After the Festival

Refund

- We will refund deposits to the bank account registered on “[19]Registration of Bank Account” ([19]返金用口座情報登録) **around late June.**
 - » Please note that the schedule of the refunding is tentative and may change.
- If your project has caused no specific problems, 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 will refund according to the application and situation of each project.
- We will remind you about the date and time for refunding the leftovers of “Ice Ticket”.
 - » Please keep the “Ice Ticket” as they are necessary for refund.

4 Documents

May Fes. Awards

- In May Fes. Awards, the most popular projects will be decided based on comprehensive judgements of visitors' votes and evaluations.
- The two most popular projects will be awarded Grand Prix and Semi Grand Prix.
- For details, please refer to “May Fes. Awards” written in “Almighty vol. 2 in English”.

Prizes

- Prizes will be given after the May Festival to the projects that win 1st to 3rd place in each category.
- The projects that win the Grand Prix and Semi Grand Prix will receive **luxurious prizes such as hotel vouchers and amusement park tickets.**

How to Vote

Period May 18th (Sat.) 9:00 am - 19th (Sun.) 4:00 pm

- Polls are available from “Project Detail Page” (企画詳細ページ) of each project on the Official Website.
 - » The URL will look like: [https://gogatsusai.jp/97/visitor/project/\(Project ID\)](https://gogatsusai.jp/97/visitor/project/(Project ID))
- We have distributed the QR code of your “Project Detail Page” via “Inquiry” (問い合わせ) before the 3rd Information Session.
 - » Please encourage your visitors to vote by using the QR code.
- During the voting period, you can check the progress of voting from the “Project Detail Page”.

Result Announcement

Midterm Announcement

- The midterm announcement will be made on the Official social media and the Official Website on May 18th (Sat.) at around 7:00 pm.
- The 1st to 3rd place projects in each category will be announced on the Official X (former Twitter) and the Official Instagram.
- The 1st to 5th place projects in each category will be announced on the “May Fes. Awards” page on the Official Website.

Final Announcement

- The Grand Prix winning project and the first place project in the freshman class category will be awarded at the Finale to be held on May 19th (Sun.) at 5:25 pm.
- The Committee will call those projects at around 4:00 pm to 4:30 pm on May 19th (Sun.) to ask if you can participate in the Finale. We would appreciate it if you could.
- The final results of each category will be announced on Official website and on Official social media from around May 19th (Sun.) 6:00 pm.

Comments from Visitors

- In May Fes. Awards, each project can receive comments from visitors.
- Comments from visitors will be delivered via “Inquiry” (問い合わせ) around late May to the projects that have registered to receive comments from visitors in “[21]Registration of Information for PR” ([21]広報用情報登録).

Questionnaire for Visitors

- Questionnaire for Visitors will be conducted to improve visitor services in the coming years.
 - » Questionnaire for Visitors is available only in Japanese.
- Please share the following URL and QR code with the visitors and encourage them to fill in the questionnaire.
 - » The URL is here <<https://forms.gle/4TKUPFFvoNgQCVS99>>
 - » The QR code <https://system.gogatsusai.jp/97/static/files/session3/MF97_qr_survey.pdf> can be downloaded from the login page on the Web System.

Almighty vol. 3 in English

Issued on May 5th (Sun.), 2024

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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