



vol.1

Almighty

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Preface

1-1. Notice

This booklet is intended for outdoor stall.

If you are planning indoor attraction/stage performance and need our help, please contact us.

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

Theme



the 91st

May Festival

Our passion and desire, are increasing in volume.

When there is enough volume, the surge starts to revolve.

In this revolvment, you have to be involved.

With your involvement, our festival, evolves.

the 91st May Festival "Volve"

1-2. Schedule to the May Festival

Today: the 1st Information Session

- About the procedure of the participation



- February 18th (Sun): Deadline for "Attraction Registration" and "Time and Place Request"
- February 28th (Wed): Deadline for "Polls"
- March 3rd (Sat): Announcement of the tentative assignment of the place
- March 4th (Sun): Deadline for "Pamphlet Text Registration"

March 13th (Tue): the 2nd Information Session at Komaba Campus

- Explanation of the registrations/applications etc.
- Small discussion about the place of the attraction



- March 26th (Mon): Deadline for the applications/registrations

April 22nd (Sun) to 25th (Wed): Confirmation of the Results of the Applications

- You can confirm the results of the applications.
- The amount of the expenses to pay will also be announced.



- April 23rd (Mon) to May 1st (Tue): Bank Transfer Period

May 8th (Tue)/9th (Wed): the 3rd Information Session

- Explanation about the days of May Festival
- This schedule is subject to change.



- Afternoon of May 18th (Fri): Preparation day for the Festival

May 19th (Sat)

May 20th (Sun)

The 91st **May Festival**



Early June: the 4th Information Session

- We will refund Deposit.

2-1. The Definition of "Attraction" and "Attraction Manager"

- We call every stall/exhibition/stage performance "attraction".
- One attraction needs two managers.
- Attractions and managers must satisfy the requirements described below.

Participation Requirements

All attractions must:

1. have TWO managers who fulfill "Manager Requirements".
2. be an independent activity of students of the University of Tokyo.
3. be non-profit.
4. not propagandize politics, political groups, religion, nor religious groups.
5. not invite people to political or religious groups.
6. not run with the purpose of advertising companies or other external groups and individuals.
7. not do any activities imposing trouble on others and other groups.
8. pay all necessary fees including "participation fee".
9. dispatch "Temporary staff(s)".
10. follow the instructions given by the Committee when needed for the operation of the May Festival.

Manager Requirements

All attraction managers must:

1. be an undergraduate, graduate, or research student of the University of Tokyo from the point of the registration to the May Festival.
2. grasp the content of your attraction and have the responsibility in conducting your attraction.
3. attend Information Sessions and complete all necessary applications/registrations within the deadline.
4. check and respond Inquiries from the Committee.
5. disseminate information from the Committee to all members of your attraction.
6. always carry your cell phone during the days of the May Festival and receive calls from the

Committee.

7. always be at the place of your attraction on the days of the May Festival.
8. be able to communicate with the Committee smoothly.
9. not be a manager for another attraction.

2-2. Autonomous Regulations

- We will establish "Autonomous Regulations" in order to guarantee the independency of the Festival.

Procedure

1. February 20th (Tue): We will publish the draft Autonomous Regulations through the Web System.
2. February 20th (Tue) to 28th (Wed): Please cast a vote through the Web System.
3. March 3rd (Sat): The result of the vote will be announced.

2-3. Payments to the Committee

- All attractions must make the following payments.
 - The detail explanation will be given at the next Information Session.

Participation Fee

- All attractions which sell something must pay 10,000 yen.
- If you sell nothing, then the amount will be 5,000 yen.

Deposit

- All attractions must deposit 10,000 yen.

2-4. Punishments

- A conduct which is against rules will be punished by the Committee on the days of or after the May festival.

Procedure of the Participation

3-1. Committee Web System

- URL: <https://gogatsusai.jp/91/system/>
- You can send application/registration forms and contact with us through this Web System.
Before you use this Web System, you are required to agree "Web System Regulations" and "Privay Policy".
- The session will time out after a while, so please be careful especially when you try to send a long passage.

Applications/Registrations

- You can send all applications/registrations ONLY through the Web System.
- You can freely change the contents of applications/registrations before the deadline.
- If you want to change the contents of applications/registrations after the deadline, please let us know through "Inquiry" as soon as possible.
- **Please be careful not to miss the deadline.**

Inquiry

- Please use "Inquiry" to contact with us.
- Click " 問い合わせ " at the top page of the Web System and you can see the Inquiry history.

Documents

- You can download some documents (e.g. "Almighty") on the Web System.

Browser

- This Web System is designed for browsers listed below.
 - Google Chrome
 - Mozilla Firefox
 - Safari
- It is not recommended to view the Web System by smartphone.

3-2. Procedure

Main Manager

Sub Manager

User Registration (→ p.9)

Attraction Registration (→ pp.9-10)

Invitation of Another Manager (→ p.10)

- You cannot move on to the next step before completing this.

Acceptance of the Invitation (→ p.10)

Time and Place Request (→ p.11) Deadline is **February 18th (Sun) 9 p.m.**

- You must also complete "Time and Place Request" to finish all necessary registrations for participation.

Registrations (→ pp.12-13) • Polls (→ p.11)

- Pamphlet Text Registration (→ p.12) Deadline is **March 4th (Sun) 9 p.m.**
- Waiting Room Request (→ p.12) Deadline is **March 16th (Fri) 9 p.m.**
- Application for "Strongly Highlighted Attractions" (→ p.13) Deadline is **February 18th (Sun) 9 p.m.**
- Voting Period (→ p.11) : **From February 20th (Tue) to 28th (Wed) 9 p.m.**

March 3rd (Sat): Announcement of the tentative assignment of the place

- We will publish the tentative assignment of the place.

March 13th (Tue): the 2nd Information Session

- Be sure to attend this Information Session.

3-3. ECCS Cloud Mail Account

This is only for those who haven't got the ECCS Cloud Mail account.

- Refer to the URL below and create an account.

URL: <https://utacm.adm.u-tokyo.ac.jp/>

NOTICE: You cannot move on to "User Registration" without ECCS Cloud Mail account.

If You can't create an account, please contact us.

3-4. User Registration (ユーザー登録)

1. Fill out necessary information

- Access the Web System.
- Click "新規登録" and fill out necessary information.
- By completing "User Registration," you are agreeing "Web System Regulations" and "Privacy Policy".

2. Set the password

- After a while, an e-mail will be sent **to your ECCS Cloud Mail account**.
- Click the URL in the e-mail and set the password.
- The confirmation e-mail will be sent.
 - The URL is available only for 6 hours.

3. Log in

- Access the Web System and log in with UTokyo username and the password.

Notes

- Both of two managers must complete this registration.
- In the event of any change, please update the information promptly.

3-5. Attraction Registration (企画登録)

Deadline February 18th (Sun) 9 p.m.

What to Register?

- Step1: Kind of your attraction ("outdoor attraction" (屋外企画) or "indoor attraction" (屋内企画) or "stage performance" (ステージ企画))
- Step2: Name of your attraction (Please fill in the first and third blank in English and the second blank in Japanese (Hiragana).)
- Step3: Name and Description of your organization
 - Q1: Name (Fill in the first and third blank in English and the second blank in Japanese (Hiragana).)

- Q2-1: Principal place of your usual activity
- Q2-1: Description of your organization
- Step4: Description of your attraction
 - Q1: Brief description
 - Q2: Number of participants in your attraction
 - Q3: Percentage of students of the University of Tokyo in all participants
 - Q4: Ratio of males to females in all participants (males : females)
- Step5: Contact with the Committee
 - Q1: Office you would like to accept documents/goods etc at (Until the end of March/From the beginning of April)
 - Q2: If it is convenient for you to communicate with the Committee IN ENGLISH, tick the checkbox.
- Step6: Pictures
 - Q1: If you allow our use of pictures of your attraction ("Allow" (許可する) / "Conditionally Allow" (条件付きで許可する) / "Not Allow" (許可しない))
 - Q2: Condition(s) for allowance
- Step7: Questionnaire on Autonomous Regulations
 - Opinion about the Regulations (Not mandatory)

Notes

- A manager who completes "Attraction Registration" will be a main manager.
- You must also complete "Time and Place Request" to finish all necessary registrations for participation.

3-6. Invitation of Another Manager (副責任者招待)

- **You cannot move on to "Time and Place Request" before completing this.**
- Another manager also must complete "User Registration" before invitation.

Procedure

1. Invitation (Main manager)

- Click "副責任者招待" on the top page.
- Fill out necessary information (UTokyo Account username and name of another manager in Hiragana).

2. Accept the invitation (Sub manager)

- An e-mail will be sent to the invited people after the invitation.
- Access the Web System and click "★企画の副責任者に招待されています".
- Click "招待を受ける."

If you can't complete the invitation ...

- Please confirm the followings.
 - Has another manager completed "User Registration"?
 - Is the name of another manager entered in Hiragana?

3-7. Time and Place Request (場所・時間希望登録 (屋外))

Deadline February 18th (Sun) 9 p.m.

What to register?

- Step1: Your first/second/third choice of the outdoor block (Refer to "Almighty vol.1 (Japanese ver.)" pp.24-25).
- Step2: Contents of your attraction
 - Q1-1: If you will offer food (Yes (取り扱う) or No (取り扱わない))
 - Q1-2: The type of food
 - Q1-3: If you will offer any alcoholic drink
 - Q2-1: How to procure a tent (Rent through the Committee/Use your own tent/Don't use a tent)
 - Q2-2: (If you will use your own one) Size of your tent (Width×Depth)
 - Q3: Any sound like a music from a speaker (Yes (出す) or No (出さない))
 - Any exhibition outside a tent (Yes (行う) or No (行わない))
 - Q3-1: Detail Description
- Step3: Note

Notes

- If you don't make the deadline, **you will be disadvantaged on the assignment of the place.**

3-8. Polls (投票)

Deadline February 28th (Wed) 9 p.m.

Autonomous Regulations (Draft)

- Please cast a vote on "Autonomous Regulations (Draft)," which will be published on February 20th (Tue).
- Choices are "For" (賛成) /"Against" (反対) /"Blank Vote" (白票) .

Approval of the Settlement of the Account

- Please cast a vote on "the settlement of the account of the 90th May Festival Standing Committee" for the approval.
- Choices are "Approval" (承認する) /"Non-Approval" (承認しない) /"Blank Vote" (白票) .

Amendment of Regulations of the May Festival Standing Committee

- Please cast a vote for the amendment of "Regulations of the May Festival Standing Committee."

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Other Registrations

4-1. Pamphlet Text Registration (パンフレット 原稿登録)

This registration is only for attractions that do not sell food outside.

4-2. Waiting Room Request (控室希望登録)

If you need a waiting room, please follow the instruction in the registration page and fill out the necessary information.

4-3. Application for "Strongly Highlighted Attractions" (優先広報企画応募)

Deadline February 18th (Sun) 9 p.m.

What are "Strongly Highlighted Attractions"?

- "Strongly Highlighted Attractions" are attractions which the Committee will publicize aggressively.
- We have these kinds of "Strongly Highlighted Attractions".

Featured Attractions

- People of a wide age range can enjoy.
- The contents are unique.

Must-See Attractions

will be publicized especially aggressively.

Appealing Attractions

will be preferentially publicized on the official pamphlet, official website and SNS etc.

Academic Attractions

will be publicized on the official pamphlet and official website, and also appeared in "Academic Guidebook".

Notice

- The application form for "Strongly Highlighted Attractions" must be filled out **in Japanese**.
- If you want to apply and need our help, please contact us first.

Procedure

Application (Deadline is February 18th (Sun) 9 p.m.)

Please apply through the Web System.

Featured Attractions



Primary Screening (End of February)

We will do the screening based on the contents of the application form. The result will be announced through "Inquiry"



Second Screening (From March 1st (Thu) to 8th (Thu))

We will have an Interview for about 20 minutes.



Announcement of the result

A meeting for writing articles will be held in the end of March.

Academic Attractions



Screening (End of February)

We will do the screening based on the contents of the application form.



Contact

5-1. How to Contact the Committee

Inquiry

- In principal, please use "Inquiry" to contact with us.

Inquiry History · Attached File

- Click " 問い合わせ " at the top page of the Web System and you can see the inquiry history.

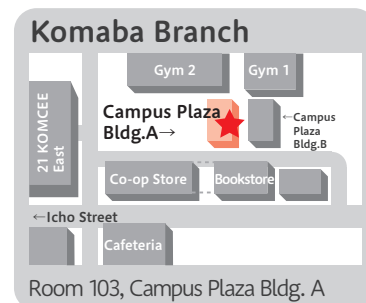
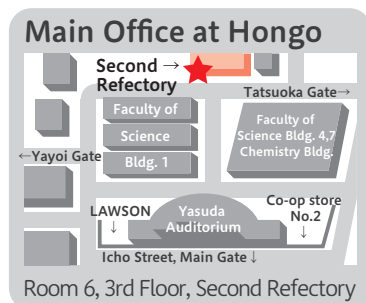
E-mail

- If you have any trouble with "Inquiry," you can send an e-mail to the following e-mail address.

E-mail address: contact@gogatsusai.jp

Committee Office

- When you would like to hand in documents or receive goods, please come to our committee office.
- Be sure to make an appointment through "Inquiry" before coming.



Schedule

February 18th (Sun) 9 p.m.

Deadline for

- **User Registration**
- **Attraction Registration**
- **Invitation of Another Manager**
- **Time and Place Request**
- **Application for "Strongly Highlighted Attractions"**

February 20th (Tue) ~ 28th (Wed) 9 p.m.

- **Voting Period**

March 4th (Sun) 9 p.m.

Deadline for

- **Pamphlet Text Registration**

March 13th (Tue)

- **the 2nd Information Session (@Komaba Campus)**

March 16th (Fri) 9 p.m.

Deadline for

- **Waiting Room Request**

the 91st May Festival Standing Committee

E-mail: contact@gogatsusai.jp

URL: <https://gogatsusai.jp/committee/>

Main Office at Hongo Campus

Room6, 3rd Floor, Second Refectory, 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654

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