

Almighty vol. 3(English)

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

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Schedule

Sept.

10th (Fri.) / 11th (Sat.)

The 3rd Information Session

- About the flow of the days of the May Festival

17th (Fri.)

Notification of the mobile phone number of the Committee member in charge (to be confirmed)

- We will provide each project with the phone number of the Committee member in charge.

18th (Sat.)

Preparation day for the May Festival.

18th (Sat.) to 20th (Mon.)

The 94th May Festival

After the May Festival - 26th (Sun.) 9 p.m.

Period for submission of receipts and income statements for cash assistance

- This is the period during which projects applying for cash assistance must submit receipts and income and expenditure reports.

Oct.

The 4th Information Session → Canceled (Only Handouts)**Refund of Project Guarantee Deposit and Cash Assistance Fee**

- If the project is carried out without any problems, we will refund the project guarantee deposit or provide cash assistance to the applicant's account.

2

Precautions

How to Contact the Committee

From September 18th (Sat.) to 20th (Mon.)

In Case of Emergency

Committee Headquarters (03-5841-7977)

For All Other Questions

- Mobile phone number of the Committee member in charge
 - » We will announce the phone number on 17th (Fri.) through the "Inquiry".
 - » You can visit us in person at the Committee headquarters or you can contact us through the "Inquiry".
 - » You can contact us 18th (Sat.) 12:30 p.m. - 7 p.m., 19th (Sun.) / 20th (Mon.) 7:30 a.m. - 7 p.m.
- If you want to contact us during outside hours, please contact us through the "Inquiry".

Other Periods

- Please use the "Inquiry".

The Role and Duty of Project Managers

- The main manager and sub manager are required to share the information of the project with each other and be able to answer the question about the project.
- (On the preparation day, during project execution and cleaning,) to be able to respond to emergency contacts from the Committee, **at least one manager should stay at or around the project place.**
- Managers must always carry your cell phone during the days of the May Festival and receive calls or emails from the Committee.
- Managers must follow the rules of the May Festival such as Autonomous Regulations (→ [p. 15](#)).
 - » If you fail to follow the rules, you may be subject to measures and punishments.
- Managers must inform the contacts from the Committee to all project participants.
- Managers must make participants completely follow the measures against the COVID-19 and take responsibility for them. Refer to "Measures against COVID-19" (→ [p. 6](#)) for detailed information on the measures.

Project Execution/Publication Hours

Project Publication Hours

- **You can release your project from 9 a.m. to 6 p.m. of each day of the May Festival.**
- You can keep displaying the links to the sale of goods or exhibitions out of the project publication hours.
 - » These are projects releasing exhibitions, such as websites, other than live streamings or participatory projects.
- The links to the sale of goods or exhibitions will be displayed on the Official Website by September 21th (Tue.).
 - » If you do not want to display the link out of the days of the May Festival, please let us know through the "Inquiry."

Opening Hours of the Campus

- You are allowed to stay the campus for the preparations from 12 p.m. to 7 p.m. on the Preparation day.
- You are allowed to stay the campus from 7:30 a.m. to 7 p.m. on each day of the May Festival.
- For detailed information about the using hours of facilities, please refer to https://gogatsusai.jp/94/system/static/files/session3/MF94_Facility.pdf.
- If you are going to stream from off-campus, you are not allowed to enter the campus for the sake of preparations or project execution during the days of the May Festival.

On Entering the Campus

- In order to prevent the spread of COVID-19 during the May Festival, we will set up a system to check the eligibility of visitors and limit the number of visitors.
- **Please make sure to inform all members of the planning team of these conditions.**

Conditions for Entry

- Must be a member of the project in the "Registration of participants" list, an invitee, or a specially authorized contractor who has applied in advance using the "Application for Entry" form.
- Agree to submit a "Qualitative Antigen Test Kit (negative result)", and the "The 94th May Festival Entry Form" or "第94回五月祭入構パス (May Festival Entry Pass)" (see below) for each day of entry.
- No signs of fever or illness when going through the entry procedures.
- **However, we will not permit the entry of those who fit into one of the categories below, even if they meet the above conditions.**
 - » The applicant or a person living with him/her has been in an "Area for strengthening quarantine (検疫強化対象地域)" or an "Area subject to entry restrictions based on the Immigration Control Act (入管法に基づく入国制限対象地域)" within 14 days.
 - » The applicant or the person living with him/her has developed a fever or other cold symptoms within 8 days.
 - » The applicant or the person living with him/her has presented a fever or other cold symptoms within 4 days.
 - » Patients with an underlying medical condition such as diabetes, heart failure, respiratory disease (COPD, etc.), those undergoing dialysis, or those using immunosuppressive drugs or anticancer drugs, etc.

- » Those who are 65 years old or older.
- » Those who are pregnant.

Before Entering the Campus

- Please familiarize yourself with and carefully read the "Guidelines for Measures Against COVID-19" (distributed at the 2nd Information Session) and the countermeasures for infectious diseases agreed upon by each project.
- Please check your health on the day you enter the campus, **bring your student ID card, and wear a mask.**
- On the morning of your visit, **carry out the qualitative antigen test at home.** You can enter the campus only when the result is negative.
- On the day you enter the campus, please click on this link (<https://www.u-tokyo.ac.jp/covid-19/ja/safety/healthcheck.html>) and submit the **Health Management Report Form** to receive permission from the university.
- Please check the "Campus Map" (→ [p. 16](#)) for the entry route.

Using your Smartphone

- It is recommended to install COCOA, a contact verification application from the Ministry of Health, Labor and Welfare.
- Installation of the University of Tokyo's contact verification application MOCHA (<https://mocha.t.u-tokyo.ac.jp>) is recommended. You can check your own activity record in a way that cannot be confirmed by anyone other than yourself, and see the crowded status of each classroom on the university campus in real time.
- On the day you enter the campus, **please submit the "94th May Festival Entry Form"** with your smartphone. The link to the "May Festival Entry Form" will be sent to you via "Inquiry" on Wednesday, May 12 (tentative). The link to the "May Festival Entry Form" will be provided in the "Inquiry" section on September 16th (Thu.).
 - » You will be able to check the entry route on the map attached to the email.

If you do not have a Smartphone

- If you do not have a smartphone, please print out the "94th May Festival Entry Pass" available at this link (https://gogatsusai.jp/94/system/static/files/session3/MF94_entry_pass.pdf), fill out the necessary information, and bring it with you.

Entering the Campus for the First Time of the Day

- If you are planning a project on the Hongo Campus, please enter the campus through **Tatsuoka Gate or Yayoi Gate.**
- At the gate (or the bus stops on Todai campus), ask for a committee member wearing a **green happi coat (法被)** and **present the email or "May Festival Entry Pass" that was sent to you after you submitted the "May Festival Entry Form"**. After that, please present the reply screen of the Health Care Report Form to the guard to obtain permission from the university to enter the campus.
- Follow the guidance of the Committee members to the temperature check station. At the temperature check point, your temperature and the result of the qualitative antigen kit will be checked, disinfected, and your eligibility will be confirmed. Then, you will be issued a wristband.
- If you enter by bicycle, please follow the instructions of the committee members to park your bicycle in the designated location and then proceed to the temperature check station.
- Please do not enter through the Ikenohata Gate or the Tetsu-mon Gate, which are the

entrances to the University of Tokyo Hospital. If you have no choice but to enter through these gates, please ask a committee member wearing a green happi coat to help you.

Wristbands

- A wristband will be issued to you to show that you have completed the entry procedure. **The issued wristband must be worn on either the left or right wrist at all times during your stay on campus.** (Broken wristbands are also invalid.) Any member of the project who is not wearing a wristband and is staying in the project site or waiting room will be directed to the temperature check station regardless of whether the project is in progress or not.
- If it is difficult for you to wear a wristband, please contact us in advance.

Leaving Temporarily and Re-entering the Campus

- It is possible to leave the campus temporarily for shopping or other purposes.
- When you re-enter the campus, you can use the **Main Gate, the Ito Gate, and Agri. Main Gate**, in addition to the Tatsuoka Gate and Yayoi Gate.
- When you re-enter the campus, please show your wristband to the Committee member at the gate. After that, please present the reply screen of the Health Care Report Form to the guard to obtain permission to enter the campus.

Special Entry

- In principle, invited participants must complete the same entry procedures as project members. If you wish to make a special entry, please contact us in advance.

Opening Hours

Date	First Entry	Re-entry	Project Execution Hours	Opening Hours
18th (Sat.)	12 p.m. - 6 p.m. (*1)	12 p.m. - 7 p.m.	-	12 p.m. - 7 p.m.
19th (Sun.)	7:30 a.m. - 6 p.m.	7:30 a.m. - 7 p.m.	9 a.m. - 18 p.m.	9 a.m. - 7 p.m.
20th (Mon./ Holyday)	7:30 a.m. - 6p.m.	7:30 a.m. - 7 p.m.	9 a.m. - 18 p.m.	9 a.m. - 7 p.m.

- *1 If you have entered the campus before 12 p.m., you do not need to go to the gate for the first time, but **you do need to go through the admission procedure at the temperature check station.**
- *2 Projects that have been assigned time can stay after 7 p.m.

Measures Against COVID-19

- Please make sure to take measures against COVID-19 when preparing and carrying out your project for the May Festival.
- If you fail to follow the rules, your project may be punished (→ [p. 15](#)).
- Please read the precautions below carefully before preparing and carrying out your project.

- For more detailed information, please refer to the "Guidelines of the Measures Against COVID-19" distributed at the 2nd Information Session.

Preparation for the May Festival

- Please **keep a distance of at least 2 meters** between each other and refrain from unnecessary conversations.
- Please **wear a mask** and be careful when coughing.
- Open windows and doorways in the project place **for ventilation**. If there are no windows, please use mechanical ventilation. Also, make sure to open all windows and room doors for 10 minutes at least twice per hour.
- **The number of participants in the project should be kept to a minimum.** Preparation and practice which can be done alone should be carried out at each project member's home.
- Please wash your hands and disinfect them with alcohol before entering the project site or waiting room.
- Please avoid physical contact when warming up or doing other physical activities.
- Please do not hand out printed materials.
- **Please avoid eating on the campus and eating meals together.**
- Please follow the rules of the facilities you use.
- **If you are going to enter the campus on the days of the May Festival, please measure the body temperature from 1 week before the Festival.**
- If there is any change in your physical condition, please do not participate in the preparations and stay at home.

Carrying Out Your Project on the Days of the May Festival

- As a general rule, please **keep a distance of at least 2 meters** and refrain from unnecessary conversations. If you cannot keep a distance of at least 2 meters, please try to minimize the time you are crowded together.
- As a general rule, please **wear a mask**. If you cannot wear a mask, you may be allowed to use a partition as a substitute after consultation with the university.
- Please open the windows and entrances to the project place and **ventilate the area**. If there are no windows, please provide adequate mechanical ventilation. In addition, open all windows and doors of the room for 10 minutes at least twice per hour.
- **The number of participants in the project should be kept to a minimum.**
- Please disinfect the project site frequently by wiping with liquid alcohol on a tissue or cloth. In particular, please disinfect the handrails, desks, chair backs, light switches, doorknobs, microphones, and other areas that are likely to be touched frequently, around the time when the number of people staying in the project place changes.

On the Days of the May Festival

- Please **keep a distance of at least 2 meters** between you and others, and try to refrain from talking.
- Please **wear a mask** and be careful when coughing.
- Open windows and doorways in the planning area **for ventilation**. If there are no windows, please use mechanical ventilation. Also, make sure to open all windows and room doors for 10 minutes at least twice per hour.
- Please do not hand out printed materials.
- **Please take home any high-risk items such as masks, sweat wipes, etc. that are**

generated during the project.

- Please disinfect the planning area after use by wiping it lightly with liquid alcohol on a tissue or cloth. In particular, **please disinfect desks, chairs, microphones, and other areas that are likely to be touched frequently.**

Qualitative Antigen Test

- On the basis of the "Registration of participants (企画参加者登録)", the Committee will send by post a kit for the qualitative antigen test to all those who are eligible for the test.
- Please make sure that all members of the project and external entities or persons have received their qualitative antigen test kits by Friday 17 September.

What to do on the preparation day and days of the May Festival

- On the morning of your visit, carry out the qualitative antigen test at home by following the instructions enclosed in your test kit.

If You Get a Positive Result

- People with positive results will not be allowed to participate in projects with more than two people.
- It will no longer be possible to run a project with more than two people during the May Festival if there are new positives the day after two or more people have gathered.

Precautions when Carrying Out Online Projects

Copyright

- Please comply with the Copyright Act and other laws and regulations as well as the Copyright Guidelines.
 - » The copyright guidelines can be found in the 『オンライン配信の手引き』 (pp. 7-8). This is only provided in Japanese, so if you need any help, feel free to contact us through the "Inquiry".

Projects Streaming from Off-Campus

- Even if your project is streaming off-campus, you are not allowed to let visitors enter the project place.

Precautions when Carrying Out Online Projects

- Please refer to "施設の利用にあたって (On Use of the Facilities)"(https://gogatsusai.jp/94/system/static/files/session3/MF94_Facility.pdf) and **check the precautions of the facilities you use.** This is provided only in Japanese.
- If you need help in English please let us know through the "Inquiry."

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Preparation for the May Festival

Confirmation of the User Information

- **Please check your registered contacts in the Web System once again.**
- Please confirm and change the registered contacts from “Change user information” in the menu of the Web System.
- The Committee will use registered contacts when contacting you on the very days of the May Festival.
- The Committee is not responsible for any disadvantage due to failure to register the correct contacts.

Confirmation of Registration Details and Application Results

- **Please confirm the allowed results of application and registration once again.**
- Please confirm your registration and application details from "Confirmation of the Results of the Applications" on the Web System.
- If there are any errors or changes, please contact us promptly through the “Inquiry” on the Web System. However, changes may not be accepted depending on the content.
- **You cannot conduct actions not applied for on the very days of the May Festival.** Conducting such actions may be subject to measures and punishments (→ [p. 15](#)).

Preparation of Necessary Documents

- In case of emergency, please download the following documents from the Web System in advance and share with your project members.
- For documents not specifically mentioned, **please download as PDF format.**
- These documents can be referenced from the top page of the Web System.

Required Documents for All Projects

- Almighty vol. 3
- Certification of Project Registration

Checking the May Festival Official Website

- Please make sure that the written information is correct.
- The contents of the forms can be changed freely.

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On the Very Days of the May Festival

Checklist of items to bring

On the Preparation Day

- "Almighty vol. 3"
 - » Please download it and make it available for viewing at any time.
- 物品受取カード (Card for Receiving Items)
 - » This is necessary for receiving rental items and hygiene items.
 - » Screenshots of the card are also valid.
- Equipment necessary for carrying out projects
 - » Please refer to “オンライン配信の手引き (Guidelines for Online Streaming)”.
- Qualitative Antigen Test Kit (negative result)

On the Days of May Festival

- "Almighty vol. 3"
 - » Please download it and make it available for viewing at any time.
- 物品受取カード (Card for Receiving Items)
 - » This is necessary for receiving rental items and hygiene items.
 - » Screenshots of the card are also valid.
- Equipment necessary for carrying out projects
 - » Please refer to “オンライン配信の手引き (Guidelines for Online Streaming)”.
- Cleaning Equipment (Brooms, dustpans, etc.)
 - » Please refer to "Cleaning Check"(→ [p. 12](#)) for details
- Qualitative Antigen Test Kit (negative result)

Project Members without smartphones

- May Festival Entry Pass
 - » Please print this on paper, fill out the required information and bring it with you.
 - » For those with smartphones, please submit “第94回五月祭入構フォーム (May Festival Entry Form)” on your device.
 - » Please refer to "On Entering the Campus" (→ [p. 4](#)) for details.

Time Schedule

September 18th(Sat.)

Opening Hours of the Campus

12 p.m. - 7 p.m.

- Entering the Campus for the First Time of the Day: 12 p.m. - 6 p.m.
- Re-entering the Campus: 12 p.m. - 7 p.m.

Goods Rental

- Key/Equipment Rental (at Reception A): 1 p.m. - 7 p.m.
- Hygiene Goods/Cleaning Equipment Rental (at Reception B): 1 p.m. - 7 p.m.

September 19th(Sun.)

Opening Hours of the Campus: 7:30 a.m. - 7 p.m.

- Project Publication Hours: 9 a.m. - 6 p.m.
- Entering the Campus for the First Time of the Day: 7:30 a.m. - 6 p.m.
- Re-entering the Campus: 7:30 a.m. - 7 p.m.

Goods Rental

- Key/Equipment Rental (at Reception A): 8 a.m. - 7 p.m.
- Hygiene Goods/Cleaning Equipment Rental (at Reception B): 7:30 a.m. - 7 p.m.

September 20th(Mon./ holiday)

Opening Hours of the Campus: 7:30 a.m. - 7 p.m.

- Project Publication Hours: 9 a.m. - 6 p.m.
- Entering the Campus for the First Time of the Day: 7:30 a.m. - 6 p.m.
- Re-entering the Campus: 7:30 a.m. - 7 p.m.

Goods Rental

- Key/Equipment Rental (at Reception A): 8 a.m. - 7 p.m.
- Hygiene Goods/Cleaning Equipment Rental (at Reception B): 7:30 a.m. - 7 p.m.

Our Operating System of the May Festival

Committee Headquarters (Reception A)

Opening Hours: September 18th (Sat.) 1 p.m. - 7 p.m.

September 19th (Sun.)/September 20th (Mon., holiday) 8 a.m. - 7 p.m.

Venue: Prefab next to the Faculty of Literature Bldg. 3

- We rent the keys of the rooms and equipment.
 - » When you rent the key of the room you use, **a project manager must come with their student ID card.**
 - » To rent equipment, you have to bring “物品受取カード (Card for Receiving Items)”.
- In principle, **call the Committee Headquarters** when you contact us. You can also come to Reception A.
 - » In terms of indoor projects, please call the Committee member in charge.

Reception B

Opening Hours: September 18th (Sat.) 12:30 a.m. - 8 p.m.

September 19th (Sun.)/September 20th (Mon./holiday) 7:30 a.m. - 7 p.m.

Venue: Next to the Committee Headquarters

- We rent/distribute sanitary goods and cleaning equipment.
 - » Antiseptic solution for hand disinfection
 - » Wet wipes for goods disinfection
 - » Masks
 - » Removable tape

Confirmation of Qualifications for Entry

Opening Hours: September 18th (Sat.) 12:30 p.m. - 7 p.m.

September 19th (Sun.)/September 20th (Mon./holiday) 7:30 a.m. - 7 p.m.

Venue: Tatsuoka Gate/Yayoi Gate

→ Temperature Check Station at the Student Support Center

- Please refer to “On Entering the Campus” (→ [p. 4](#)) for details.

Cleaning Check

- All of the facilities and outdoor grounds that we use for the May Festival are on loan from the University of Tokyo and must be returned to us in the same condition as they were before the May Festival. After using the facilities, please clean the classrooms you have used and get a cleaning check from the Committee.
- A” 清掃チェックシート (Cleaning Check Sheet)” will be handed out on the day of the May Festival, detailing the classrooms to be cleaned and the cleaning standards. **Please make sure you have received this** as you will need it for the cleaning check.
 - » Please note that the cleaning checklist is written in Japanese.
- It is recommended that you provide your own cleaning equipment.
 - » Brooms and dustpans can be borrowed from Reception B, but due to the limited number of brooms and dustpans available, it may take some time to borrow them.

Items

You will need to bring the following items with you when cleaning.

- "Cleaning Check Sheet" (distributed on the day of the May Festival)
- Brooms, dustpans, dustpans and other cleaning tools
- Garbage bags
- Sheets containing liquid alcohol etc.

You will be asked to disinfect the classrooms used during the cleaning check.

Cleaning Check Procedure

- Confirm the allocated cleaning area with the "Cleaning Check Sheet".
- Clean the entire cleaning area using the "Indoor Cleaning Standards" below as a guide.
- When you have completed the cleaning of the area, you will receive a cleaning check from the Committee.
- Check that the cleaned area has been returned to the same condition as before the May Festival. Please check carefully that you have met the indoor cleaning standards prior to the check by the Committee.
- Notify the Committee of the completion of the cleaning by opening the link provided in the Cleaning Check Sheet on your smartphone.
- If the cleaning is satisfactory, you will be asked to disinfect the cleaned area in the presence of the Committee members. If the area has not been cleaned sufficiently, please re-clean the classroom and have it checked again.
 - » Disinfection should be carried out in accordance with the disinfection checklist given in "Measures Against COVID-19" (→ [p. 6](#)).
- Once the cleaning check and disinfection is complete, the Committee members will sign the Cleaning Check Sheet and the meeting will be dismissed.
- The cleaning check sheet signed by the committee member is to be kept as proof of the cleaning check after the May Festival until the refund of the project guarantee deposit.

Indoor Cleaning Standards

- Rental items have been returned and no personal belongings have been left behind.
- No rubbish left in desks or classrooms.
 - » If there are unreturned rental items, forgotten items or rubbish in the cleaning area that is not ready to be taken away, the committee will not be able to carry out a cleaning check.
- No tape left to be removed in the classroom.
 - » Removable tape is difficult to see, so please check it carefully.
- Blackboards have been erased.
- The windows have been locked.
- The number and arrangement of equipment should be the same as when the project was carried out.

5

Procedures After the May Festival

Refund of the Project Guarantee Deposit

- We will return the **Project Guarantee Deposit** by bank transfer this year.
- We will refund the deposit in June based on the account information on [13] Account Information for Refund Registration around the end of October.
- We will refund the full price of the deposit if there are no trouble with the project execution.

6

Documents

Autonomous Regulations for the 94th May Festival

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

Measures and Punishments

Conduct that is against the Autonomous Regulations will be punished by the Committee during or after the May Festival. Details will be explained at the 3rd Information Session.

Measures (during the May Festival)




- Confiscation of the goods that are the subject of the offense
- Suspension of the conducts that are the subject of the offense
- Suspension of the project
- Cancellation of the project

Punishments (after the May Festival)

- Publication of the violation
- Serious warning
- Written statement of regret
- Designation of projects to watch out for in the next year's May Festival
- No refund of the deposit
- Low prioritization in the allocation of place and time in the next year's May Festival
- No permission for the entry to the next year's May Festival

Campus Map

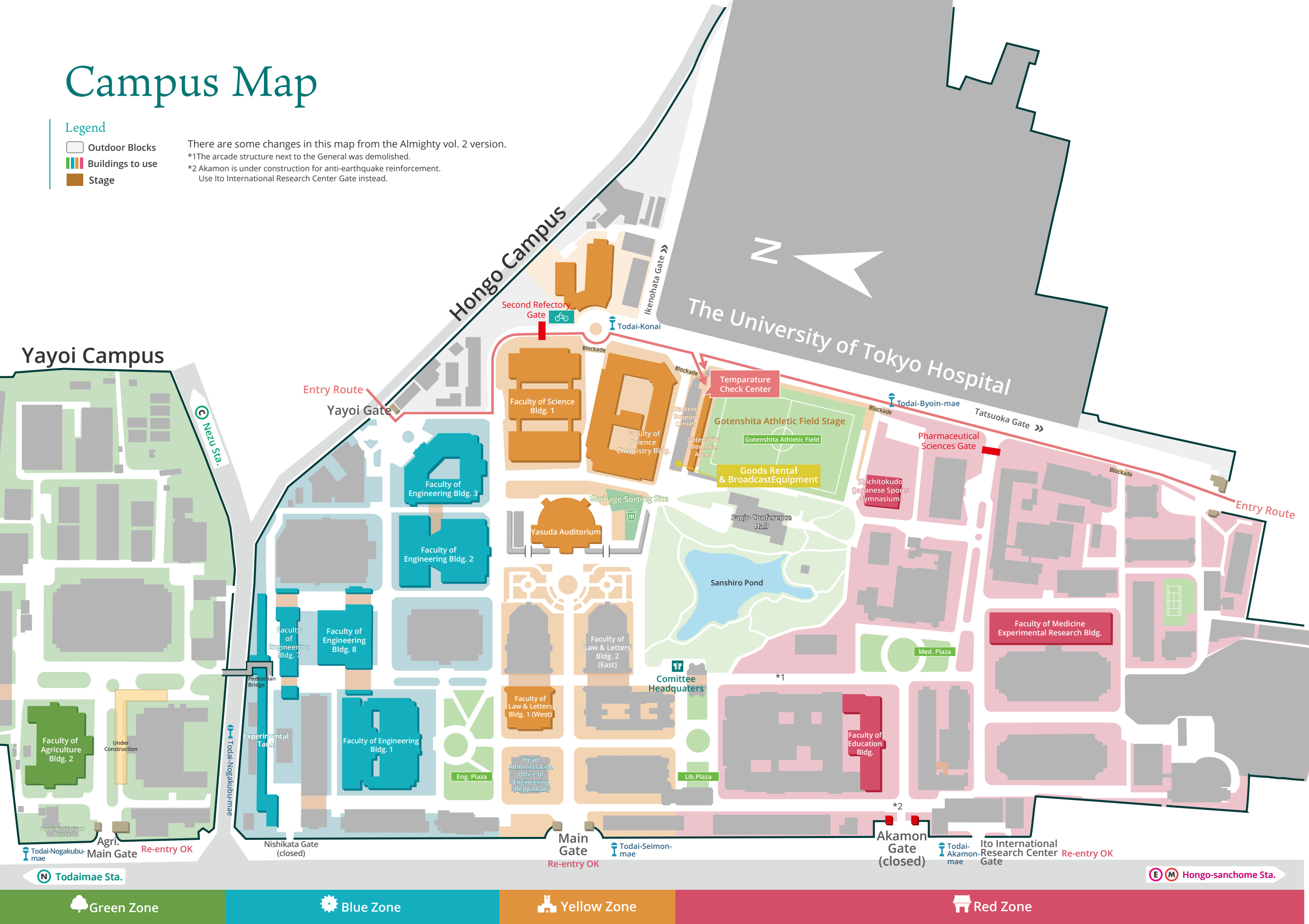
Legend

-  Outdoor Blocks
-  Buildings to use
-  Stage

There are some changes in this map from the Almighty vol. 2 version.

*1 The arcade structure next to the General was demolished.

*2 Akamon is under construction for anti-earthquake reinforcement.
Use Ito International Research Center Gate instead.



Yayoi Campus

Hongo Campus

The University of Tokyo Hospital

Todaimae Sta.

Green Zone

Nishikata Gate (closed)

Blue Zone

Main Gate Re-entry OK

Yellow Zone

Akamon Gate (closed)

Red Zone

Hongo-sanchoe Sta.

Ito International Research Center Gate Re-entry OK

Almighty vol. 3 (English ver.)

The 94th May Festival Standing Committee

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