

49th School Festival of University of Tsukuba

Application guideline for ordinary projects

Application Starting : Monday, April 23rd 18:30

Application Deadline : Friday, May 12th 23:59

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1. Invitation to Sohosai

Message from the Leader of the Festival Committee

Thank you very much for considering participating in the school festival. The festival is made possible by the organizers and visitors alike. We hope that you will enjoy the festival from both perspectives.

The school festival was also affected by the COVID-19 pandemic, but with the help of the organizers, we were able to hold an in-person event for the first time in three years last year. With the decision to move the handling of COVID-19 to Level 5, we are beginning to move towards a with-COVID and post-COVID society. In response to these changes, this year's school festival "Sohosai" aims to be held completely in-person. The essence of the festival is the energy created by unique ideas and plans. This energy is created not only by the Executive Committee of the School Festival but also by the organizers. We are committed to supporting you with all our heart.

Finally, although we aim for a completely in-person event, all restrictions related to COVID-19 may not be lifted. We sincerely hope that we can create a new era of school festivals beyond the pandemic with all of you.

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The Leader of the Festival Committee

Kyoma Suzuki

The purpose of the school festival

The Executive Committee of the School Festival(the Festival Committee) will list the following items as the "Purpose of Sohosai" and work to make the festival even better.

The school festival is intended to be a place for sharing the diverse values of our university, which is celebrating its 50th anniversary, while also incorporating elements that are appropriate for the times, while preserving tradition.

The theme of Sohosai

In order to realize a university-wide school festival, we invite all undergraduate and graduate students of the University to apply and vote for a theme.

By submitting an entry, you are deemed to have agreed to the contents of the application guidelines below. Please note that if the festival cannot be held as usual due to the spread of the new coronavirus or other reasons, the call for themes may be cancelled. We ask for your understanding in advance.

Submission Period

【Invitation Period】 Wednesday, March 1st-Sunday April 30th

Terms and Conditions of Application

Please read each of the following items before submitting a theme.

Application Requirements

All undergraduate and graduate students of the University are welcome to apply.

How to apply

Please access the theme application form from the URL or QR code posted on the official SNS (Twitter, Instagram) of the Executive Committee of the school Festival or on the bulletin board on campus, fill out the required information, and submit it.

Theme to be created

The theme should meet each of the following criteria and should be **no more than 30 words**. Please refrain from submitting unpublished works. Entries that are found to be duplicated in other contests will be excluded from the selection process or will not be selected.

- The work must comply with public order, morals, and other laws and regulations.
- The entry must not contain any defamatory or libelous statements.
- The entry must not infringe on the copyrights or other rights of any third party.

Selection process

After the selection by the The Excective Committee of the School Festival, the selected theme proposals will be voted on by the university in early May to select one final theme. If a theme is selected, a meeting will be held with the Excective Committee of the School Festival to confirm how the theme will be used. Details regarding the voting will be announced in early May.

Announcement of results

The results of the theme voting will be announced on the official website, Twitter, and Instagram as soon as they are determined by the the Excective Committee of the School Festival.

Reward

Applicants for the selected theme will receive an honorarium after the school festival.

Handling of submitted theme proposals

Applicants agree to the following regarding the handling of submitted theme proposals.

- Theme proposals that pass the selection process by the the Excecutive Committee of the School Festival will be used in the displays (including posters, signboards, and the official website) for the voting.
- The adopted theme will be used only for the purpose of enhancing the overall atmosphere of the festival.
- The creator of the adopted theme and the Excecutive Committee of the School Festival will conclude a copyright transfer contract agreeing to the following terms and conditions on the condition that the work is adopted as the theme.
 - The creator of the adopted theme shall transfer the copyright (all rights including Article 27 and 28 of the Copyright Act) of the work to the the Excecutive Committee of the School Festival upon its adoption, and the copyright and usage rights of the work shall belong to the the Excecutive Committee of the School festival.
 - The creator of the adopted theme shall not exercise his/her moral rights in the use of said work by the Excecutive Committee of the Scool Festival.
- The copyrights of theme ideas other than the selected works shall belong to the respective creators.
- The Excecutive Committee of the School Festival will not be responsible for any claims of infringement of rights from third parties.
- The work submitted as the theme of the School Festival cannot be submitted to other sites or contests. In case that a work is found to have been submitted twice, it will be invalidated regardless of whether it is in the selection stage or has been adopted as the theme.

Handling of Personal Information

Personal information obtained by the Excecutive Commitee of the School Festival in the course of application will be used only for the purpose of notifying the results of the theme selection process and exchanging information about the theme with the creator of the theme. All personal information will be destroyed after the award is given.

Days of the school festival

The school festival of this year is conducted on the following days.

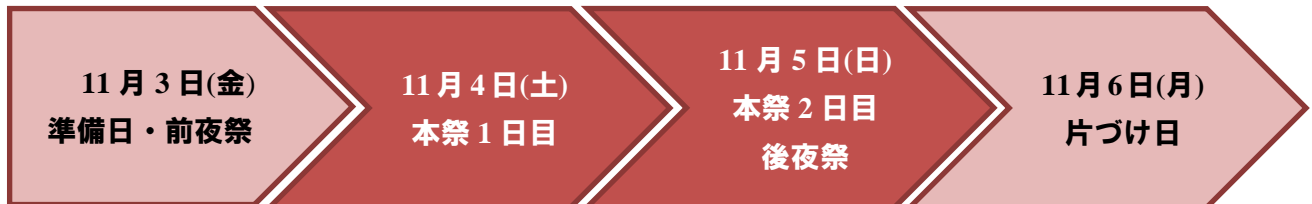
※ There is a likelihood that we may cancel or change them.

準備日・前夜祭：Preparation Day, eve of festival celebration

本祭 1 日目：Day1

本祭 2 日目・後夜祭：Day2・Closing Ceremony

片付け日：Day for tidying up



2.Overview

Elimination of Visitor Limitations

Although the number of visitors to the 2022 School Festival was limited by the use of electronic tickets, this year the festival will be held without such restrictions.

Resumption of outdoor events

No outdoor events were held at the 2022 School Festival. This year, we will be able to hold outdoor events.

Limitation on the number of projects

Due to the limited space available for this year's festival, the number of indoor and outdoor events will be limited on a first-come, first-served basis. For details, please refer to "Limit on the number of projects" (see p.20).

Area for conducted projects

Indoor conducted projects

This year's indoor conducted projects will be held in the following 4 areas.

- Area 1
- Area 2
- Area 3
- Art/PE Area

Outdoor conducted projects

This year's outdoor conducted projects will be held in the following 6 areas.

- Area 1 around the Bldgs.
- Area 1 around Matsumi Ike
- Area2/3 around the school Bldgs
- Area2/3 around Central Library
- University Hall Area (except for around CEGLOC, Academic and Communication Center)
- Art/PE Area

One-day event

This year, only one day of the festival can be held during the main festival period. Please apply through the Sohosai online system (see p.19). For details, please refer to "One-Day Project" (see p.50).

Cooking

Please note that the following changes will be made to the cooking project. For details, please refer to Food Handling (see p.38).

Charcoal Fire Lecture

For outdoor cooking projects, **you are required to attend a charcoal fire lecture if the projects plan to use a charcoal fire.** For details, please refer to Handling of Foods (see p.38).

Change of name

Food Hygiene Seminar

The name of the cooking lecture has been changed to Food Hygiene Seminar starting this year. **All cooking projects must be attended to.** For details, please refer to Food Handling (see p.38).

Cooking Planning Component Certificate

The name of the cooking ID card distributed to those who have tested negative for the bacteria test will be changed to **the Cooking Project Member card** from this year.

Handling of gas

Gas cylinders and stoves will be rented for outdoor cooking projects. **Only gas cylinders and stoves loaned by the Festival Committee can be used for this purpose.** The cost of gas filling, etc. will be the responsibility of the project group. Details will be announced at a later date by the Project Leader Meeting (see p.28).

Use of electrical equipment

Restrictions on Electricity Use

There is a limit to the amount of electricity that can be used on the day of the festival. **the power will be cut off** in that classroom. In some cases, this may cause **a power outage not only in one classroom, but over a wide area**, which could cause **significant damage** to the University's facilities. In order to prevent such a situation, a limit will be set on the amount of electricity used.

Indoor project: 1600W

Outdoor project: 400W

The upper limit will be set at 400W. If an application exceeds the upper limit, we may ask you to change or reduce the amount of equipment.

Response to power outages

Power outages are very dangerous as they can affect not only the project group, but also all equipment at the University. If a power outage occurs due to the use of unapproved equipment or wiring that ignores the instructions of the Festival Committee, we will consider canceling the project.

Submission of proposal form

All ordinary project groups are required to submit a proposal for this year's festival.

The proposal is essential for the smooth operation of the festival, so please check the items to be included in the proposal form and submit it by the deadline. Failure to submit a proposal may result in cancellation of the event. For details, please refer to the "Proposal Form" (see p. 26).

Closing Ceremony Performance Show 2023

Various groups will perform on the UNITED Stage on the Eve of the Festival Celebration and the Closing Ceremony on the second day of the main festival to add color to the finale of the school festival. The collaboration of several performing groups will liven up the Eve of the Festival Celebration and the Closing Ceremony with their spectacular performances. For details, please see "Closing Ceremony Performance Show 2023" (see p.59).

3.Application Conditions

Application Conditions

The project must satisfy all the following requirements.

- There is a project leader and a sub-leader of each project, respectively.
- Either the project leader or the project sub-leader must be **a student (including graduate student) of this university.**
- Both the project leader and the project sub-leader** are registered on the Sohosai Online System by the deadline of the project application.
- All project members must be students or staff of this university (including the graduate school) or guests (See p.12).
- When you conduct your project as Academic Project Proposals (See pp.14), the contents of your project must be related to the research your project group ordinarily does.
- When you conduct your project as Artistic Project Proposals (See pp.16), the contents of your project must fulfill the participation condition of Artistic Project Proposal.

Project leader · Project sub-leader

Project leader

You must appoint one project leader from your group when proposing a project. Through a project leader, we inform project members of necessary information in order to conduct the project.

Project leader must:

- Be a student or a member of staff of this university.
- Ensure that he or she can be contacted reliably via phone and email from the time of submitting your proposal until the day of the school festival.**
- Not be a project sub-leader of the same project group.
- Not be a project leader and sub-leader of another project.
- Attend the Project Group Leader Meetings (See pp.28).
 - ※ Attending the Project Group Leader Meetings on behalf of another project leader is not permitted.

Project sub-leader

In order to make sure that the Festival Committee can contact project groups, **you must appoint one project sub-leader besides a project leader.**

Project sub-leader must:

- Be a student or a member of staff of this university.

- Ensure that he or she can be contacted reliably via phone and email from the time of submitting your proposal until the day of the school festival.**
- Not be a project leader of the same project.
- Not be a project leader and sub-leader of another project.
 - ※ When the project leader is a member of staff of this university, you should appoint a student as a sub-leader. In this case, we are going to contact the sub-leader mainly.

Prohibition of Holding Concurrent Positions as Project Leader or Project Sub-Leader in Multiple Project Groups

A student or a faculty member cannot concurrently hold positions as a project leader or a project sub-leader in multiple project groups.

Guests

According to the Festival Committee, GUEST during the school festival is defined as follows.

**Not university students
not university staff
but be involved in a project as a person or organization**

The groups that are composed of only guests can't propose any project. Guests can perform on the stage but cannot cook (See p.38), sell something nor offer some service, then receive money (See p.51). If you conduct your project with guests, please select “ゲストあり” (contain guests) at “基本情報申請” (Basic Information Application) on the Sohosai Online System (See p.19). For project groups that selected “ゲストあり” (contains guests), we will confirm details during the identity verification of project leaders (See p.28). Please note that **guests also include graduates of this university.**

4. Classification of the projects

Classification of the projects

We will classify projects as follows.

Stage projects	Projects that use UNITED Stage, the University Hall (lecture halls or halls), and 1A Stage (including Academic Stage Project Proposals)
Ordinary projects	Projects that are not classified as Stage projects (including Academic Project Proposals and Artistic Project Proposals)

Stage projects

For more details of stage projects, please see “ステージ企画用募集要項” (Application guideline for stage projects).

Ordinary projects

Ordinary projects can be divided into the following three categories.

- Ordinary projects
- Academic project proposals
- Artistic project proposals

Among the above, there is preferential treatment for academic project proposals and artistic project proposals.

※ Simultaneous applications for academic project proposals and artistic project proposals are possible.

Please read the description for each participation category if you wish to apply for both.

The place to conduct the project

We will set the following constraints depending on where the project is held.

	Cooking (See p.39)	Food product usage (See p.43)	Fire use	Conducting projects when raining	Conducting projects at the eve of festival celebration
Indoor	○	○	×	○	×
Outdoor	○	○	○	△(※1・※2)	×

※1 You cannot cook, sell, or serve food when it rains a little or blows hard.

※2 You must suspend your project when it rains heavily.

Academic Project Proposals

According to the Festival Committee, during the school festival is defined as follows.

Refers to project groups that handle all aspects of the plan from application to the day of the school festival themselves, among the projects that conduct activities related to academic research, including those conducted at this university (including graduate schools)

Our objective is to communicate the unique academic qualities of our university to visitors, as well as to convey the appeal of research and exploration by sharing the contents of our research.

Furthermore, as there are limited venues available this year, **we have set a limit on the number of projects** (See p.21). Please note that even if you wish to apply for the academic project proposals, you will not be able to implement proposals beyond the limit set by the Festival Committee. Thank you for your understanding.

How to apply

If you wish to apply for the academic project proposals, please select the checkbox that says "学術参加枠での参加を希望する" on the Sohosai Online System (See p.19) when submitting your proposal.

In order to ensure smooth communication with the Festival Committee, **if the project leader is a faculty member, please appoint a student as the project sub-leader.**

Preferential Treatments

The Festival Committee provides the following preferential treatments to groups participating as academic project proposals.

Please note that there may be cases where these preferential treatments cannot be applied.

- Areas prioritized for academic projects (Indoor: Area 3, Outdoor: around the buildings in Areas 2 and 3) in the proposal limit.
- Preferential treatment for rental of signboard and equipment
- Exemption from the beautification shift (See p.49) and cleaning activities of wet areas bicycle removal (See p.49) shift.
- If no monetary transaction is involved (See p.51)**, preferential treatment in the Project Groups Articles Supply System will be applied.
- Promotion of proposals on the official Sohosai website and in official Sohosai pamphlets by the Festival Committee.

Confirmation of Proposal Content

If you wish to implement a project as an academic project proposal, in order to review whether it is in line with the purpose of the academic project proposals, please provide detailed information on the "基本情報申請" (Basic Information Application) in the Sohosai Online System (see p.19) in addition to the verification of the project leader.

In addition, for some of the project groups, we may conduct a screening of the content of the plan via email, in-person or via Zoom. Regarding the schedule for these screenings, the Festival Committee will contact you at the email address you submitted when you applied for the project. If the project leader cannot attend, please have the sub-project leader attend instead.

If you are absent from the in-person or online screening of your proposal, you will not be able to apply for the academic project proposals. Therefore, please make sure to attend the screening session.

Based on your answers regarding the content of your proposal, we will determine whether it is eligible for participation in the academic project proposals.

If the proposal is not approved as an academic project proposal, **you can still participate as an ordinary project group.**

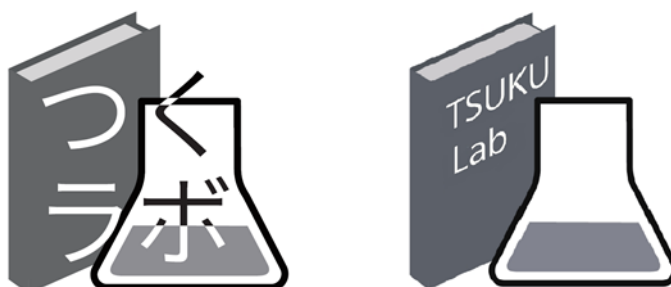
Treatment of Academic Project Proposals

If you wish to implement your project as part of the academic project proposals, please be aware that the treatment of your project will vary depending on the desired implementation area and the approval of the academic project proposals as follows:

		Participation as an academic project	
		Approved(※)	Not Approved
Preferred location of your project	Indoor 3A Bldg 3B Bldg	First-come, first-served basis is applied among academic project proposals that wish to hold their activities in Building 3A or 3B.	
	Outdoor Area2/3 around the school Bldgs	First-come, first-served basis is applied among academic project proposals that wish to hold their activities around the buildings of Areas 2 or 3.	
	Others	First-come, first-served basis is applied among all other non-academic project proposals.	

Tsukulabo-Project

"つくラボ" (Tsukulabo-Project) refers to a group of projects that includes the ordinary academic project, stage academic project, and committee-held academic projects. We promote "つくラボ" as a group of projects that participate in the school festival with academic contents, and we publicize and advertise them in the Sohosai official pamphlet, Sohosai official website, and other media. Our aim is to showcase the academic aspect of our university during the school festival.



Artistic project proposals

The projects that are implemented in the Art and Physical Education Area, or the online projects posted on the Artistic Festival website, are generally categorized as "一般企画芸術祭参加枠" (ordinary artistic project proposals, hereinafter referred to as the artistic project proposals) which are organized by the Artistic Festival Committee.

Artistic Festival

"芸術祭"(Artistic Festival) will be held as one of the events of Sohosai, organized by the Art Festival Executive Committee-approved projects. We will present, exhibit, and sell the results of our daily activities.

The Artistic Festival Committee

The Artistic Festival Committee is an organization that plans, runs, and manages the Artistic Festival. They mainly devise and implement project content, make publications such as posters and pamphlets, make venue decorations, and do public relations activities, etc.

Significance of the artistic festival

- Coordinate artistic projects and highlight the characteristics of the organization as an artistic entity.
- Make opportunities for exhibitions by students performing artistic activities and show the results of their daily activities.
- Make opportunities for examinees to learn about activities of artistic organizations and student life.

Application requirements

Projects participating in the artistic festival must meet the following requirements.

- Projects in accordance with the significance of the artistic festival.
- Project group or its members fall under the following.

- Students of school of Art and Design
- Alumni of School of Art and Design
- Staff of School of Art and Design
- Graduate student majoring in Art and Design in the Graduate School of Comprehensive Human Sciences
- Alumni from the Graduate School of Comprehensive Human Sciences

In some cases, it may be impossible to participate in Artistic Project Proposals.

In addition, graduates will participate as guests (see p.12). Please select "あり"(Yes) for "ゲストの有無"(Guest presence) in the "基本情報申請"(Basic Information Application) section of the Sohosai Online System (see p.19).

How to participate

When submitting a proposal, please select the checkbox "一般企画芸術祭参加枠での参加を希望する"(I wish to participate in the ordinary art project proposals) in the "基本情報申請"(Basic Information Application) section of the Sohosai Online System (see p.19). For proposals that wish to participate in, please submit detailed information about the proposal separately to the Art Festival Committee.

Project Exhibition at the Art Festival

If you participate in the ordinary academic project proposals with an exhibition project for each major/course (field), you can also receive preferential treatment for the ordinary project proposals.

Preferential Treatments for Artistic Project Proposals

Project groups that implement projects as part of the artistic project proposals can receive the following preferential treatments. Please note that these preferential treatments may not apply in some cases. Thank you for your understanding.

- You can advertise your project with the artistic festival pamphlet beside the school festival pamphlet.
- Online sales of merchandise are possible.
- Exemption of cleaning job and cleaning activities of wet areas (See p.49)

Request to the project groups which hope for participation in Artistic Project Proposals

If you are permitted to participate in Artistic Project Proposals, the Festival Committee submit "your project name, project group name, project leader's name e-mail address of the project leader and detailed project contents" to the Artistic Festival Committee in order to keep close contact with the Artistic Festival Committee. If you don't accept it, you cannot participate in Artistic Project Proposals. The project groups which hope to participate in Artistic Project Proposals must attend the meetings held by the Artistic Festival Committee besides the Project Group Leader Meetings (See p.28).

Contact information

If you have any questions about the artistic festival, please contact the Artistic Festival Committee at the following e-mail address.

geisai2023tkb@gmail.com

5.The Sohosai Online System

The Sohosai Online System

The Sohosai Online System is a Web system to proceed various applications and communication smoothly between the Festival Committee and project groups. All applications are done on this system in principle. Therefore, project leaders and sub-leaders need to register for this system. We manage information which is registered on this system according to privacy policy (See p.60)

How to register

You can register for an account from your computer starting in late April. Please access the following URL, enter the necessary information according to the instructions on the displayed page, and register for an account.

<https://online.sohosai.com>

Caution on registering for an account

- Those who registered their accounts for the Sohosai Online System last year must also register again.
- Both the project leader and the sub-project leader must register for an account individually. Please note that sharing the same account with multiple people is not allowed.
- To confirm that the project leader and the sub-project leader are members of the university, please use an email address that ends with "tsukuba.ac.jp", which is issued by the university, when registering for an account.
- If you engage in acts that may cause disadvantage or damage to the Festival Committee or other project groups, or if the Festival Committee deems it necessary for operational reasons, your account may be suspended and your project proposal may not be accepted.

Contact information

If you have any questions about the Sohosai Online System, please send an e-mail to the following address. Also, when you find any bugs in this system or problems in security, please contact us at the same address immediately.

project49th@sohosai.com

6 Method of Application

Application Period

【Application Starting】

Monday, April 24th 18:30

【Application deadline】

Friday, May 12th 23:59

After the deadline, no more registrations will be accepted. In addition, this year we will implement a limit on the number of projects based on a first-come, first-served basis, so please apply ahead of time.

- ※ We cannot take responsibility for any issues that may arise due to server overload near the deadline, except in cases where the responsibility falls on the Executive Committee of the School Festival. Please understand this.

How to register your project

The registration process will be done through on the Sohosai Online System (See p.19). Please register, following the registration form. About various kinds of applications after registering your project, please see “The list you need to apply” (See pp.22-24).

Cautions when registering your project

Name of project

When you register your project on the Sohosai Online System, please pay attention to the following points.

- Please register your project’s name within 22 full-width characters and your project group’s name within 25 full-width characters.
- ※ We regard 3 half-width characters, full-width alphanumeric characters or half-width marks as 2 full-width characters.
- If the Festival Committee find that you have used real people’s names, organizations’ names, brand names, or names similar to those, we ask you to change your registered contents.
- If we determine that the project name violates any other prohibitions (see p.44), we may ask the group to change the project group name.

Registration of project sub-leader

Please have the **project leader** submit all project applications. Once the project leader has completed all applications, a URL for shared use by sub-leaders will be displayed. Please share this URL with your sub-leaders and have them complete the project application by clicking the URL on their own computers. Please note that this URL is only valid **during the project application period** and clicking the URL after the application period has ended will result in the application being invalid.

※ Sub-leaders also need to register an account on the Sohosai Online System (see p.19).

Changes after project registration and withdrawal from participation

If you need to modify your registration information or withdraw from participating after the submission deadline, please promptly submit a request through the "Registration Information Change Form" or "Participation Withdrawal Form" on the Sohosai Online System (see p.19). Please note that the input content on the form will not be reflected immediately, and the process will be completed upon approval by the Festival Committee.

Please note that there may be cases where we cannot accept your request for changes or cancellations, depending on the timing and nature of the changes. We will send an email to the project leader to confirm whether your request has been approved or not after you submit your request. Please also check your email for this confirmation.

Sohosai Festival Guide

We will explain the key points of this booklet and the process of applying for projects. Watching the video is optional, but **we recommend it as there are changes from last year.**

How to watch

We will release the pre-recorded video through limited distribution on YouTube. The video can be viewed from the link on the Sohosai official website or the top page of the Sohosai online system (see p.19).

Distribution Period

【Distribution Period】 Monday, April 24- Friday, May 12th 23:59

※ The distribution period may be subject to change.

Limit on the number of projects

If the number of project groups exceeds the maximum number of projects that can be implemented, **a first-come, first-served restriction** on the number of projects will be implemented.

For this year's school festival, the feasibility of project implementation will be determined on a first-come, **first-served basis at the final editing time of the basic project registration on the Sohosai Online System** (see p.19).

Please note that the order of account creation is not considered in this process.

Please also note that although it is possible to edit project details and Basic Project Registration answers before the project submission deadline, the feasibility of project implementation will be determined based on the first-come, first-served order at the final editing time. Therefore, depending on the timing of the editing, it may affect the feasibility of project implementation. If there are any deficiencies in the application, we may refuse to implement the project, so please ensure that the application is complete.

The list you need to apply

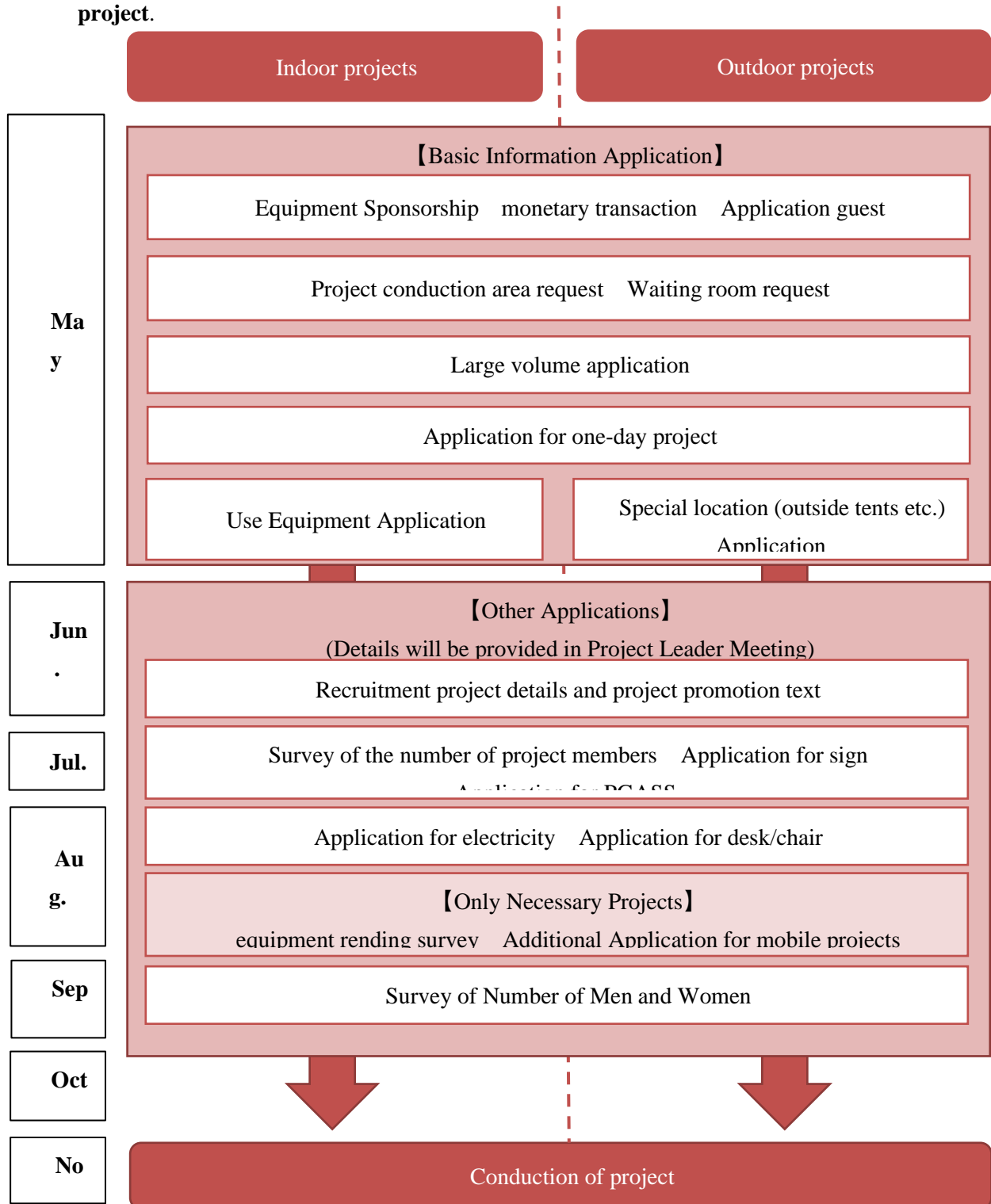
Please refer to the "Application Items for All Projects" (p.23) and "Application Items for Some Projects" (See.p.24) on the following pages for the necessary application to implement the project. The application can be submitted through the Sohosai Online System (see p.19) or the PLM (see p.28). If you do not submit the necessary application, we may take measures including canceling the project.

Please note that the items listed in the "Application Items for All Projects" and "Application Items for Some Projects" are subject to change or addition, so please be aware of this.

Basic Project Registration

Applications needed for conducting projects at festival.

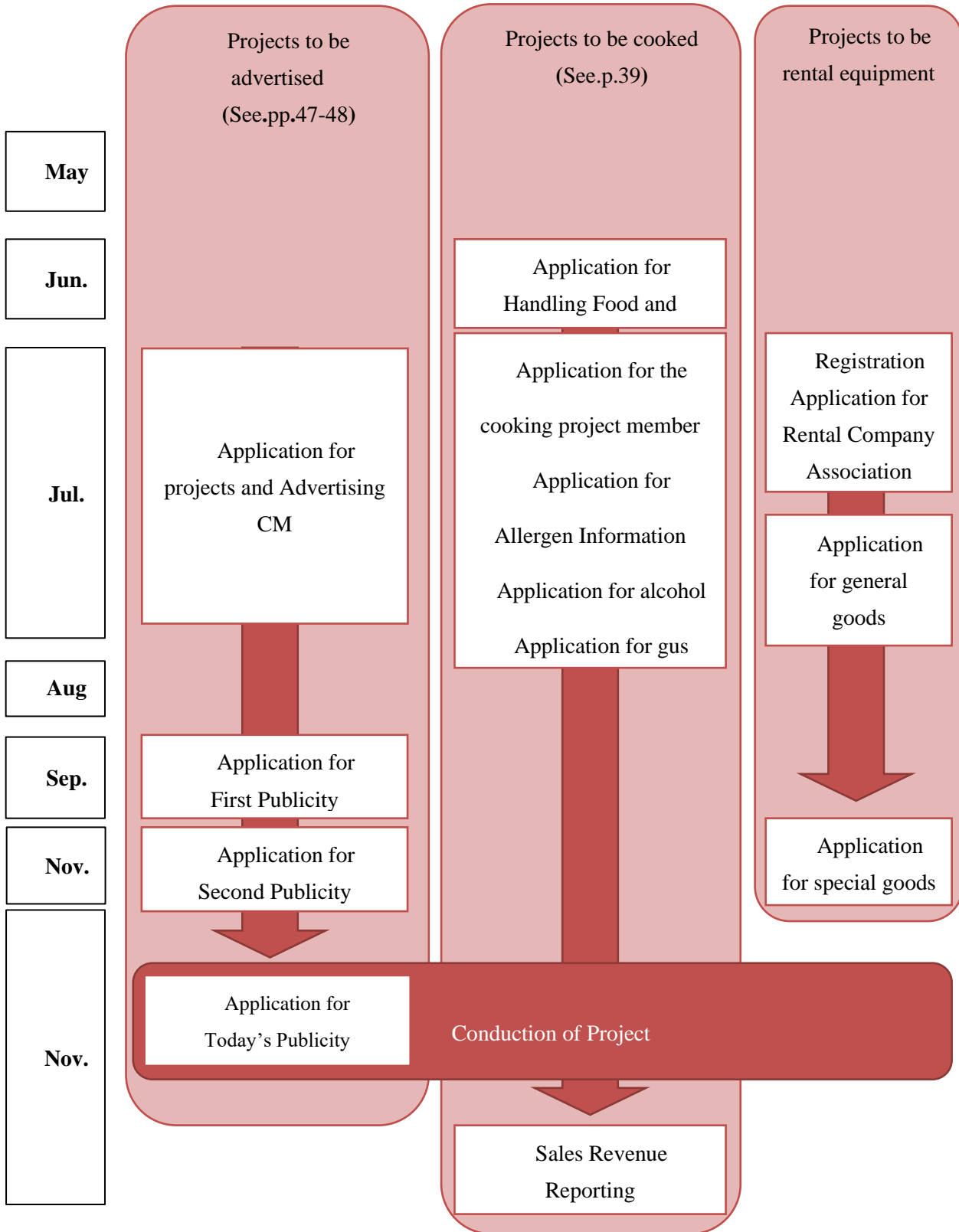
- ※ The application period is tentative and subject to change.
- ※ If there are any deficiencies in the application items, we may take measures including **canceling the project**.



Advanced Project Registration

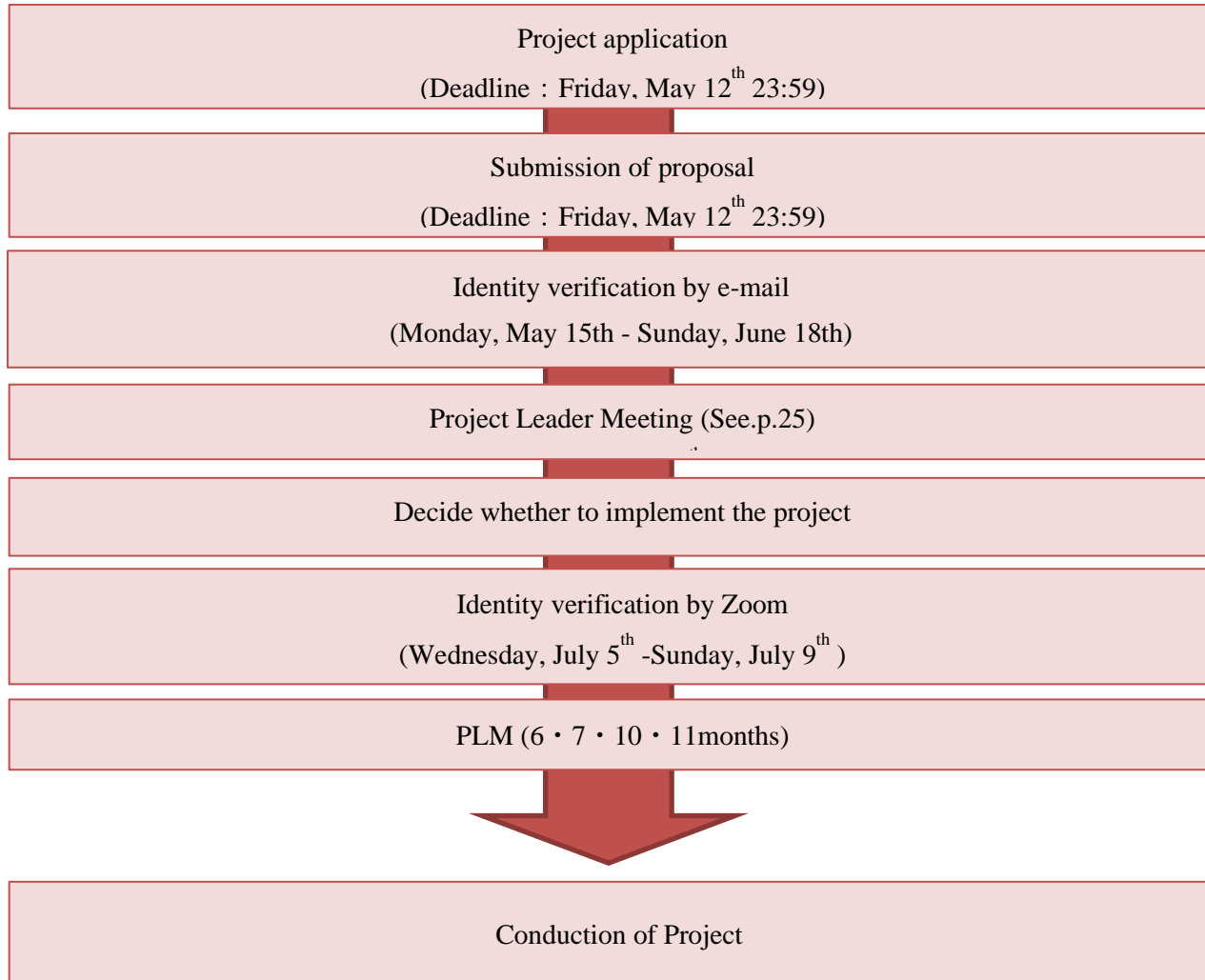
The following are the necessary applications required for each project group related to each item.

※ Application schedule is tentative and subject to change.



7.Steps until the implementation of the project

Flowchart of project conduct



Proposal form

For this year's school festival, we kindly ask all ordinary project groups to submit a project proposal form. This proposal form is not related to the limit on the number of projects (see p.21).

The project proposal is essential for the smooth operation of your project, so please check the items to be included and submit them by the deadline. Please note that if you do not submit the project proposal, we may take measures including cancellation of the project.

Items to be mentioned

- Project Name
- Project Outline
- Project Contents
- Number of people participating in the project
- Presence or absence of a guest
- Guests' Details

Deadline

【Deadline】 Friday, May 12th 23:59

Please do not forget to submit your application.

How to submit

① Download proposal form

We will post a proposal on the top page of the Sohosai Online System (see p.19). Please download the document. We are planning to publish it starting from Monday, April 24th, when the project application period begins.

② Check and fill out the form

Please check all the required items and ensure that you fill in all the necessary information without any omissions. An example of the required format will be provided on the Sohosai Online System (see p.19), so please refer to it as well.

Additionally, please provide **as much detailed information as possible** for each item. If the School Festival Committee deems the provided information insufficient, **we may request a resubmission.**

③ submission

We will prepare a dedicated section for submitting proposals in the Sohosai Online System (see p.19). Please convert your proposal to a PDF file and submit it through that section.

Identify Verification of Project Leaders

In order to confirm that the representative of the proposed project is a student or faculty member of our university, we will conduct a personal identification process via email and then another one via Zoom. However, if the School Festival Committee approves the personal identification process via email, then the identification process via Zoom may be exempted. In addition, if the project representative is a faculty member, the personal identification process will be conducted only via email.

For those who wish to participate in the academic project proposals, we will also conduct a project content review. In addition to the personal identification process of the project representative, to confirm that the project content is in line with our usual academic activities.

Date

Identity verification by e-mail

【Conduction Period】 Monday, May 15th - Sunday, June 18th

Identity verification by Zoom

【Conduction Period】 Wednesday, July 5th -Sunday, July 9th

- ※ Saturday, July 11th is set for spare date.
- ※ The date and time of the event will be determined based on the wishes of the project leader.

Caution

- All procedures of the identity verification of project leaders must be done by the project leader. Project sub-leader can't do the identity verification on behalf of the project leader.
 - ※ Please be aware that the confirmatio of the content of the academic projects is different and separate from this.
- Please use an email address ending in **tsukuba.ac.jp** registered with the Sohosai Online System (See p.19) to confirm that you are a student or faculty member of our university when replying to this email.
- Please strictly adhere to the following items. Note that we may take measures, including canceling projects, if it is deemed to be hindering the smooth operation.
 - Please be sure to reply to any emails that require a response **within the specified deadline**.
 - When you are required the identity verification by Zoom, you have to attend Zoom.

Project Leader Meetings

At the Project Leader Meetings (PLM), we inform the project groups of important points and distribute/collect necessary documents. Project leaders must attend all Project Leader Meetings.

This year, the Project Leader Meetings will be held 9 times. Five of the PLMs, will be video-streamed via YouTube, as was the case last year, and **the remaining four will be conducted in-person PLM.**

Please note if you violate the below, we will take action, including cancellation of the project.

- Multiple absences and tardiness in in-person PLM.
- Late or no submission of attendance confirmation forms on multiple occasions in video-streaming PLM.

Method of conduction

This year, the Project Leader Meeting will be conducting **5 video streaming sessions on YouTube** and **4 in-person sessions.** Please note that this is different from last year. Also, the schedule is subject to change depending on the future status of COVID-19 and other factors.

Outline of Implementation

Video-streaming PLM via YouTube

In the video-streaming PLM via YouTube, please check the materials to be posted on the Sohosai Online System (see p.19) and the video on the YouTube link at the designated date and time. Attendance will be counted by **submitting the "Attendance Confirmation Form" on the Sohosai Online System** after viewing the video.

Project leader must watch the video and complete and submit the Attendance Confirmation Form by the submission deadline. In case, you forget to submit your attendance confirmation, please contact us by e-mail (see back cover) and we will take care of it.

Details will be sent to you by e-mail or through the Sohosai Online System (see p.19).

The video streaming schedule is as follows.

	2nd	3 rd	5th	7th	9th
Start of video streaming	Tuesday, June 20th	Tuesday, July 11th	Tuesday, October 3 rd	Tuesday, October 24th	Tuesday, November 7th
Submission deadline	Sunday, June 25th	Sunday, July 16th	Sunday, October 8th	Sunday, October 29th	Sunday, November 12th

- ※ The video streaming is scheduled to start at **18:30** for all sessions.
- ※ The submission deadline will be **23:59** for all sessions.
- ※ The date, time, and frequency of video streaming may be subject to change.

In-person PLM

In the in-person PLM, the Festival Committee communicates important matters and distributes and collects the necessary materials in the classroom designated for the meeting date and time. In addition, the Festival Committee will prepare a place to accept questions from the planning manager, so if you have any questions, you can ask questions directly to the executive committee members.

If the project leader is unable attend, be sure to appoint a representative.

The representative should preferably be the project sub-leader, but may be anyone. However, **you may not attend as a representative of more than one project group.**

The conduct date is as follows.

	1st	4th	6th	8th
Date and time	Tuesday, June 6 th 18:30-	Tuesday, July 18 th 18:30-	Tuesday, October 10 th 18:30-	Tuesday, October 31 st 18:30-

The venue is scheduled to be 1H101,1H201. Details such as the end time will be announced at a later date.

8. Conduction of the project

Area of project conduction

For this year's festival, you will be able to choose either the indoor or outdoor location for your project.

Indoor conducted projects

Please answer the desired area in the "Basic Project Registration" of Sohosai Online System (see p.19) as it will be used as a reference for deciding the place for conducted projects. The location of the project will be decided in consideration of the number of project groups, construction work on the university campus, etc.

Please note, however, that even if you inform us of your area preference, we may not be able to meet your request.

You can conduct the project at the following 4 areas. The location of the project may be subject to change.

- Area 1
1B Bldg, 1C Bldg, 1E Bldg, 1H Bldg.
- Area 2
2A Bldg, 2B Bldg, 2C Bldg, 2D Bldg, 2H Bldg
- Area 3
3A Bldg, 3B Bldg
- Art/PE Area
5C Bldg

Other project areas

If you wish to hold your project in an area other than those listed above, please select "Other" in the application and provide the specific location. We will deal with each case individually.

※ **Please note that you might be asked to secure your own place for the project.**

Classroom size

Classroom sizes are defined as follows. The capacity of each classroom here is based on the "List of Educational Equipment and Facilities in Classrooms" in the "University of Tsukuba Campus Map 2022".

- "small" : Classroom capacity from 1 to 40 students
- "medium" : Classroom capacity from 41 to 50 students
- "largeA" : Classroom capacity from 51 to 100 students
- "largeB" : Classroom capacity from 101 to 200 students
- "extra-large" : Classroom capacity greater than 200

Please note that there are no "extra-large" size classrooms in the first area.

Cautions

2 In principle, moving desks, chairs, etc. is prohibited in 2B, 2C, 2D, 2H, and 5C Bldg.

※ Areas where desks, chairs, etc. are prohibited from being moved are subject to change.

Projects handling food products

This year's projects handling food products will be divided into the following three categories.

- cooking projects (**require a preparation area**)
- cooking projects (**Do not require a preparation area**)
- food and beverage handling projects

In principle, cooking project (require a preparation area) will be conducted only in Areas 1, 2, and Art and Physical Education Area, where preparation areas are available. Project groups requiring the preparation area should take note of this when submitting their application.

Outdoor conducted projects

In principle, outdoor conducted projects will be held in a tent set up outdoors. Please answer the desired area in the "Basic Project Registration" of Sohosai Online System (see p.19) as it will be used as a reference for deciding the place for conducted projects. The location of the project will be decided in consideration of the number of project groups, construction work on the university campus, etc. Please note, however, that even if you inform us of your area preference, we may not be able to meet your request. If the number of project groups wishing to conduct their projects outdoors exceeds the maximum number of groups that can conduct their projects outdoors, we may ask you to consider changing your project to an indoor project.

Unlike indoors, the following activities are prohibited outdoors in the event of rain or strong winds. Please note that any activities that do not fall under the following categories may also be subject to suspension.

- cooking
- Sales and distribution of cooked products

※ Distribution of food and beverage by food and beverage handling projects will not be restricted.

For safety and sanitation reasons, the Festival Committee may make a decision to dispose of food or cancel the project in the event of rain or strong winds. Please note that the Festival Committee is not responsible for any damage caused by the distribution of food and beverage handling projects.

You can conduct the project at the following 6 areas. The location of the project may be subject to change.

- Area 1 around the school Bldgs.
- Area 1 around Matsumi Ike
- Area 2/3 around the school Bldgs.
- Area 2/3 around Central Library.
- University Hall Area (except for around CEGLOC, Academic and Communication Center)
- Art/PE Area

Other project areas

上 If you wish to hold your project in an area other than those listed above, please select "その他"(Other) in the application and provide the specific location. We will respond individually.

※ Please note that you might be asked to secure your own place for the project.

Projects handling food products

This year's projects handling food products will be divided into the following **three categories**.

- cooking projects (require cooking room)
- cooking projects (Do not require cooking room)
- Food product usage project

Project groups that fall under the category of projects that involve cooking (requiring a cooking room) will conduct their projects in the area around the cooking room. The cooking room will only be located in a set area indoors. In the event that project groups that are planning cooking projects (require a cooking room) wish to conduct their projects in the following two areas where no preparation area is available, another area may be designated as the project site.

- Area 1 Around Matsumi Ike
- Area University Hall

Preference for academic project proposals

For this year's festival, 3A and 3B Bldg will be the priority buildings for general project academic project proposals. However, if the number of projects submitted for ordinary academic project proposals exceeds the number of projects that can be conducted in 3A and 3B Bldg, a limit will be placed on the number of projects conducted in those buildings.

Academic project proposals may be conducted at locations other than 3A and 3B Bldg, but in such cases, no preferential treatment will be given in terms of limiting the number of projects.

The time for indoor conducting the project

準備 : Preparation

撤収 : Removal

企画実施時間 : The time for conducting the project

第二・第三 : Area 2/3

第一 : Area 1

会館 1 : University Hall Area

体芸 : Art/PE Area

Preparation day, eve of festival celebration: Friday, November 3rd

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備(～20:00)										撤収
第一エリア	準備(～20:00)										撤収
体芸エリア	準備(～20:00)										撤収

Day 1: Saturday, November 4th

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備	企画実施(10:00～19:00)							撤収		
第一エリア	準備	企画実施(10:00～19:00)							撤収		
体芸エリア	準備	企画実施(10:00～19:00)							撤収		

Day 2: Sunday, November 5th

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備	企画実施(10:00～17:00)					撤収				
第一エリア	準備	企画実施(10:00～17:00)					撤収				
体芸エリア	準備	企画実施(10:00～16:30)				撤収					

※ Times are subject to change from those listed above.

The time for outdoor conducting the project

Preparation day, eve of festival celebration: Friday, November 3rd

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備(～20:00)										撤収
第一エリア	準備(～20:00)										撤収
大学会館 エリア	準備(～20:00)										撤収
体芸エリア	準備(～20:00)										撤収

Day 1: Saturday, November 4th

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備	企画実施(10:00～20:00)									撤収
第一エリア	準備	企画実施(10:00～20:00)									撤収
大学会館 エリア	準備	企画実施(10:00～19:00)							撤収		
体芸エリア	準備	企画実施(10:00～19:00)							撤収		

Day 2: Sunday, November 5th

	8:00	9:00	10:00	...	15:00	16:00	17:00	18:00	19:00	20:00	21:00
第二・第三 エリア	準備	企画実施(10:00～19:00)							撤収		
第一エリア	準備	企画実施(10:00～18:00)						撤収			
大学会館 エリア	準備	企画実施(10:00～16:30)					撤収				
体芸エリア	準備	企画実施(10:00～16:30)					撤収				

※ Times are subject to change from those listed above.

Application for the place where the project will be conducted

All of the following applications are done in "Basic Information Application" on Sohosai Online System (see p.19). Please read "Limit on the Number of Projects" (see p.21) before submitting the following application.

Indoor conducted projects

Choose from Area 1, Area 2, Area 3, or Art and Physical Education Area.

For details on the areas where projects are conducted, please refer to "Area of project conduction" (see p.30).

If you wish to hold your project in an area other than those listed above, please select "Other" in the application and provide the specific location. We will respond individually.

※ **Please note that you might be asked to secure your own place for the project.**

Classroom size/number of classrooms

Please apply for the desired classroom size and number of classrooms.

For details on classroom size, see "Classroom size" (see p. 30).

Application to use the waiting room

The waiting room is a room used for preparations that cannot be carried out at the event venue. Please refrain from using the waiting room for purposes other than its intended use.

An ordinary project group that wishes to hold their project can apply for a waiting room after registering their project. Please select the desired classroom size and number of classrooms if you wish to use the waiting room. The desired classroom size for the event location and the waiting room may differ.

Please note that the location of the event location and the waiting room may be separated. Also, since the number of event locations is limited, there may be cases that multiple groups will need to share a waiting room.

Application for equipment for use

Please request the number of the following six types of equipment that you plan to use in conducting your project. This application is to be used as a reference for venue layout and **does not confirm the equipment to be used on the day of the event.**

- desk
- chair
- teacher's desk
- table
- Mobile blackboard
- Mobile whiteboard

Loud volume application

If you want to play music or performance drama, you have to submit loud volume application on the Sohosai Online System (See p.19) after registering the project. As for the project groups which plan to run BGM from the speakers, they don't need to apply it.

Fixed classroom

A fixed classroom is the classroom where desks and chairs are fixed (ex.2H101). You have to answer whether you can conduct the project in a fixed classroom or not after registering the project. After registering your project, please apply whether or not your project can be held in a fixed desk / chair classroom.

Outdoor conducted project

Please choose from the following areas: the vicinity of the academic buildings in Area 1, the vicinity of Matsumi Ike in Area 1, the vicinity of the academic buildings in Areas 2 and 3, the vicinity of the Central Gymnasium in Areas 2 and 3, the University Hall area, and the Art and Physical Education Area.

For more details on the implementation areas, please refer to "Implementation Area s" (See page 15).

If you wish to hold your event in an area except for those listed above, please select "Other" when applying and specify the specific location. We will handle it on a case-by-case basis.

※ **There may be cases that project groups need to secure the location for their own events.**

Application for a special event location

If you wish to implement an event that falls under the following categories, special adjustments may be required for venue arrangement. Please apply for them from the "Basic Information Application" section of the Sohosai Online System. Please note that your request may not be accepted due to the required adjustments.

Projects without reserved place

※ Projects without reserved place means not having the fixed places to conduct the projects such as performing at some areas. These projects cannot sell food/beverages. The Festival Committee will consider the place to conduct your project based on the date, time and place you hope on registering your project on the Sohosai Online System (See p.19).

Projects outside tents

※ Projects outside tents means the projects which conduct the projects outside tents. For example, **those cannot fit into tents in spite of possessing them or conduct the projects at the empty spaces without tents.**

Application to use the waiting room

The waiting room is a room used for preparations that cannot be carried out at the event venue. Please refrain from using the waiting room for purposes other than its intended use.

An ordinary project group that wishes to hold their project can apply for a waiting room after registering their project. Please specify whether you require a waiting room, the desired size of the classroom, and the number of classrooms you require.

Please note that the location of the project venue and a waiting room may be far apart. Additionally, due to limited project space, multiple project groups may be required to share the same waiting room.

Please note that the waiting room is only available indoors. It is not possible to use outdoor tents as waiting rooms.

Loud volume application

If you want to play music or performance drama, you have to submit loud volume application on the Sohosai Online System (See p.19) after registering the project. As for the project groups which plan to run BGM from the speakers, they don't need to apply it.

9. Handling of food

Definition of cooking project and food and beverage handling projects

Cooking definition

According to the Festival Committee, COOKING during the school festival is defined as follows.

**To expose food and beverages to the air or process them
before selling or serving them to the customers**

Therefore, the following actions are considered as “Cooking”.

- Pouring beverages to a container (glass, cup, etc.).
- Opening of pre-made packed products such as snacks and sweets.
- Heating up food.
- Heating packaged food without opening the package.
- Buying ingredients and preparing food.

Definition of Handling of Food and Beverages

According to the Festival Committee, HANDLING OF FOOD AND BEVERAGES during the school festival is defined as follows.

**The act of purchasing packaged pre-made products and providing them
without processing or exposure to the air.**

Participants Categories for Food Handling Projects

The following are the participant categories for projects involving food handling.

- Food and beverage handling projects
- Cooking projects – with cooking preparation area required
- Cooking projects – without cooking preparation area required

Plans involving cooking other than final heating (such as cut, stir) require a cooking room. For details, please refer to the cooking room (see p.40)

Participant categories will be answered using the Sohosai Online System (see p.19).

cooking projects

Caution to keep in mind for applying to plans involving cooking this fiscal year

- In the event of cancellation, there may be various cancellation fees such as germ inspection and rental fees. **The cancellation fees will be borne by each project group.** Details will be provided at a later date by the Project Leader Meeting (see p.28) contact.
- Each project group should prepare a polytank with a faucet as a hand-washing facility.** Details will be provided at a later date by the Project Leader Meeting (see p.28).(The cost of a pollytank with faucet is estimated to be more than **¥1,000**. Please also refer to Charge of cooking projects (see p.) when applying.)
- We will impose restrictions on the implementation of the plan based on the measures to prevent the spread of the Novel Coronavirus set by the Festival Committee. Details will be provided later via the Project Leader Meeting (see p.28) contact.

Pledge form

By the deadline provided, a pledge form must be submitted in regard to pay total cancellation fees and project stops. Without submission of the pledge form, applications for cooking projects will be **invalid**. The pledge form and submission method will be provided through the Sohosai Online System (See p.19). Please note that this agreement form is **different** from the one required for ordinary projects.

- ※ The order of submission of this agreement form does not affect the order of priority for accepting the proposed plans.

【Deadline】 Monday July 31st 23:59

Charge of cooking projects

We will collect **1,500 yen from each cooking project group** to improve the environment in the cooking area and install temporary water pipes. Details will be provided later via the Project Leader Meeting (see p.28).

In addition, a **fee of 550 yen per member** will be collected for germ inspection (stool examination).

Food sanitation

On the basis of the instructions of the Health Center, the Festival Committee asks the cooking project groups to take the following measures. We ask for your comprehension.

- Prohibition of cooking outside the designated date and time.
- Prohibition of cooking outside the designated place.
- Except for ready-made products, the last step of the cooking process should be heating
- In case of poor physical condition, you are prohibited to participate in cooking and handling of food and beverages

- When cooking, the Cooking ID Card, a bandanna (triangular handkerchief) and an apron must be worn all the time (a hat or a cap is not allowed)
 - You have to wear a bandanna in order that your hair doesn't fall.
 - You have to wear an apron which covers up to the chest
 - When acting as a member of the cooking project, please wear your name tag with a copy of your cooking project member card and student ID in a visible manner.
 - Wear your cooking project member card when transporting food.
- From a sanitary point of view, the products and cooking methods listed below have been prohibited by the Health Center.
 - *Onigiri*
 - *Onigirazu*
 - *Mochituki* (pounding steamed rice into cake-like gough)
 - Smoothie
 - *Inari Sushi*
 - Sandwich
 - Processing food by customers (for example, soba-making experience)
 - Unheated/raw Food products (Salad, Sashimi etc.)
 - Raw fruits (frozen, dried, canned and jammed are acceptable)
 - Whipping cream by yourself (Use of ready-made products is permitted)
 - Using blenders and/or shakers

In case the Health Center finds a problem regarding the cooking place or cooking method, after consultation with the Festival Committee, changes may be requested. Depending on the situation, there is the possibility of not receiving permission to carry out the desired project.

Cooking room

The Festival Committee defines "preparation" as below.

Any act of cooking other than the final heating process.

For the school festival day, the Festival Committee will set up a **cooking room** in the Area 1, Area 2, Art and Physical Education Area. It is prohibited to leave the food and other items used by project in the cooking room. Please notify us during the Basic Project Registration about whether you will use the cooking room

Cautions on indoor cooking

Only the project groups that meet all the conditions below can cook.

- Cook without fire (IH or hotplates can be used instead)
- Cook without smoke.
- Cook without strong smell.

Also, there is a limit to the amount of electricity. For more information, please refer to the use of electrical equipment (see p.47).

Cautions on outdoor cooking

Last heating, selling and serving food must be done inside the tent or under the eaves. In case the Festival Committee judges rainy weather or strong wind conditions, all cooking, food sale and serving must be suspended.

Charcoal fire use

If you want to use charcoal fire, **it is necessary to attend the Charcoal Fire Lecture. If you do not attend the Charcoal Fire Lecture, you can't use the charcoal fire.** Details will be provided later via Project Leader Meeting (see p.28) contact.

Steps of the project in case of Cooking

Determination of cooking food items

Please submit a list of the specific cooking food items to be used on the Sohosai Online System (See p.28). This application is required for **all cooking projects**.

In some cases, after consultation with the Health Center, permission to use things that follow under the prohibited cooking products and methods category may be granted. So, please ask us **before application**. Please note that we cannot accept consultations near the deadline, so please contact us with enough time.

【Deadline】 Monday July 31st 23:59

Food allergen labeling obligation

Since it has become necessary to provide accurate information concerning the possible allergens contained in food products, **all project groups which handle food and beverages** have to display seven specific raw materials. Seven specific raw materials are “**milk, egg, wheat, soba, peanut, crab and shrimp**”. The purpose of this display is that **many of visitors can have meals at ease** by getting information about food allergen. Details will be provided later via Project Leader Meeting (see p.28) contact.

Food sanitation lecture

Another for Project Leader Meeting (see p.28), we will organize the lecture for cooking projects. **In the case of cooking project, attendance is mandatory. If a member is absent, they will not be allowed to cook.** Details will be provided later via the Project Leader Meeting (see p.28) contact.

The bacterial test (stool examination)

This year, germ inspection (stool examination) will be conducted on **all members of cooking projects**. **Even members who are not involved in cooking or guests are subject to the inspection**. The Cooking project member certificate will be issued only to those who are negative for germ inspection, so **please wear them when implementing the plan**. In addition, we will collect **550 yen per project member** for germ inspection costs.

Application for various documents

The Festival Committee will distribute and collect various documents that should be submitted to such as the health center. Please be sure to submit all necessary documents by the deadline. Details will be provided later via Project Leader Meeting (see p.28) contact. Failure to submit the documents by the deadline will result in **the cancellation of the project**.

Food and beverage handling projects

Pledge form

By the deadline provided, a pledge form must be submitted in regard to pay total cancellation fees and project stops. Without submission of the pledge form, applications for food and beverage handling projects will be invalid. The pledge form and submission method will be provided through the Sohosai Online System (See p.19). Please note that this agreement form is different from the one required for ordinary projects.

- ※ The order of submission of this agreement form does not affect the order of priority for accepting the proposed plans.

【Deadline】 Monday July 31st 23:59

Steps of the project in the case of Food and beverage handling projects

Application for Handling Food and Beverages

Please apply for the concrete handling items through the Sohosai Online System (see p.19). This application is required for **all food and beverage handling projects**.

【Deadline】 Monday July 31st 23:59

Food allergen labeling obligation

Since it has become necessary to provide accurate information concerning the possible allergens contained in food products, **all project groups which handle food and beverages** have to display seven specific raw materials. Seven specific raw materials are “**milk, egg, wheat, soba, peanut, crab and shrimp**”. The purpose of this display is that **many of visitors can have meals at ease** by getting information about food allergen. Details will be provided later via Project Leader Meeting (see p.28) contact.

Application for various documents

The Festival Committee will distribute and collect various documents that should be submitted to such as the health center. Please be sure to submit all necessary documents by the deadline. Details will be provided later via Project Leader Meeting (see p.28) contact. Failure to submit the documents by the deadline will result in **the cancellation of the project**.

10. Cautions

Prohibitions

In order to achieve a safe and smooth school festival this year, the actions listed below are prohibited. Please read them thoroughly. Please see other prohibitions regarding publicity and handling of fire, in addition to these prohibitions. Also, further details and completely information regarding the prohibitions will be informed during the 1st Project Group Leader Meeting (See p.28).

Measurements will be taken, including suspension of the project, against those project groups that fail to respect these rules. The Festival Committee will not take responsibility for any loss that can occur as a result of project suspension.

General

- Any actions that goes against public and morals
- Any action that damages the spirit and environment of the university as educational institution
- To support or criticize any specific political party or religion
- To damage or lose facilities and equipment and publicity activities that lead to it
- To recruit for groups and organizations
- Self-promotion of outside groups without the Festival Committee permission
- Offensive project contents
- To bother other project groups, those attending the festival or university staff and put them in danger
- Project operation done only by guests (See p.12)
- Unmanned operation of project
- To participate in projects of people other than students, staff of this university and guests
- To use fire for other purpose rather than cooking
- To enter the festival with an unauthorized vehicle (car, bicycle, motorcycle, etc.)
- ※ You can use two-wheeled cart only during time for preparation and removal
- Any action that could endanger the safety of the festival
- Any action that needs application without the Festival Committee permission
- Advertising without permission from the Festival Committee (such as advertising with posters)
- Distribution of items for advertising purposes (including flyers)
- Providing personal information of individuals who are not members of the project obtained during the project to third parties other than the Festival Committee
- Cyber-attacks on servers or systems used in the school festival
- Selling something or offering service with moving
- Delivery something
- Project implementation outside of designated areas

- Online sales of items without permission from the Festival Committee except for artistic project proposals
- Any other actions judged by the Festival Committee to hinder the safe and smooth operation of the school festival

Handing Alcohol (See p.46)

- To bring alcohol into the school festival without submitting an application
- To sell or provide alcohol to visitors
- To operate a project under the influence of alcohol
- To use alcohol for reasons other than the submitted ones
- Actions that could be confused with the use of alcohol

Cooking (See p.39)

- To cook without having a Cooking ID
- To cook in a date outside from the one designated by the Festival Committee
- To cook outside of the designated areas
- Preparation outside cooking room
- To use ingredients not submitted in the documents presented to the Health Center
- Leaving food outdoors after the end of the project
- Leaving opened food inside the room after the end of the project
- To cook or sell food when the Festival Committee has declared rain or hard blow outdoor

Publicity activities (See pp47-48)

- Publicity activities (flyer, post, etc.) not authorized by the Festival Committee

Handing Alcohol

We prohibit **bringing alcohol to the school festival, selling or serving alcohol to visitors without application. Also, operating any projects under the influence of alcohol except for Committee Projects, and any action that could be confused with these prohibitions are prohibited.**

Even if you apply for alcohol in advance, you must evaporate away all the alcohol before selling or serving food. Application is also required for seasoning like mirin non-alcoholic beverages (including amazake etc.). Please refer to the following for the standard of judgement.

Alcohol	The alcohol content is 1 % or more	Registration required
Non-alcohol	The alcohol content is less than 1 %	Registration required
Others	The alcohol content is 0 %	No Registration required

Handing Fire

This year, handling fire is bound to the following restrictions.

Indoor conducted projects	Prohibited
Outdoor conducted projects	Use besides cooking is prohibited

However, after consulting with the Student Affairs Department of the university, permission may be granted under some conditions. If you wish to use an exception, please contact us by email **before registering your plan** (see back cover for details).

Using electric devices

There is a limit to the amount of electricity that can be used. Therefore, in advance you have to apply for electric devices you plan to use on the day of the school festival on the Sohosai Online System (See p.19). However, it doesn't mean that all of them will be approved. As for electricity that you can use or application contents, there are different points between indoor conducted projects and outdoor conducted projects. So, please pay attention to this point.

In order to prevent power outages on the day of the school festival, please strictly follow the instructions for equipment and wiring provided by the Festival Committee.

Maximum available power for event planning organizations

For outdoor events, a maximum of **400W** of power is available per event, and for indoor events, a maximum of **1600W** of power is available per event. It is possible to exceed these limits, but you may need to reduce or change the equipment you use. Also, to prevent power outages, please strictly follow the wiring diagram we provide. Details about the wiring diagram will be explained later by the PLM (See p.28) contact.

If you want to exceed the maximum limit

For outdoor events, if you need to use more than 400W of power unavoidably, please consider switching from electric devices to gas devices (e.g., changing from an electric rice cooker that requires 1200W to a gas rice cooker). If the problem cannot be solved by switching to gas devices, you can use a generator.

However, since there are limits on where and how a generator can be used, please consider using gas devices first. Make sure to use the gas equipment provided by the Festival Committee. Regarding the generator, you can either rent it from the Festival Committee or prepare it yourself as a group.

For indoor events, if you need to use more than 1600W of power unavoidably, we may ask you to reduce or change the equipment you use, and we may give specific wiring instructions on the day of the event.

Application Details

To apply through the Sohosai Online System (see p.19), you will need to provide the following three pieces of information.

- The electrical equipment you will be using
- The power consumption of each electrical equipment you will be using
- The number of each electrical equipment you will be using

Please be sure to provide the accurate power consumption values as indicated in the instruction manual or other related documents (e.g. if you have a microwave with an output of 500W and a power consumption of 1000W, please provide the power consumption value of 1000W in your application). Below is an example of a past electricity application.

The electrical equipment	The power consumption of each electrical equipment (W)	The number of each electrical equipment
Microwave oven	900W	1
Electric kettle	1000W	2
Rice boiler	600W	1
refrigerator	500W	1

Publicity activity

In order to ensure a smooth management of the school festival, the Festival Committee has established some prohibitions and regulations. If you want to advertise your project, it is necessary to apply beforehand and get permission from the Festival Committee.

- ※ Each group’s website and social media accounts are not considered as “places or media managed by the Festival Committee”.

Definition of Publicity Activity

According to the Festival Committee, PUBLICITY during the school festival is defined as follows.

To inform people both inside and outside the university about projects through any media

The locations and media for promotional activities

Examples of locations and media managed by the Festival Committee include **posting posters and distributing flyers on campus.**

The date for promotional activities

The period during which projects may conduct promotional activities in locations and media managed by the Festival Committee will be from the date of permission until the end of the school festival.

Application for promotional activities

If projects wish to conduct promotional activities in locations and media managed by the Festival Committee, they must apply during the designated period in the designated manner and obtain permission

Advertising through posters and flyers

There are two types of application for advertising activities using posters and flyers: primary advertising application and secondary advertising application. Any project group that wishes to promote using posters or flyers must apply for either a primary advertising application or a secondary advertising application and obtain approval.

Application for First Publicity

【Application Period】 Friday, September 22nd- Friday, September 29th

Application for Second Publicity

【Application Period】 Friday, October 13th- Friday , October 20th

Prohibitions and disclaimer for advertising activities

There are Prohibitions and disclaimer for promotional activities carried out by the planning groups.

Prohibitions on publicity

The publicity of projects is bounded to the following prohibitions. If we find some project groups break them, we may warn or ask them to discontinue their projects. Even in the cases which are not be applicable to the following, if we judge inappropriate, we may take the same measures.

- Publicity that goes against public order and morals
- Perform a publicity activity not approved by the Festival Committee
- Go against the regulations designated by the Festival Committee

Disclaimer

The project groups are prohibited from conducting advertising activities without permission from the Festival Committee or engaging in advertising activities that violate regulations. The Festival Committee cannot be held responsible for any troubles or damages caused by such unauthorized or non-compliant advertising activities by the project groups

- ※ “Advertising activities without permission from the Festival Committee” include advertising activities outside of the application, as well as on web sites or social media, or in the library or at Tsukuba Station.

Cleaning Activities

The Festival Committee wants to make the surroundings in our campus comfortable for not only the visitors but also the members of project groups by keeping our campus clean. Therefore, please cooperate with our cleaning activities as follows. We will inform you of the details through the PLM (See p.28).

- Your waste separation
- Cleaning activities of wet areas

Cleaning the rest rooms, patrols to check the waterworks and so on

- Instruction job

Instructions about waste separation to visitors

Penalty for not attending shift on the day of the event

It is difficult for the Festival Committee alone to maintain the environment on the university campus during the festival, and the cooperation of all the project groups is essential to create a comfortable environment for everyone. However, despite the shift schedule being determined through coordination with each group, there are cases where project groups do not show up for their shifts, which has caused difficulties in the smooth operation of the festival in previous years. Therefore, if a group fails to show up for their shift, including cases where the entire planning is canceled, we may take necessary measures in response.

Bicycle Removal Request

Bicycle Removal

The Festival Committee conducts a bicycle removal campaign (an activity to move bicycles in the designated area to a specific location) on the university premises in preparation for the campus festival. We kindly ask for the participation of all planning groups in the bicycle removal campaign. Details will be announced in PLM (See p.28).

Caution

Every year, we ask for your cooperation in the bicycle removal activity to be carried out on the university campus during the school festival. However, if you cannot come to the shift, it will cause problems for the operation of the school festival. Therefore, if you cannot come to the shift, we may take measures, including cancellation of the project.

Also, we ask for **at least three participants from each relevant project group** for the bicycle removal activity. However, if it is difficult for a project group to provide three participants due to the number of members or other reasons, we will handle it on a case-by-case basis, so please consult with us in advance by email (See the back cover).

The lending and handling of equipment on the day of the festival

The lending of the equipment

If you wish to use equipment during the implementation of your plan at the school festival, please indicate your request through the "Request for Equipment such as Tables and Chairs" (tentative name) after registering your plan on the Sohosai Online System (See p.19). If you wish to use equipment other than the requested items, please provide details of your request under "Special Notes" in the 'Basic Information Request' section after registering your event plan. We will respond individually regarding the equipment we can provide.

Lending of equipment for indoor events

We will lend school equipment such as desks, chairs, lecterns, movable blackboards, and movable whiteboards for indoor events to the groups who have applied in advance through the "Request for Equipment such as Tables and Chairs" (tentative name). The equipment that can be lent will be classroom equipment. **Except for the equipment specified by the Festival Committee based on the application, you cannot use any other equipment.** In addition, there may be some restrictions on moving equipment between classrooms. Furthermore, since there is a limited number of each type of equipment, we may not be able to lend you the desired quantity.

Lending of equipment for outdoor events

We will lend out furniture such as desks and chairs that are stored by the Student Affairs Committee to project organizations that have applied in advance through the "Request for Equipment such as Tables and Chairs (tentative name)" **Based on the application, only the designated equipment specified by the Festival Committee can be used.** However, since each equipment has a limited quantity, it may not be possible to lend out the desired number of equipment in some cases.

Caution of handling equipment

If the equipment is used in a way that deviates from the usage instructions specified by the Festival Committee on the day of the school festival, we may **prohibit the use of the equipment and take appropriate measures, including canceling the event.**

One-day project

It is possible to hold an event on either Saturday, November 4th, or Sunday, November 5th. If you wish to hold an event for only one day, please apply through the "Basic Information Application" on the Sohosai Online System (See p.19).

Sponsorship

According to the Festival Committee, SPONSORSHIP is defined as follows.

Any transaction that results in a project group receiving support by an outside party (company, etc.) in exchange of providing publicity for this outside party

In addition to this, Sponsorship is classified into two categories and each sponsorship has its own regulations.

Monetary Sponsorship

Monetary Sponsorship is to receive monetary support from an outside party in exchange of providing publicity for outside party.

It is **strictly prohibited** for all project groups to receive monetary sponsorship.

Equipment Sponsorship

In exchange for receiving material assistance from an external organization, the sponsorship form that involves conducting promotional activities for that external organization is called "equipment sponsorship".

Project groups that receive goods sponsorship should select "はい"(Yes) for "物品協賛の有無"(Presence of goods sponsorship) in the Sohosai Online System (See p.19) after registering their project. Additionally, information regarding additional applications for goods sponsorship and supplementary documents will be provided by the Enterprise Group. If goods sponsorship is received without prior application, we may take measures including cancellation of the project.

Furthermore, when receiving goods sponsorship, the methods of external companies' advertising activities may be regulated by the Festival Committee. **Please do not agree to receive goods sponsorship from external organizations until the Festival Committee approves the goods sponsorship for the project group.**

Fund-raising

Fund-raising activities in person

Project groups planning to conduct fund-raising activities should obtain permission from the university in accordance with the school regulations. For more details, please see Article 12 of the "Corporate Regulations on the Activities of Tsukuba University Students".

Online fund-raising activities

It is prohibited for all project groups to conduct fund-raising activities online.

Wireless radio

For operational reasons, we will be using communication equipment such as radios and microphones. To avoid confusion between the Festival Committee and projects, the use of radios not included in the application is prohibited. Details regarding how to apply for radio use will be announced at a later date through the PLM (See p.28).

The definition of monetary transaction

According to the Festival Committee, MONETARY TRANSACTION is defined as follows.

Selling something or offering some service to the attendees, then receive money from them

For project groups that will carry out money transactions, please select "はい"(Yes) for "金銭授受の有無"(Presence of money transactions) in the "Basic Information Application" in the Sohosai Online System (See p.19)

- ※ Money transactions are generally prohibited at this year's school festival. If, in any case, a money transaction is necessary, we will confirm the details through personal identification of the planning representative.

Project Group Articles Supply System

Objective

The "Project Group Articles Supply System(PGASS)" is a system that supports the operation of projects by providing goods free of charge to all project groups, aiming to improve the quality of school festival projects. We will prioritize the provision of goods to academic project proposals that do not conduct money transactions.

For all project groups

Application Period

【Application Period】 Wednesday, June 21st-Sunday, November 24th

How to apply

Please apply through the "PGASS application window" on the application page of the Sohosai Online System (See p.19).

Supply location and date

【Supply location】 In front of the warehouse under the Central Library

【Supply date】 Friday, October 20th 9:00-18:00 / Saturday, October 21st 9:00-18:00

- ※ Even if it rains, we will do

After the application period has ended, we will distribute a shift schedule to each project group with the date and time of pickup indicated. Please refer to it for details.

Articles

Article name		Quantity	Size	Limit
Simili paper	White	4 sheets	1091mm×788mm	3 sets
	Yellow	3 sheets	1091mm×788mm	3 sets
	Pink	3 sheets	1091mm×788mm	3 sets
	Light Green	3 sheets	1091mm×788mm	3 sets
	Light Blue	3 sheets	1091mm×788mm	3 sets
Copy paper		500 sheets	A4	2 packages
		500 sheets	B4	2 packages
		500 sheets	B5	1 package
Plastic cardboard			910mm×1820mm	2 sheets
PP rope			5mm×80m	1 roll

Projects not doing monetary transaction

Application Period

Please apply for it from the "企団給(個別支給)申請窓口" (Application window of Project Group Supply (individual payment)) on the application page of the Sohosai Online System (see p.19).

【Application Period】 Wednesday, June 21st-Sunday, July 30th

How to apply

Please submit the application form for the Project Group Supply at the "企団給(個別支給)申請窓口" (Project Group Supply (individual supply) application window) on the application page of the Sohosai Online System (see p.19).

The Project Group Supply application form is attached in Excel book format on the file distribution page of the Sohosai Online System.

The application procedure is as follows.

- ① Please select items in the T-Art Tsukuba University branch store and ask the store staff to fill out the "品名・型番・サイズ・個数・単価" (Item Name, Model Number, Size, Quantity, and Unit Price) on the Project Group Supply application form.
- ② After receiving the completed application form, please make sure that the list of items is correct and fill out all the necessary information.
- ③ Please submit the application form via the Sohosai Online System (see p.19) within the application period. We will then schedule an interview by e-mail (see back cover).

Interviews

【Interview Period】 Wednesday, August 2nd – Saturday, August 5th

Please submit the application form for the interview schedule at the "企団給(個別支給)申請窓口" (Application Window of Project Group Supply (individual supply)) in the application page of the Sohosai Online System. (See p.19).

The application form for the interview schedule is attached in Excel book format on the file distribution page of the Sohosai Online System.

If there is a significant delay or no reply to schedule adjustments, there is a possibility that the items cannot be supplied.

We will confirm the following items at the interview.

- The project must be an academic project with no monetary exchange.
- The requested items must be used for the conduction or preparation of the project.
- The applicant must be able to pick up the items during the supply period.

Supply location and date

【Supply location】 In front of the warehouse under the Central Library

【Supply date】 Friday, November 1st 9:00-18:00 / Saturday, November 2nd 9:00-18:00

※ Even if it rains, we will do.

After the application period has ended, a shift list with pick-up dates and times will be distributed to each Project Group.

Caution

Please obey the following rules when receiving the supplies.

- The number of people coming to pick up the items must be the minimum necessary to transport the items.

If a group does not comply with the above, we may not be able to deliver the items to them.

Please apply for only the number of items you will use for your project. We may not be able to provide all requested items. In that case, we will adjust the number of items to be provided to each planning group and inform you of the adjustment on the Sohosai Online System.

When receiving the articles, the project group is required to **prepare enough people and transport** means to carry all the articles at once. Please check the size of the articles mentioned above in advance. Last year, a Project Group planned to transport plastic cardboard boxes by bicycle, but they were unable to do so and had to return and bring a car.

Other representatives besides the person in charge of the project can also pick up the supplies.

Also, we will not lend but supply articles, so please dispose of them yourself after using.

11. Committee Projects

Sohosai Grand Prix 2023

Project outline

In this Committee Project, visitors vote their favorite project or one that meets its theme. The Festival Committee will present an award to the group that received the highest evaluation at the festival. The winning organization will receive preferential treatment at next year's festival. We will explain this Committee Project in detail and announce the theme of “特別賞” (special award) at the Project Group Leader Meetings.

All the projects are supposed to participate in this Committee Project in principle. If you are unable to participate due to circumstances, the 8th Project Leader Meeting will deal with the situation on a case-by-case basis.

Project details

Please choose from ordinary department and stage department. From the projects with a large number of praise, we will select “最優秀賞” (the highest performance award), “優秀賞” (the outstanding performance award) and “特別賞” (special award) among these department. Visitors will be asked to vote on the day of the school festival using the voting form. We will honor the most voted projects at the Closing Ceremony and award them with prizes.

Department introduction

Please choose from the following department

- Ordinary department contains projects which cook or sell something and academic projects (doing exhibition, performance, presentation, etc.).
 - ※ Only ordinary projects can enter.
- Stage departments are projects which do some performance.
 - ※ Only stage projects can enter.

Special award

Project group decides to participate in the department: ordinary departments and stage departments. Visitors will be asked to vote for projects that they think fulfill the themes set by the Festival Committee in both General and Stage Departments. The highest voted project will be selected in each category and awarded with the Grand Prize and the Outstanding Performance Award at the Closing Ceremony.

Publicity for prize record

Project groups which have received some awards of the Sohosai Grand Prix before last year, they can use the record of their award as long as they conduct the same project contents this year as those conducted when received some awards. In addition, they can carry it on the school festival pamphlet. So, the project group which wants to use the record of its award needs to apply on the Sohosai Online System (See p.19).

Also, please select "はい" (Yes) under "パンフレットに受賞歴の掲載を希望する" (I would like to include my awards in the brochure) if you would like to include your project's awards in the brochure.

Contact

If you have any questions, please contact by e-mail (See the back cover of this booklet).

Closing Ceremony Performance Show

Outline of the Project

Various groups will perform on the UNITED Stage on the Eve of the Festival Celebration and the Closing Ceremony on the second day to add color to the finale of the school festival. The collaboration of several performing groups will liven up the Eve and the Closing Ceremony with their spectacular performances.

Project Details

- Multiple performing groups collaborate to create the show.
- Meetings and rehearsals will be held several times before the show, including meetings with the planners and representatives of the participating groups.
- The performance time of each group will be decided after discussion between the planners and representatives of the performing groups.
- If the number of groups wishing to participate exceeds the number of available groups, auditions may be held.
 - Meeting and rehearsal dates and other information will be communicated via e-mail.

Video and lighting effects

As one of the features, we are considering incorporating video and lighting effects into the performance. These effects are optional, but we may consider and propose it as a method of performance

How to participate

Groups wishing to participate should apply by accessing the application form from the QR code below.



Deadline

【Deadline】 Wednesday, May 31st 23:59

Other

If you have any comments, questions, or concerns, please contact us via email (See the back cover).

12.Pledge form

Pledge Form

All planning groups are required to submit a pledge form for this year's festival. Please refer to the next page for the terms to be pledged.

Deadline

【Deadline】 Friday, May 12th 23:59

Please be sure not to forget to submit the form. Failure to submit the pledge form may result in the cancellation of the project.

How to submit

① Download the pledge form

The pledge form will be posted as a PDF file on the top page of the Sohosai Online System (see p.19). It is scheduled to be posted on Monday, April 24, when the project application starts.

② Review and fill out the pledge form

Please **date the form** and **check the items** that you agree to.

③ Sign your name

Please download the pledge form and **sign it by hand or by drawing it as a PDF file**.

※ Please note that signatures made in any other way will not be valid.

④ Submission

We will prepare a special application for submission of the pledge in the "申請" (Application) section of the Sohosai Online System (see p.19). Please attach the pledge form in PDF format and send it there.

Please be sure to **submit the form in PDF format**. Please note that submissions in other formats (Word files, etc.) will not be accepted. However, it is possible to convert photos to PDF format for submission.

Pledge

I hereby give my consent to plan and operate the 49th (2023) University of Tsukuba School Festival "Sohosai Festival", agreeing to the following terms.

記

- The conduction of the festival will comply with the precautions described in the application guidelines. In the event that any operation is found to be not in accordance with the said precautions, the School Festival Executive Committee will not be held responsible for any consequences.
- I agree that the contents submitted to the School Festival Executive Committee will be published on the Internet.
- Each planning group agrees not to infringe on copyrights, portrait rights, etc. in the planning process.
- The School Festival Executive Committee will not be held responsible for any contents created by each planning group.
- The publicity activities such as the display and distribution of posters and flyers outside of the campus, and the use of websites and SNS to disseminate information, etc., in locations and media not controlled by the School Festival Executive Committee, shall be conducted within the scope of the planning group's responsibility, in accordance with legitimate methods after obtaining permission from the respective controlling organization, etc., and within the scope of not offending public order and morals. The activities will be carried out within the scope of the planning organization's responsibility.
- For photographs to be submitted for publicity on social networking sites, etc., the planning organization will obtain permission from all persons in the photographs in advance. The School Festival Committee will not be held responsible for any problems that may arise in the process of submitting photos.
- Do not sell goods online without permission from the School Festival Committee.
- If you apply for a cooking project, please note that projects that only involve cooking may be cancelled during the period between the application and the day of the festival, after consultation with the university. The school festival committee will not be held responsible in the event that the cooking project is cancelled.
- When renting a recording room, please be aware of the possibility that the room may become unavailable at the last minute. The school festival committee will not be held responsible in the event that a classroom becomes unavailable.
- When borrowing a classroom on the day of the festival, please be aware of the possibility that the classroom may become unavailable at the last minute. The School Festival Committee will not be held responsible in the event that a classroom becomes unavailable.
- We will follow any instructions given by the festival committee.
- After submitting this pledge, we will not cancel your submission without a valid reason.

- In case of special circumstances, we will immediately report to the festival committee.
- In the event that a member of the planning team is infected with Covid-19, we will immediately report it to the School Festival Executive Committee.

学園祭実行委員会：
以上

企画団体名
企画責任者氏名
企画責任者連絡先

13.Others

Approval from the university

We have to submit the documents to “All Colleges Student’s Representative Council” (ACSRC) and the university, so please acknowledge the followings.

- We might confirm whether the contents you submitted to us are appropriate or not.
- If “ACSRC” or university asks you to change the contents of your project, you will need to reexamine it after consultation with the Festival Committee.
 - ※ If the planning organization does not accept changes to the project, we may take action, including cancellation of the project, after consultation with the All Colleges Student’s Representative Council or the university.
- You cannot advertise (See pp.47-48) until the university approves.
 - ※ You need approval of publicity from us when you advertise.

Privacy policy

We will store personal information strictly and will never leak it to others. Also, the personal information will not be used without the project leader’s or the project sub-leader’s agreement except for the following purposes.

- For contacts or adjustments from the Festival Committee.
- For making the plan of handouts to the university and ACSRC
- For making statistical data that individuals or projects will not be identified

Also, for the following cases, the personal information of the project group may be released to others.

- When the Festival Committee hands out the plan to the university and ACSRC.
- When getting requests for legal obligation from judicial branch or administrative branch.
- When getting requests based on the school rules from the university.

We request that the above-mentioned information providers (in particular, All Colleges Student’s Representative Council and universities) keep personal information under strict control and not handle it in any way that violates this Privacy Policy.

Closing

Thank you for reading this far. When applying for a project, please read the information in this booklet again, and only apply for a project if you agree with the information in this booklet. If you wish to apply for a stage project, please refer to the application guidelines for stage projects (separate booklet).

Last but not least, your help is indispensable for a safe and smooth school festival. We appreciate your understanding and cooperation.



筑波大学学園祭
雙峰祭

Contact

Address : 茨城県つくば市天久保 3 丁目 共同研究棟 B 棟 206 号室

TEL/FAX : 029-853-2899

Email : project49th@sohosai.com

Website : <http://sohosai.com>