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1. Classification of the projects

Classification of the projects

We will classify the projects as below.

| | |
|-------------------|---|
| Stage projects | Projects that use UNITED Stage, Matsumi-Lake and the University Hall (lecture halls or halls) |
| Ordinary projects | Projects that are not classified as stage projects (academic project proposals and artistic project proposals are included) |

Stage project

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 project

The place to conduct the project

| | Cooking (See pp.15-17) | Fire use (See p.19) | Conducting projects when raining | Conducting projects at the eve of festival celebration | Dealing with food and beverages (See p.15,17) |
|----------------------------------|---------------------------|------------------------|--|---|--|
| Indoor | ○ | × | ○ | × | ○ |
| Indoor of the University Hall | × | × | ○ | × | × |
| Outdoor | ○ | ○ | △(※1・※2) | △(※3) | ○ |

※1 You cannot cook, sell or serve food when it rains a little or during strong wind conditions

※2 You must suspend your project when it rains heavily

※3 The eve of festival celebration will be held only at Area 2/3

Academic project proposals

Academic project proposals are for those projects that are related to the researches done daily at this university (including the graduate school) and whose members will conduct from the registration process up to the managing at the day of the school festival by themselves. The purpose of it is for those attending the festival to know not only the academic potential of this university but also the fascination for research.

We will welcome applications not only from circles or research groups but also from seminar groups. Also, please check the committee project “Tsukuba Research Presentation” (See p.34), which makes simple presentations using exhibits etc. and apply for it. We hope for academic projects to apply for it.

Preferential treatments for academic project proposals

Academic projects are given some privileges as below.

- Project leaders of academic projects don't have to attend the Project Group Leader Meeting (See p.30)
 - ※ All project groups must attend the 1st and 7th meeting
 - ※ The project groups which do cooking have to attend all meetings (Except for the 8th meeting)
- Priority in implementation schedule and venue placement
- Priority in equipment lending
- Publicity by the website of the Festival Committee, brochure, flag and so on (Tsukulabo-Project, See below)
- Exemption of cleaning job
 - ※ In some cases, it is unavoidable due to a balance with other groups

How to participate

When registering your project, please select “はい” (yes) in “学術参加枠での参加” (participation as academic project proposals) at Sohosai Online System (See p.33)

Tsukulabo-Project

Tsukulabo-Project is the publicity activity by the Festival Committee to appeal the academic ability of this university. It includes academic project proposals and the academic department of committee projects. The Festival Committee will give them good publicity treatment. Following picture of Tsukulabo is a mark. Also, please check “Tsukuba Research Presentation” which is one of Tsukulabo-Project.



Artistic project proposals

During the school festival, we define the projects held at Art/PE Area (5C Bldg, 6A Bldg, 6B Bldg and around them) and managed by the artistic festival committee as “artistic project proposals”.

Artistic festival

Artistic festival” is held as one of the projects of the school festival by projects the artistic festival committee admitted. They will present, exhibit and sell their achievements of their daily activities.

The artistic festival committee

The artistic festival committee is an organization that runs and manages the artistic festival. They mainly devise and implement project contents, prepare publications such as posters and pamphlets, plan for signing, make venue decoration and do public relations activities, etc.

Significance of the artistic festival

- Group artistic projects and feature as an artistic organization
- Make opportunities of 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 satisfy the following conditions.

- Projects in accordance with the significance of the artistic festival
- Project group or its members fall under the following
 - A student of school of Art and Design
 - A graduate student of Comprehensive Human Sciences (Art and Design)
 - A staff of school of Art and Design
 - A student group recognized by this university which includes graduates from school of Art and Design or graduates from school of Comprehensive Human Sciences (Art and Design) as a guest
 - A student group which includes members other than student of school of Art and Design

In some cases, it may be impossible to participate in artistic project proposals. The detail information will be informed at the meeting held by the artistic festival committee. Since **graduates are treated as guests** (See p.28), guest application is required.

How to participate

When you register your project, please select “はい” (yes) in “芸術祭参加枠での参加” (participate as artistic project proposals) at Sohosai Online System. If you want to join as artistic project proposals, you have to submit details of the project to the artistic festival committee separately.

Request to project groups which hope for participation in artistic project proposals

If you are permitted to participate in artistic project proposals, the Festival Committee submit “**project name, project group name, project leader’s name and e-mail address of the project leader**” to the **artistic festival committee** in order to keep a detailed contact with the artistic festival committee. If you cannot accept this rule, you cannot participate in artistic project proposals.

The project groups which hope to participate in artistic project proposals have to attend the meeting held by the artistic festival committee in addition to the Project Group Leader Meeting.

- ※ Project groups in academic project proposals which will not cook do not have to attend the Project Group Leader Meeting (Except for the 1st and 7th meeting)

Exhibition projects at the artistic festival

The exhibition projects for each course can receive preferential treatment by participating as academic project proposals in addition to artistic project proposals (See p.2). Preferential treatments for academic project proposals (See pp.2-3) will also be done.

Preferential treatments for artistic project proposals

- You can advertise your project with the artistic festival pamphlet in addition to the school festival pamphlet
- You can borrow decorative items such as partitions

Contact information

If you have any questions about the artistic festival, please contact the following e-mail address of the artistic festival committee.

geijutsu2018@gmail.com

2. Indoor conducted projects

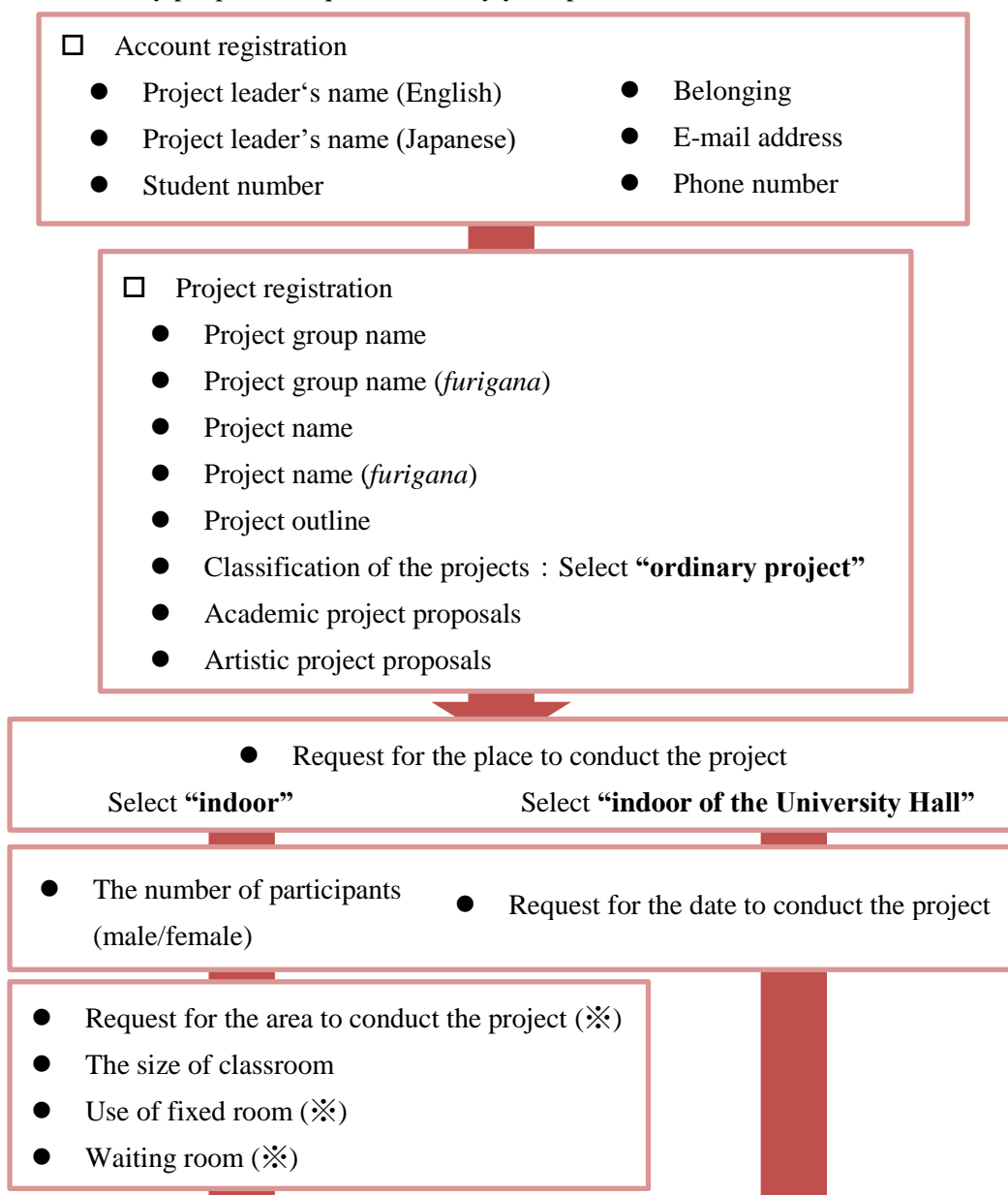
If you want to conduct your project indoor (classroom, cafeteria, etc.), please select “屋内” (indoor) in “企画実施場所” (the place to conduct the project) at Sohosai Online System (See p.33). Also, if you want to conduct your project in the conference room of the University Hall, please select “大学会館屋内” (indoor of the University Hall).

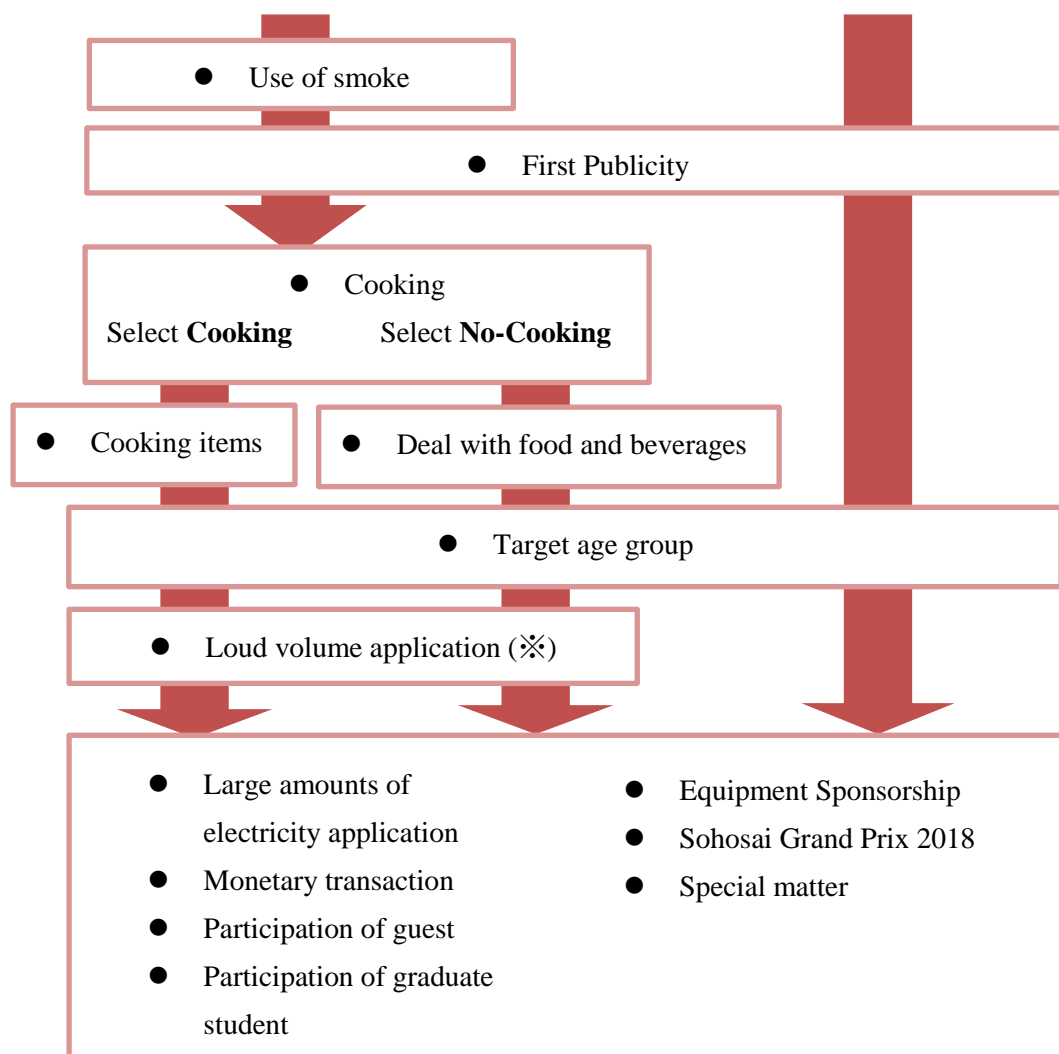
Flowchart of project register

Please apply for the project according to following flowchart. If you want to participate in Tsukuba Research Presentation, you don't need to register your project.

Depending on application contents, we cannot meet your wishes. We hope your understanding.

※ As for items many people have questions every year, please see below





The area to conduct the project

If you want to use other places (except Area 1 and Area 2/3, Area University Hall and Art/PE Area) to conduct your project, please fill out the places you want concretely.

Waiting room

Only indoor conducted projects can select if they use waiting room or not. However, in some cases, waiting room will be far away from the place to conduct the project because of a balance between other projects.

Loud volume application

If you plan to play music or perform drama, you have to submit loud volume application at Sohosai Online System when registering the project. As for the project groups which plan to run BGM from the speaker, they don't need to apply it.

Fixed classroom

A fixed classroom is **the classroom where desks and chairs are fixed** (ex. 1H201). You can save the trouble of preparing and cleaning because you don't need to rent desks or chairs.

The time for conducting the project

準備 : Preparation

撤収 : Removal

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

Preparation day : November 2nd (Fri)

| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| 第二・第三 | 準備 | | | | | | | | 撤収 | | |
| 第一 | 準備 | | | | | | | | 撤収 | | |
| 会館 | 準備 | | | | | | 撤収 | | | | |
| 体芸 | 準備 | | | | | | | | 撤収 | | |

※ On preparation day, projects can be conducted only outdoor

Day1 : November 3rd (Sat)

| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | |
|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| 第二・第三 | 企画実施時間(10:00~17:00) | | | | | 撤収 | | | | | |
| 第一 | 企画実施時間(10:00~17:00) | | | | | 撤収 | | | | | |
| 会館 | 企画実施時間(10:00~17:00) | | | | | 撤収 | | | | | |
| 体芸 | 企画実施時間(10:00~16:00) | | | | 撤収 | | | | | | |

Day2 : November 4th (Sun)

| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 |
|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 第二・第三 | 企画実施時間(10:00～17:00) | | | | | 撤収 | | | | |
| 第一 | 企画実施時間(10:00～17:00) | | | | | 撤収 | | | | |
| 会館 | 企画実施時間(10:00～17:00) | | | | | 撤収 | | | | |
| 体芸 | 企画実施時間(10:00～16:00) | | | | 撤収 | | | | | |

The place to conduct the project

Area 2/3

2A Bldg, 2B Bldg, 2C Bldg, 2D Bldg, 2H Bldg
3A Bldg, 3B Bldg

Area 1

1A Bldg, 1B Bldg, 1C Bldg, 1D Bldg, 1E Bldg, 1H Bldg

Area University Hall

Conference room etc.

Art/PE Area

5C Bldg, 6A Bldg, 6B Bldg

Another place

If you want to use other places (except Area 1 and Area 2/3, Area University Hall and Art/PE Area) to conduct your project, we will deal with your request individually, so please contact us by e-mail.

As example of the places used every year, there are “開学記念館”, Laboratory of Advanced Research B and Institutes of Humanities and Social Science.

The place that cannot be used this year

Art/PE cafeteria

Project conducted in the University Hall

Ordinary projects conducted in the University Hall will use meeting rooms or other rooms in the University Hall. If you use the University Hall, you must follow the “筑波大学会館規定” (University Hall Provision), “筑波大学大学会館の利用に関する要項” (Requirements when using University Hall) and “筑波大学大学会館利用心得” (University Hall understanding of usage). As eating and drinking is prohibited, you cannot cook, sell or serve food. Projects which make a loud voice cannot use meeting rooms or other rooms in the University Hall for a balance between stage projects in the University Hall.

Even if you conduct the project in the University Hall, you have to attend **the 1st and 2nd Project Group Leader Meeting** like other ordinary project groups. After these meetings, you have to attend **Stage Meeting** which is the session for stage projects (See p.2) instead of the 3rd Project Group Leader Meeting. Then, your first attendance of Stage Meeting will be from the **4th** meeting.

If you consider using hall or auditorium and conducting stage project, please also see “ステージ企画用募集要項” (application guideline for stage projects).

3. Outdoor conducted projects

If you want to conduct your project outdoor under tents or roofs, please select “屋外” (outdoor) in “企画実施場所” (the place to conduct the project) at Sohosai Online System (See p.33). Unlike indoor, **in rainy and/or windy weather, you cannot cook, sell or serve food and decorate outdoors indoor.**

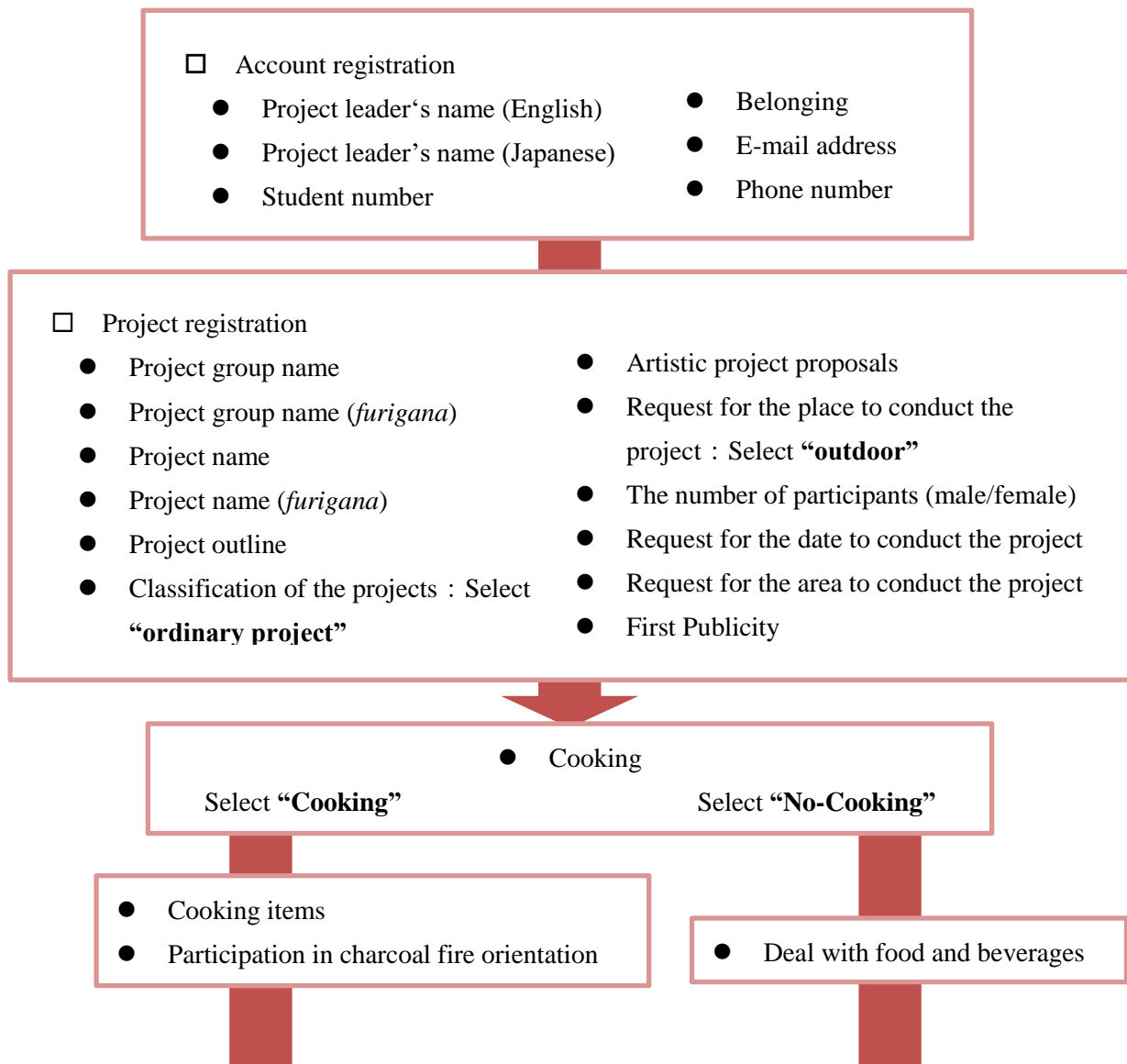
In the following cases, **you may have to consider changing to indoor.**

- The number of the projects outdoor is much larger than that of indoor
- The number of the projects outdoor exceed the upper limit

Flowchart of project register

Please apply for the project according to following flowchart. If you want to participate in Tsukuba Research Presentation (See p.34), you don't need to register your project.

Depending on application contents, we cannot meet your wishes. We hope your understanding.



- Target age group
- Loud volume application
- Large amounts of electricity application
- Monetary transaction
- Participation of guest
- Participation of graduate student
- Equipment Sponsorship
- Sohosai Grand Prix 2018
- Special matter

The time for conducting the project

準備 : Preparation

撤収 : Removal

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

Preparation day : November 2nd (Fri)

| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | |
|-------|-------|-------|-------|---------------------|-------|-------|-------|-------|-------|-------|--|
| 第二・第三 | 準備 | | | 企画実施時間(15:00~20:00) | | | | | 撤収 | | |
| 第一 | 準備 | | | | | | | | 撤収 | | |
| 会館 | 準備 | | | | | | | | 撤収 | | |
| 体芸 | 準備 | | | | | | | | 撤収 | | |

Day1 : November 3rd (Sat)

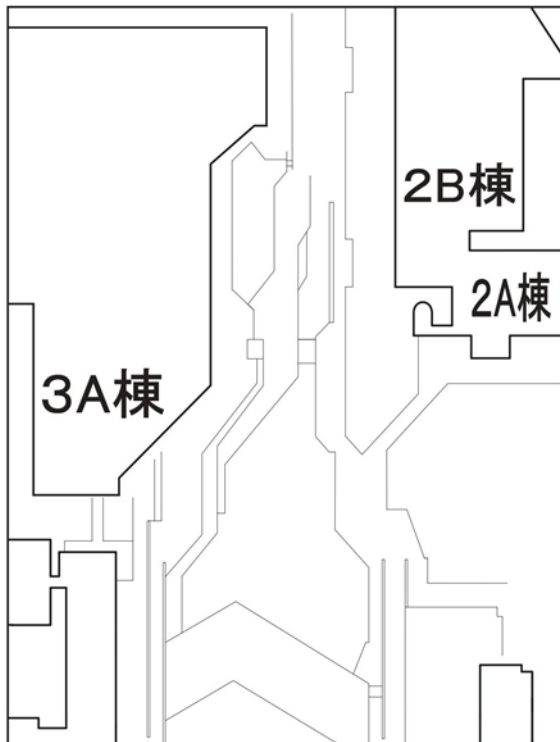
| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 | |
|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| 第二・第三 | 企画実施時間(10:00~20:00) | | | | | | | | 撤収 | | |
| 第一 | 企画実施時間(10:00~20:00) | | | | | | | | 撤収 | | |
| 会館 | 企画実施時間(10:00~19:00) | | | | | | | 撤収 | | | |
| 体芸 | 企画実施時間(10:00~19:00) | | | | | | | 撤収 | | | |

Day2 : November 4th (Sun)

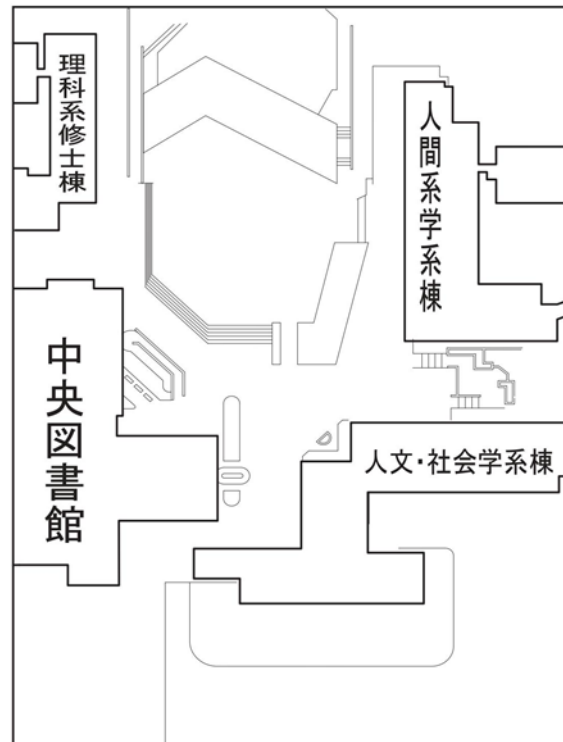
| | 10:00 | 11:00 | | 15:00 | 16:00 | 17:00 | 18:00 | 19:00 | 20:00 | 21:00 |
|-------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 第二・第三 | 企画実施時間(10:00~19:00) | | | | | | | 撤収 | | |
| 第一 | 企画実施時間(10:00~18:00) | | | | | | 撤収 | | | |
| 会館 | 企画実施時間(10:00~16:30) | | | | 撤収 | | | | | |
| 体芸 | 企画実施時間(10:00~16:30) | | | | 撤収 | | | | | |

The place to conduct the project

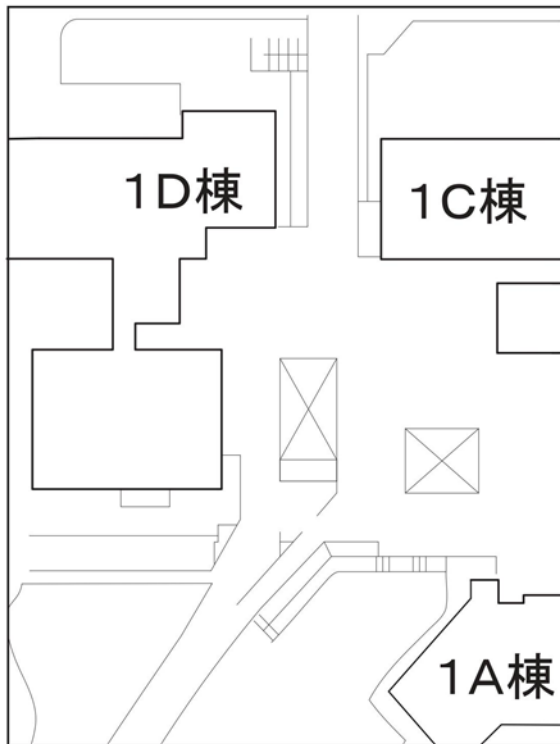
Area 2/3 around faculty building



around Central Library



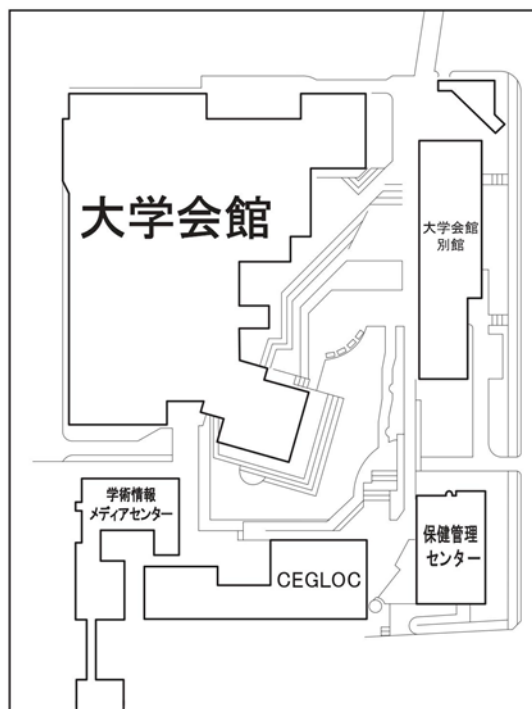
Area 1 around faculty building



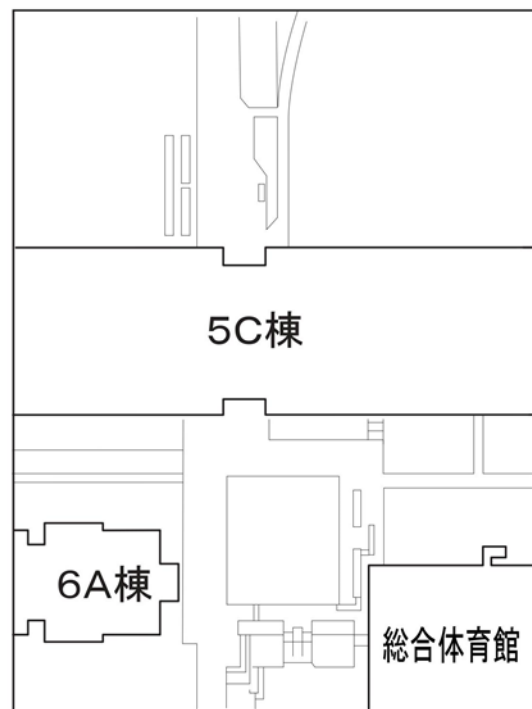
around Matsumi-Lake



Area University Hall



Art/PE Area



4. Cooking related matter

Cooking

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 to be “Cooking”.

- Pouring beverages to a container (glass, cup, etc.)
- Opening of pre-made packed products such as snacks and sweets
- Heating up food
- Buying ingredients and preparing food

Consequently, buying packed ready-made goods and providing them without exposure to the air, is not consider as “Cooking” but as “handling food and beverages”.

Food sanitation

Regarding the management of sanitation, the Festival Committee, by instructions of the Health Center, asks the cooking projects groups to respect the following measurements. We ask for your comprehension.

Caution on cooking

- Prohibition of cooking outside the designated date
- Prohibition of cooking outside the designated place
- Except for ready-made products, the last step of the cooking process should be heating
- When cooking, the Cooking ID Card (See. p.17), a bandanna (triangular handkerchief) and an apron (※) must be worn all the time
 - ※ You can use a hat instead of a bandana if your hair doesn't fall
 - ※ You have to wear an apron which cover up to the chest
- In case of using mixers more than 3 must be used, and in the case of shakers more than 6 must be used to cook
- Prohibition of specific products and cooking methods

From a sanitary point of view, the products and cooking methods listed below have been prohibited by the Health Center. **Bold points are either new or changes from last year so please be careful.**

- | | |
|---|---|
| <input type="checkbox"/> <i>Onigiri</i> (including <i>Onigirazu</i>) | <input type="checkbox"/> <i>Inari Sushi</i> |
| <input type="checkbox"/> <i>Mochitsuki</i> | <input type="checkbox"/> Processing food by customers (for example, <i>soba</i> -making experience) |
| <input type="checkbox"/> Smoothie | <input type="checkbox"/> Sandwich |
| <input type="checkbox"/> Using blenders and/or shakers outside | |

- Unheated/Raw Food products (Salad, *Sashimi* etc.)

- Whipping whip cream by yourself (Use of ready-made products is permitted)**

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.

Caution on indoor cooking

Only the projects that meet all the conditions below can be done.

- To cook without fire (See p.19) (Induction cooking stove or hotplates can be used instead)
- To cook that doesn't produce smoke
- To cook that doesn't emit strong smells

Also, there is a limit to the amount of electricity that can be used with electrical cooking devices (See pp.19-20).

Caution 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 orientation.**

Charcoal fire orientation

【Date and Time】 May 23rd (Wed) 18:30~

【Location】 1C310 (plan)

Step of the project in case of Cooking

Determination of cooking food items

Please submit a list of the concrete cooking food items to be used at Sohosai Online System (See p.33).

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.

Deadline : June 8th (Fri)

Documents for submission

The bacterial test (stool examination) and the documents needed by the Health Center will be handed and collected during the Project Group Leader Meeting in order to be submitted all at once. Please submit all these during the designated period.

The Cooking ID Cards and name plates will be handed during the Project Group Leader Meeting to project groups that got a negative result for the bacterial test. When cooking, please put the Cooking ID Card and copy of your student card into a name plate so as to be seen easily.

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 deal with 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 for **many of those attending the festival can have meals at ease** because they can get information about food allergen.

Handling of food and beverages by No-Cooking projects

Since last year, it has been an obligation for cooking projects to submit an application with the products that can cause allergies. Moreover, to ensure the safety of those attending the festival during the school festival, No-Cooking projects which deal with food and beverages are also asked to submit the allergy products application for the food products to be handled (selling of unopened packed food).

5. Cautions

Prohibitions

In order to achieve a safe and smooth school festival this year, the actions listed below are prohibited. Please read them thoroughly. Further details and complementary information regarding the prohibitions will be informed during the 1st Project Group Leader Meeting (See p.30).

Measurements will be taken, including suspension of the project, against those project group 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

- To go against public order and morals
- Any action that damages the spirit and environment of the university as educational institution
- To support or critic any specific political party or religion
- To damage or lose facilities and equipment
- To recruit for groups and organizations
- Fund-raising activities
- 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
- To conduct the project outside designated location
- Project operation done only by guests (See p.28)
- To participate in projects of people other than students, staff of this university and guests
- Ambulant vending (sell food while carrying it around)

- Delivery
- To receive sponsorship without applying (See p.23)
- To use wireless radio without applying (See p.23)
- To use fire for other purpose rather than cooking
- To use electricity without applying
- To enter the festival with an unauthorized vehicle (car, bicycle, motorcycle, carts, etc.)
- Any action that could endanger the safety of the festival

Alcohol Handling (See p.19)

- To bring alcohol into the school festival without submitting an application
- To sell or provide alcohol to those attending the festival
- 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

Coking (See pp.15-17)

- 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
- To use charcoal without applying for it
- To cook, sell or serve food when the Festival Committee has declared rain or strong wind conditions

- To use ingredients not submitted in the documents presented to the Health Center

Publicity activities (See p.21)

- Publicity activities (flyer, post, the Internet publicity like SNS, etc.) not authorized by the Festival Committee
- Any publicity that could damage or get dirty the university property

Handling Alcohol

We prohibit **bringing alcohol not submitted in the application to the school festival, selling or serving alcohol to those attending the festival operating a project under the influence of alcohol, and any action that could be confused with these prohibitions.**

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 non-alcoholic beverages (including *Amazake* etc.). Please refer to the following for the standard of judgment.

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

Handling Fire

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

| | |
|----------------------------|----------------------------------|
| Indoor conducted projects | Prohibited |
| Outdoor conducted projects | Use beside cooking is prohibited |

However, after consulting with the Student Affairs Department of the University, under some conditions permission may be granted. In case on applying for an exceptional use of fire, please fill it in the “特記事項” (special matters) at Sohosai Online system (See p.33) when registering your project.

Electricity

There is a limit to the amount of electricity that can be supplied. Therefore, in advance you have to apply for electric devices you plan to use the day of the school festival. However, it doesn't mean that all of them will be approved.

Electricity use for indoor conducted projects

For indoor conducted projects, we set the upper limit of electricity use to **2500W** in Area 1 and **1600W** in other areas.

Whether the application is necessary or unnecessary is as follows.

| | Large amounts of electricity application | Expected usage | Heater |
|-----------------------|--|-------------------------|------------|
| more than 1600(2500)W | Necessary to apply | Necessary to fill out | Cannot use |
| less than 1600(2500)W | Unnecessary to apply | Unnecessary to fill out | |

Large amounts of electricity use

If you plan to use electricity more than 2500W in Area 1 or 1600W in other areas, your project will be “the project which uses large amounts of electricity”. When registering the project, please submit “大電力申請” (large amount of electricity application) at Sohosai Online System (See p. 33) and write the amounts of electricity usage you can expect now in the item of “予想ワット数”(expected usage). Even if you apply, we cannot necessarily permit you to use electricity you write there.

Electricity use for outdoor conducted projects

The use of over **400W** of electricity per one project is **not permitted** due to limit in the amount of electricity that can be supplied. Therefore, even if you use only one device, if it surpasses the 400W amount, its use will not be approved (E.g. Microwave ovens, IH stoves, Rice cookers etc.). Furthermore, in case of a shortage in the amount of electricity that can be supplied, there is the possibility of not receiving permission even if the amount is less than 400W.

Whether the application is necessary or unnecessary is as follows.

| | Application of power generator | Preparation of power generator | Heater |
|----------------|--------------------------------|--------------------------------|--------|
| more than 400W | Necessary to apply | Necessary to prepare or rent | Cannot |
| less than 400W | Unnecessary to apply | Unnecessary to prepare | |

Use of Power Generators

Because there is a risk of causing a fire, using power generators are **prohibited indoors**. In some case, outdoor projects may also not receive permission for its use. In case of desiring to use a power generator, please fill out the “発電機申請” (Power Generator Application) during the project inscription at the Sohosai Online System. For instance, if you want to make cotton candy, kebab, etc., you have to submit power generator application.

Use of Heaters

Due to the limit of electricity that can be supplied, heaters **cannot be used both indoor and outdoor**. Especially, in addition to heaters in a classroom, the project groups indoor cannot use air conditioners installed in a classroom. However, in case the Festival Committee judges it to be necessary for the project, permission may be granted. If you wish to use it, fill in “特記事項” (special matters) and consult the Festival Committee.

Examples of maximum electric power consumption (wattage)

These examples are based on the wattage of electrical devices requested in the past. Please confirm the actual wattage of the device to be used before submitting the application. Yet, even if the submitted device is one of the listed below, there is a possibility of not obtaining permission for its use. As for rice cooker, you cannot cook rice in it because it use more than 400W electricity. However, you can warm rice in it because it use less than 400W electricity.

| | | | |
|----------------|-----------------|-------------------|--------------|
| Microwave Oven | Electric Kettle | Rice Cooker | Refrigerator |
| 900W | 1000W | 600W(warming 50W) | 500W |

Publicity activity

In case a project group is doing any kind of publicity, it is necessary to apply beforehand and get permission from the Festival Committee. In order to ensure a smooth management of the school festival, the Festival Committee has established some prohibitions and regulations.

Definition of Publicity Activity

This year, PUBLICITY is defined as follows.

Any action that informs about a project’s content to people both inside and outside the university

Example of publicity : poster, flyer, SNS, etc.

Application of Publicity

Project publicity is divided into three types according to the period its done : First Publicity, Second Publicity and On the Day Publicity. If you want to advertise your project, please apply at Sohosai Online System (See p.33). After getting permission from the Festival Committee, you can advertise your project. The period you can advertise your project is from the time you get permission from the Festival Committee to the second day of the school festival. However, each publicity activities are done in different periods and you cannot do publicity activity outside the fixed period. Also, please apply for each publicity medium you want. Further details will be informed at the Project Group Leader Meeting.

First Publicity

【Application period】 July 12th (Thu)~July 18th (Wed)

- ※ Projects that desire to perform First Publicity are required to register the project before May 17th (Thu)

Second Publicity

【Application period】 the early part of October~November 1st (Thu)

On the Day Publicity

【Application period】 November 2nd (Fri)~November 4th (Sun)

- ※ The period you can advertise is **from the time you get permission from the Festival Committee** to the second day of the festival (November 4th).

Prohibitions on publicity

The publicity of projects is bounded to the following prohibitions. In case a project is found to have broken any of these, they become subject to a warning and suspension of the project. Also, if the Festival Committee judge as inappropriate, they become a warning and suspension of the project even though they don't apply to the following list.

- Publicity that go against public order and morals
- To advertise outside of the designed periods
- To perform a publicity activity not approved by the Festival Committee
- Not to follow the regulations designated by the Festival Committee

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 and regulated as the following two categories.

Monetary Sponsorship

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

To receive monetary support from an outside party in exchange of providing publicity for outside party

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

Equipment Sponsorship

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

To receive support in the form of equipment in exchange of providing publicity for this outside party

In case of receiving Equipment Sponsorship, please check ”はい” (yes) in “物品協賛の有無” (receive equipment sponsorship) at Sohosai Online System (See p.33) when registering the project. As for additional application and document to be submitted, we will explain at the 2nd Project Group Leader Meeting. In case of receiving Equipment Sponsorship which is not be applied, we will suspend its project.

In case of receiving an Equipment Sponsorship, the advertising methods must follow the regulations of the Festival Committee. Further information will be given during the Project Group Leader Meeting. **Moreover, until receiving permission from the festival committee, please refrain from agreeing to any kind of Equipment Sponsorship.**

Wireless radio

For the correct management of the school festival, the Festival Committee uses communication devices such as wireless radios and microphones. The use of wireless radios without permission is prohibited because there is the possibility of crossing lines between the Festival Committee and the projects. For the way to apply for wireless radios, we will explain during the Project Group Leader Meeting.

Project Group Articles Supply System

Objective

The objective of the Project Group Articles Supply System (PGASS) is to help improve the quality of the projects by providing the projects with certain articles in order to give those attending the school festival the best experience possible.

For all project groups

Articles

| Article name | Size | Limit |
|-----------------------------|------------------|------------|
| Rectangular Timber | 30mm×40mm×2000mm | 2 |
| Plywood | 910mm×1820mm | 2 |
| Simili paper White 4 sheets | 1091mm×788mm | 3 sets |
| Cream 3 sheets | 1091mm×788mm | 3 sets |
| Pink 3 sheets | 1091mm×788mm | 3 sets |
| Green 3 sheets | 1091mm×788mm | 3 sets |
| Light Blue 3 sheets | 1091mm×788mm | 3 sets |
| PPC paper 500 sheets | A4 | 2 packages |
| | B4 | 2 packages |
| | B5 | 2 packages |
| Plastic cardboard (White) | 910mm×1820mm | 2 sheets |
| PP rope | 5mm×30m | 2 roll |

Date and Location

【Application period】 June 29th (Fri)~October 3rd (Wed) 19:00

【Supply date】 October 20th (Sat)・October 21st (Sun) 13:00~16:00

【Supply location】 Under the Central Library

※ Even if it rains, we will do

How to apply

Please apply for the sort and quantity of article you want the Sohosai Online System (See p.35).

Projects not doing monetary transaction

Articles

Art supplies and stationery (articles handled at “tools” and “ユーズ画材”, and ink cartridges)

Date and Location

- 【Application Period】 June 29th (Fri)~July 17th (Tue) 19:00
【Interview】 July 17th (Tue)・July 18th (Wed)
【Supply】 August 25th (Sat)・August 26th (Sun) 10:00~12:00
【Supply Location】 Under the Central Library

※ Even if it rains, we will do

In case of Additional application

- 【Additional application period】 August 25th (Sat)~August 26th (Sun) 19:00
【Additional Interview】 September 29th (Sat)・September 30th (Sun)
【Additional Supply】 October 27th (Sat)・October 28th (Sun) 10:00~12:00
【Additional Supply Location】 Under the Central Library

※ Even if it rains, we will do

How to apply

Please apply from the articles available at “tools” and “ユーズ画材” starting from May 1st (Tue) using “企団給申請書”(PGASS application form). Articles from other stores besides this two stores don't apply.

The application process is as follow.

- ① Select the desired article at the store and ask the store employee to fill out the “メーカー名・商品名・型番・単価”(manufacturer, article name, model number, and unit price) columns of the PGASS application form.
- ② After receiving the PGASS application form, check out for any errors in the article list and fill out the “必要事項”(necessary items).
- ③ During the designed application period please submit the form at the festival committee room (1C204) or after the 1st and 2nd Project Group Leader Meeting at the ”企団給ブース”(PGASS booth). At the same time interview date will be decided, so please check your or project leader's schedule before coming.

※ Ink Cartridge Application

The application will proceed at the end of the 1st and 2nd Project Group Leader Meeting at the “企団給ブース”(PGASS booth). Please confirm the “メーカー名・型番・品名・個数”(Manufacturer, Model Number, Product Name, and Quantity) before coming to the PGASS booth.

Interview

During the interview, we will confirm the following points.

- If the project doesn't do any monetary transaction
- If the applied articles will be used during the project or for preparation of the project
- If the way to use the applied articles is clear
- If there is no excess in the quantity of articles applied for
- If the project group will be able to receive the articles during the designated period

Caution

The submitted application doesn't necessary means we will be able to supply all of the articles applied for. In case of surpassing the budget of the Festival Committee, the number of articles supplied to each project will be adjusted, and the final number will be informed through the Sohosai Online System.

At the moment of supply, the project group is required to prepare enough people transport means to carry all the articles at once. Please check the size of the articles in advance.

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

6. Qualifications to participate

Qualifications to participate

The project must satisfy all the following requirements.

- There are a project leader and a sub-leader
- All project members must be **students or staff of this university (including graduate school) or guests (See below)**
 - ※ You can't conduct the project with only guest of this university
- When you conduct your project as academic project proposals (See pp.2-3), 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 p.3-5), the contents of your projects must fulfill artistic project proposals participation condition

Project leader

When proposing the projects, you must appoint a project leader.

Project leader must :

- be a student or staff of this University
- contactable by the festival committee by e-mail or phone (including the day of the school festival)**
- not be a project leader of another project
 - ※ being a sub-leader of another project is permitted
- can attend the Project Group Leader Meeting (See p.30)

Project sub-leader

To assure that the festival committee can contact with projects, you must appoint a project sub-leader in addition to a project leader.

Project sub-leader must :

- be a student or staff of this university
- be contactable by e-mail or phone (including the day of the school festival)
- not a project leader of its project

When project leader is a staff of this university, you have to make sub-leader student. In this case, we are going to contact with a sub-leader.

Guest

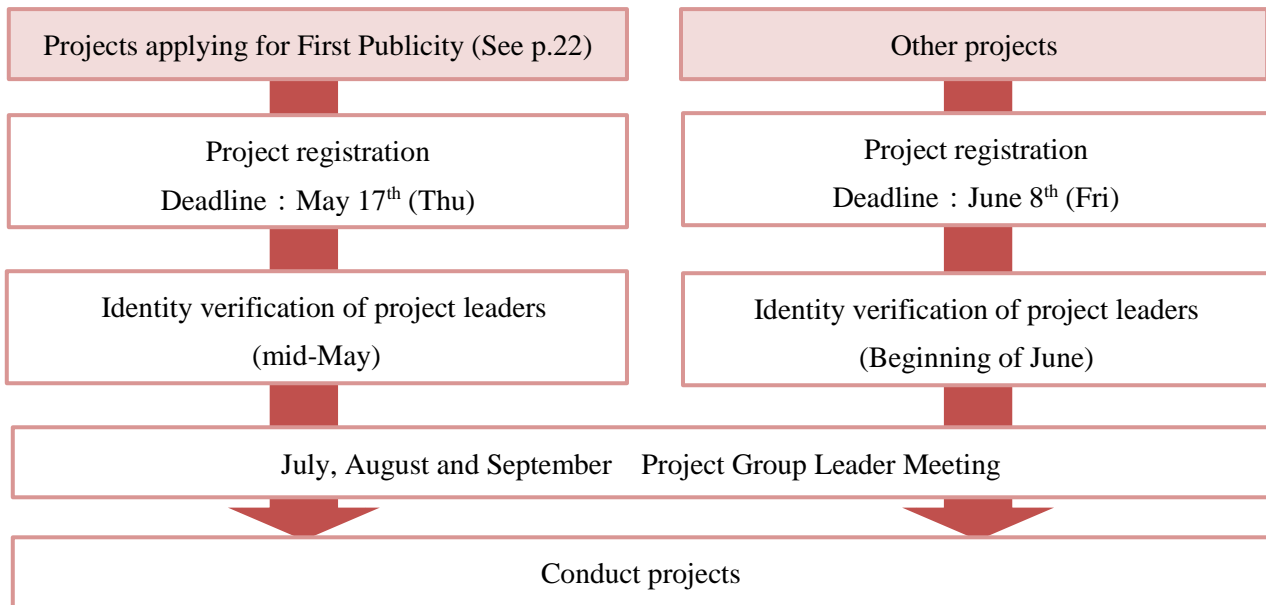
According to the Festival Committee, GUEST during the school festival is defined as follows.

not University students
not University staff
but be involved in project as a person or organization

The groups that are composed of only guests can't propose project. Guests can perform on the stage but cannot cook, sell items and receive money. If you conduct your project with guests, please select “ゲストあり” (contain guests) at Sohosai Online System when registering your project. We'll check projects containing guests at identity verification of project leaders (See p.29) later on.

7. Steps until the implementation of the project

Flowchart of project conduct



Identity verification of project leaders

We will verify that the project leader is a member of this university.

If the project leader is a student, he/she has to come to the festival committee room (1C204). Then we check his/her student card and basic content of the project. If the project is an academic project, we also confirm that the contents are related to academic activities. If the project leader is a staff, the confirmation will be done by e-mail.

About the date, we will inform the project leaders later on.

Project Group Leader Meeting

At the Project Group Leader Meeting (PGLM), we inform the project groups of important points and distribute and/or collect essential documents. The project leader must attend every meeting. If the project leader is unable to attend, please inform the festival committee or another member must substitute for him/her.

If you do not attend the meetings more than 3 times or do not meet the deadlines more than twice, your project may be canceled.

- ※ The groups in academic project proposals which do not involve cooking don't have to attend the meeting except for the 1st and the 7th meeting.

1st Project Group Leader Meeting

【Date and Time】 July 10th (Tue) 18:30~

【Location】 1H101(Plan) : For the projects which do cooking

1H201(Plan) : For the projects which do not cooking (including the projects which do not cook but provide food and drink)

Fixing the date and place to conduct the project

In order to make all groups conduct the projects, if the number of project application exceeds that of projects that can be applied, we will hold a lottery for fixing the date and place for conducting the project after the first meeting. We determine them considering the application submitted at the Sohosai Online System and the result of the lottery.

Depending on the result, the date and place to conduct the project may not be subject to your request.

2nd to 8th Project Group Leader Meeting

For the details, we will inform you at the first meeting.

【Location】 1H101・1H201 (Plan)

【Date】 (Plan)

| Second | Third | Fourth | Fifth | Sixth | Seventh | Eighth |
|-----------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| July 11 th | October 2 nd | October 9 th | October 16 th | October 30 th | November 2 nd | November 6 th |

- ※ We set October 23rd as an alternative date for the Project Group Leader Meeting
- ※ As for the 7th meeting, we will do on the morning of the preparation day
- ※ Attendance to the 8th meeting is voluntary

8. Project Registration

Recruitment period

【Beginning of recruitment】

May 1st (Tue) 13:00

【Recruitment Deadline】

Projects applying for First Publicity (See p.22)

May 17th (Thu) 20:00

Other Projects

June 8th (Fri) 20:00

※ After the deadline, no more registrations will be accepted

How to register the project

The registration process will be done through the Sohosai Online System (See p.33). Please register following the registration form. As for the necessary items during application, please see “Flowchart of project register” (See pp.6-7, 11-12).

Changes after project registration and withdrawal from participation

We accept your changes after project registration and withdrawal from participation by e-mail (See back cover). However, we may not be able to accept the change depending on what the change is and when it is submitted.

If you want to change your registered content, please inform us of “project number, project’s name, the project leader’s name, content to change”. If you want to withdraw from participation, please inform us of “project number, project’s name, the project leader’s name, abandoning your project”. In both cases, you will have completed the procedure after getting in touch with us.

Project Recruitment Information Session

The Festival Committee will explain the main point of this booklet and the process in registering the projects. The participation in this meeting is voluntary.

In case of participating, **please bring this booklet.**

Date and Location

【Date and Time】 May 8th (Tue) 18:30~(Plan)
【Location】 Information Session : 1H101
Q&A Booths : 1H201

9. Sohosai Online System

Sohosai Online System is a Web system for smoothly proceeding various applications and communication 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 to this system. We manage information which is registered here according to privacy policy (See p.39).

How to register

You can register to Sohosai Online System by media which can use Web browser such as PC, tablets and smartphone.

Please visit the specified web page from the following URL or click on the link on “学内向け情報 雙峰祭 オンラインシステム” (information for on-campus, Sohosai Online system) on the Sohosai Official Website.

<https://login.sohosai.tsukuba.ac.jp/>



Please follow the instructions on the displayed page, enter necessary information and register.

Caution when registering for an account

- Those who registered their accounts at the school festival last year must also register again
- The project leader and sub-leader need to create separate accounts, respectively
- You cannot share the same account with several people

E-mail address upon registration

Sohosai Online System is a web system for students and staff members of this university.

To confirm that you are one of them, the e-mail address you enter for registration is limited only to those ending in tsukuba.ac.jp. Please, register with the university's e-mail address.

Contact information

If you have any questions about Sohosai Online System, please contact the following e-mail address. Also, if you find the bugs in this system or problem in security, please contact the same e-mail address immediately.

project44th@sohosai.com

10. Committee Projects

Tsukuba Research Presentation

Project outline

This project is the committee one which introduce activities of research institutes outside and inside this university. We will gather exhibitions of participating groups in one place and conduct experiments and demonstrations. The members of the participating groups do not have to stay at the place of implementation since we will manage the exhibits. Like last year, we are also looking for participation of research by general corporations outside this university.

Differences from academic project proposals

- We mainly advertise this project as the committee project
- We will set up the venue and manage exhibits
 - ※ Participating groups are responsible for contents of the exhibition
- The members of the participating groups don't have to stay at the place of implementation
- You cannot participate in the committee project "Sohosai Grand Prix 2018" (See next page)
- You cannot receive PGASS (See pp.24-26)

How to apply

You can apply by e-mail. Please write "project group name, project leader's name, presentation contents, contact information and questions" and contact the following e-mail address by **June 1st (Fri) 23:59**.

info@sohosai.com

Caution

- We will contact you mainly by e-mail.
- Tsukuba Research Presentation will be held at classrooms in Area 3.
 - ※ We will send you an e-mail after the place is decided.
- Some lottery or adjustment may be done if the number of participating groups exceeds the prescribed number.

Project outline

This committee project is to honor the most popular projects among those attending the festival of all the projects participating in the school festival. We will explain to you about this project in detail at the 2nd and 5th Project Group Leader Meeting.

Project details

- Choose from sales department, academic department and performance department
- We will ask to those attending the festival to vote by paper or website during the school festival
- From the projects with a large number of votes, we will select one project for “優秀賞” (the outstanding performance award) and another for “敢闘賞” (the fighting spirit award in each department) and honor them
- We will honor the most voted projects at the post of festival celebration and award them with a prize

Department introduction

If you want to participate in this project, you must choose from these three departments.

- Sales department : projects which cook or sell something
- Academic department : academic projects (exhibition, performance, presentation, etc.)
- Performance department : projects which have some performance

Special award

Special award is a new award which we made this year.

Project group decide theme for each department : sales department, academic department and performance department. Then, those attending the festival vote for the project which seems to meet its theme. The projects which gain the most votes from each department will be awarded and given a prize in the post of festival celebration. There are “優秀賞” (the outstanding performance award) and “敢闘賞” (the fighting spirit award).

How to participate

If you want to participate in this committee project, please choose one of three departments (See below) and apply for participation at Sohosai Online System (See p.33) when registering your project. If you do not want to participate in this project, please select “参加を希望しない” (no participation).

Tsukuvarety

Project outline

At the eve of festival celebration, each team participate in quiz or *ogiri* on United Stage in this project.

For the quizzes, we will give points to the team that answered correctly, and for the *ogiri*, we will give points to the team that made the most humorous answers. Teams will compete for the total point. According to the total points, we will determine ranking of the teams. We will give special goods to the top team. If you participate in this project, you will be given time to advertise your project.

Qualification to participate

All students of this university who conduct ordinary project can participate in this project. If the number of participating groups exceeds the capacity, we decide participating groups under the judgement of the Festival Committee. For details, we explain at the 1st Project Group Leader Meeting.

- ※ Only one team can participate in this project from one project group.
- ※ Volunteer group who does not have a project cannot participate in this project.

How to apply

Please write “project group name, project number, project name, project leader’s name and questions” and contact the following e-mail address by **August 8th (Wed) 23:59**.

project44th@sohosai.com

World Quiz Rally

Project outline

We post quizzes at the venue of ordinary projects whose groups are composed of international students or related to foreign culture or those of association of people from a prefecture. Then, those attending the festival go around the venue while solving quizzes. In this way, this is the committee project in rally form. The contents of quiz will be about the culture related to the participating projects. We expect those attending the festival to know about different culture and be interested in them by solving quizzes

We are recruiting the projects which can be one of the spots of rally and let us post a quiz. For details, we will explain at the 1st Project Group Leader Meeting.

The projects that are targeted for participation

- The projects conducted by groups of international students
- The projects which serve foreign food
- The projects which introduce foreign culture
- The projects conducted by association of people from a prefecture

How to apply

You can apply at the booth which will set up after the 1st Project Group Leader Meeting or by e-mail. Please write “project group name, project number, project name, project leader’s name, contact information and questions” and contact the following e-mail address by **7/18 (Tue) 23:59**.

project44th@sohosai.com

The Post of Festival Celebration Live

Project outline

At the post of festival celebration held on the evening of the second day of the festival, various project groups perform on United Stage and round off the end of the school festival.

Project details

- This project will be held at the post of festival celebration on the evening of the second day of the festival
- Live will be done on United Stage near the Central Library
- Meeting and rehearsal will be done before the actual performance
 - ※ Further details will be informed by e-mail
- Participation time of each project group will be decided after discussion between its project manager and participation project groups
- If the number of the project groups which want to participate in this project is larger than the prescribed number, we may audition them

Change from last year

In order to reduce burden of project groups and let them appeal their characteristics more, collaboration performance which was done until last year is voluntary this year.

How to participate

Please access application form of the post of festival celebration from a URL you can find at Sohosai Online System and apply it.

Application deadline

May 20th (Sun) 23:59

Other

If you have any questions, please contact the following e-mail address.

info@sohosai.com

11. Others

Approval from the university

We have to submit documents to ”全代会” and the university, so please acknowledge the followings.

- We might confirm whether the contents you submitted to us are appropriate or not.
- If “全代会” or university ask you to change the content of your projects, you will need to reexamine it after consultation with the Festival Committee
- You cannot advertise (See p.22) until the university approves.
- ※ You need approval of publicity from us.
- Depending on the project content, there may be occasions when we ask for submission of detailed project documents.

Privacy policy

The Festival Committee will store personal information strictly and will never leak it to others. Also, the personal information will not be used without the project leader or the 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 “全代会”.
- For making statistical data that individuals or projects will not be identified.

For those purposes mentioned, the personal information such as the name, and college of the project leader and the sub leader, will be inquired with the person.

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

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

The personal information will be stored strictly at the school, and will not be used or released for the purpose not mentioned.