

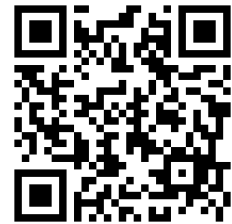
**Welcome Events Period OIC Circle Booth Event 2023**  
**Application Booklet**

**OIC Circle Booth Event Period**

**April. 4 (Tuesday)・April. 5 (Wednesday)**

**11:00~16:00**

**Number of exhibitors: 60 organizations**  
**(separate groups on both days)**



URL: <https://forms.gle/7rw5WsWkk6xqn34x8>

QR Code: You can check the online form by QR Code.

※Due to measures against COVID-19, the information listed  
may be subject to change. Please understand this in advance.

**Contact: oic23circlebooth@gmail.com (Email)**

**Publisher RU Student Union Central Administration Office**

**Special Events Team**

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**Please be sure to check all items as they are all important for the conduct of the Circle Booth event.**

## About the Circle Booth Event

### ○What is the Welcome Events Period Circle Booth Event?

It is an event in which each group can introduce their organization in one booth area per group. The purpose of this event is to convey the possibilities and attractiveness of extracurricular voluntary activities to new students and new sophomores through the circle booth event, and to attract their interest in such activities.

### ○Organizations that can hold a circle booth event (All of the following requirements must be met.)

- Ritsumeikan University Student Union Affiliations ▪ Undergraduate Project Organizations ▪ Other organizations recognized by the university
- Organizations that are able to appoint one exhibition leader and one sub-leader who are both Ritsumeikan University students.
- ✕ Organizations that have checked the “Items that members of extracurricular activity organizations confirm and must comply with regarding extracurricular activities when BCP Level in response to the COVID-19 Pandemic is Level 1 or 2” (June 20, 2022, Division of Student Affairs) and submitted “Confirmation Form (Online)” and be confirmed by the division of Student Affairs.
- ✕ The leader and sub-leader cannot be concurrently responsible for an exhibition of another organization.

### ○Organizations that are not allowed to hold events

- Groups that are interested in profit-making.
- Organizations that engage in antisocial activities (illegal activities, activities that deviate from social norms)
- Organizations that promote or solicit religious or political ideas.
- Groups that engage in discriminatory acts or discriminatory expressions on bulletin boards, etc.
- Other groups that are deemed inappropriate by the Welcome Events Executive Committee and Special Events Team.

## ○Exhibition Space

- Each group will be allowed a 2.5m (width) x 2m (depth) exhibit space. Recruitment activities that extend beyond the booth area are prohibited.

## ○Person in charge

・Leader: Responsible for the circle booth event. He/she communicates information to the participating members.

・Sub-leader: Assist the leader, and act for the leader in his/her absence.

・Organization Leader: Prepares for the circle booth event and manages the group on the day of the event.

※Please be sure to appoint one person each for the leader and sub-leader

※Please make sure that one of them will be stationed in each organization's booth area on the day of the event. Points will be deducted if either is found to be absent.

※The organization leader may serve concurrently as the leader or sub-leader.

## ○Exhibition Location

・Symbol Promenade、Campus Promenade (See figure below)

### 【Exhibition Location】



※Location map and numbers are for reference only.

※Please note that these are subject to change without notice.

## ○Others

- OIC Circle Booth Events for this year's Welcome Events Period will be held on April 4 (Tue.) and April 5 (Wed.) only. Events held on other days will not be considered as OIC Circle Booth Events for the Welcome Events Period.
- You cannot participate in the OIC Circle Booth Events for the Welcome Events Period for two consecutive days.
- If you have any questions, please feel free to contact Special Events Team.
- Please read and strictly abide by the information in this booklet.

# Measures against COVID-19

◦ Due to the impact of COVID-19 this year  
The following measures should be taken.

## 1. Basic Measures

- Wearing a mask up to the nose is mandatory. If you are unable to wear a mask due to unavoidable circumstances, you will be allowed to participate in the course after consulting with the Office of Student Affairs, provided that you wear a face shield and take other infection control measures. Please wash your hands and disinfect your fingers frequently.
- The maximum number of participants from a group is limited to ten for the circle booth event. The leader is required to send a list of participants along with a pledge form.
- ✕ The event leader, sub-leader, and organization leader must be included in the ten people.

## 2. Body temperature and physical condition

- Please keep your body temperature and physical condition under control for 10 days before and after the information session and the day of the exhibition. For this reason, each organization is requested to keep a record of its own temperature and physical condition, although no submission is required.

## 3. On the day of the event

- The maximum number of group members in a block is limited to five, one of whom will be assigned to hand-out the group's flyers.
- Please make sure that the group members who are organizing the event are aware of this so that they can keep their distance from other people to avoid being too close to each other.
- Please call for line-up at the markers posted on the ground and make new students aware to keep their distance.
- Please ensure that the area is disinfected on a regular basis.
- Eating in or around the section is prohibited

#### 4. Others

- If there is any trouble regarding the wearing of masks, etc., the Special Projects Department staff will not take direct action. Please ask for a response from the Welcome Events Executive Committee.
- In the event that a group member is later confirmed to be positive for the new type of coronavirus infection, please cooperate fully with the investigation by the public health department, etc.
- Depending on the infection status, some events may be changed or cancelled. In such cases, we will contact you as soon as possible.



# Registration

Please note that the registration will be done online.

## ○ First round of applications

- Applications will be accepted from organizations that meet the requirements and are capable of implementing events (see p. 5).
- The application period is from Monday, February 27, 12:00 to Monday, March 6, 23:59. Please apply with caution due to the short application period.

The procedure is as follows:

- ① Please read the contents of this document (OIC Circle Booth Event Booklet for the Welcome Events Period 2023) carefully.

Access the following application form during the above-mentioned application period.

(The URL of the registration form is also available on the Student Union website.)

URL: <https://forms.gle/7rw5WsWkk6xqn34x8>

Fill out the form without omitting any necessary information. Please check the information carefully before submitting the form.

✕ In principle, we will not accept any withdrawal from an organization.

After the application period is over, our event staff will confirm that the applicant organization is in compliance with the application rules and regulations. Upon confirmation, an e-mail will be sent to the leader, sub-leader, and the organization leader of each group via an extracurricular mailing list to confirm their participation in the lottery.

.✕ Please be sure to check the lottery participation permission e-mail.

✕ If you have not received an e-mail despite having applied and sent the application, please contact us at the e-mail address listed on the cover page.

※It is the responsibility of each organization to confirm the contents of the e-mail. Please be careful not to miss it.

## ○Second round of applications

- The second round of applications will be held only when the number of applicants does not reach 30 on both days of the first round of applications.

- The application period is from **March 7 (Tue.) 12:00 to March 14 (Tue.) 23:59.**

Please apply with caution due to the short application period.

- The application procedure is the same as the first round. Please refer to the above.

- We will contact the applicant organizations by e-mail regarding the schedule after the application is accepted.

- In principle, we will not accept any withdrawal from the organizations as well.

## Flow until the day of the event

### 1. Lottery

- ① In the event that the number of applicants exceeds the number of lots available
  - We will conduct screen recording by Zoom and draw a fair lottery using the functions of Excel.
  - For those who have been selected in the lottery, a lottery to determine the date, time, and location of the exhibition
  - Those who have not been selected in the lottery will be placed on the waiting list.

In the event that the number of organizations applying does not exceed the number of applications received

- The Special Events Team will hold a fair drawing to determine the date, time, and location of the exhibit.

✕The date, time, and location of the exhibit cannot be selected.

### 2. Lottery Result Notification

Exhibitors will be notified by e-mail from 12:00 p.m. on March 10 (Fri.).

- ① Organizations with confirmed exhibits
  - A pledge form (Word file) and a list of exhibitor participants (Excel file) are attached with the notice of availability. Please download the attached forms and fill them out by **23:59 on March 15**, the deadline for submission.
- ② Organizations that were not selected in the lottery
  - Waiting list numbers will be sent with the notification of lottery failure.
  - The lower the number of the waiting list number, the higher the priority (1 is the highest priority). In principle, no organization will be allowed to withdraw from the exhibition, however, if the Special Events Team determines that it is extremely difficult for the organization to exhibit, the organization will be

allowed to do so. In the event of a withdrawal, an e-mail will be sent to organizations on the waiting list. Please reply with the date and time that you are available for a phone call by the date and time indicated in the e-mail by the Special Events Team. We will call you to see if you wish to take the available slot. Please note that the right to be on the waiting list will expire at 23:59 on Thursday, March 16.

✘Once you decline a canceled slot, your right to be on the waiting list will expire.

### 3. Submission of Pledge and List of Exhibitors

Organizations that have been selected to exhibit must download the Pledge Form (Word file) and List of Exhibitors (Excel file) attached to the lottery notification e-mail, fill in the required information, and send the e-mail with the attached files to the Special Events Team by **23:59 on March 15 (Thu.)**.

✘Groups that have been selected to exhibit on the waiting list must submit their applications as described above by **23:59 on March 19 (Sun.)**.

### 4. Guidance for Circle Booth

•Date: **March.23 (Thu)13:00~15:00**

•Location: AN110

•In principle, event leader will attend the meeting. If the event leader is unable to attend the meeting, the sub-leader should attend in his/her place.

•Handouts: Application guideline, Resume for guidance, Exhibit permit (to be collected after the information session)

•What to bring: Writing utensils, attendee's own student ID card

•The information session will cover rules and regulations, prohibited items, and confirmation of COVID-19 measures.

✘If one person is unable to attend the information session due to unavoidable circumstances, please contact Special Events Team by e-mail by 23:59 on March 22 (Wed.). We will respond to you individually by e-mail.

✘In addition, **in the case of an unexcused absence from the information session, three points will be deducted** from the total number of points you have.

**If you are late for more than 10 minutes, 2 points will be deducted** from your points.

In such cases, as in the case of an absence, we will respond to the student individually by e-mail.

## Flow of the day of the event

### 1. Confirm the location of your exhibit

Go to the location notified by e-mail and check it against the booth number marked on the ground.

### 2. Booth setup 9:30 – 11:00 a.m.

After confirming your exhibit location, please come between Building D and the OIC Field to borrow rental equipment during the appropriate rental time.

Borrowing hours are from **9:30 to 10:15** for groups with exhibit numbers **① to ⑮** and from **10:15 to 11:00** for groups with exhibit numbers **⑯ to ⑳**.

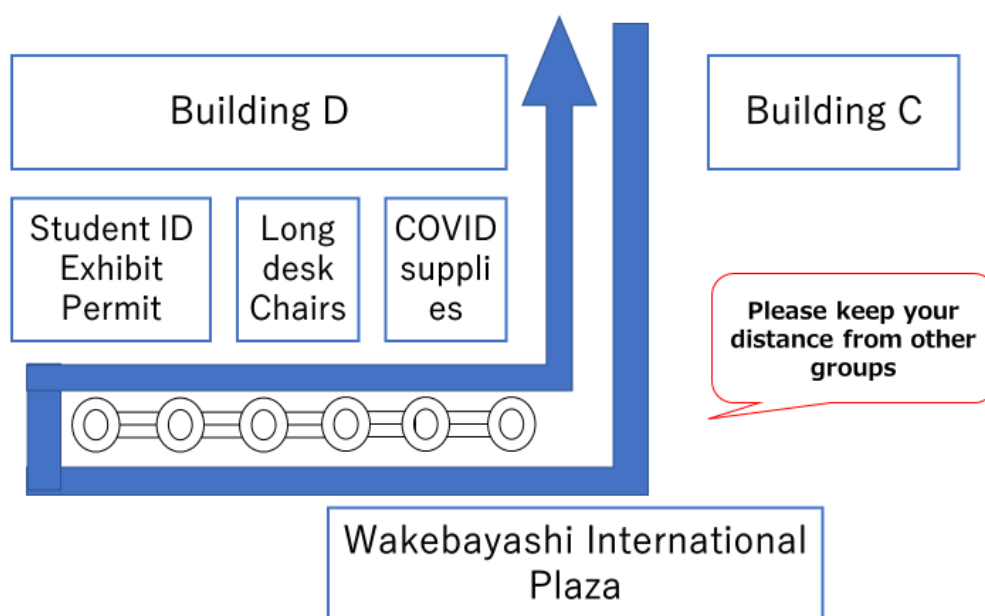
Be sure to bring the student ID **of one of the three persons responsible for the exhibit, the event leader, sub-leader, organization leader**. Failure to submit this form will result in your exhibit not being approved. Student IDs will be kept by the Special Events Team and returned when the equipment is returned. Please make sure that the person who submitted the student ID card comes to the booth both at the time of lending and at the time of return.

#### 【Rental Equipment】

- long desk (1)
- foldable chairs (4)
- acrylic boards (2)
- hand sanitizer (1)
- tape (1)
- disposable vinyl gloves(100 pieces)1box
- Exhibit Permit (1)(We will hand out the one you filled out at the information session)
- 2 copies of the Welcome Festival pamphlet (Please do not return the pamphlet but take it home with you as they are hand-outs)
- ※Please have a team of four people (including at least one person among the event leader, sub-leader, and group leader) come to pick up the equipment so that it can be transported to the exhibit location in one trip.
- ※Please attach the exhibit permit to the side of the desk as soon as you check out the equipment. We will check it later.
- ※The organization is free to use its own desks, chairs, and other equipment as long as it does not exceed the regulations.

- ※ No application is required to bring in equipment other than that on loan. However, if the Special Events Team determines that the equipment is inappropriate on the day of the event, it may request that the equipment be removed.
- ※The organization is responsible for any damage or soiling of the equipment. Please handle the equipment with care.
- ※Because of expected congestion due to new students moving from one building to another between 11:30 and 13:00, equipment will not be checked out or returned, so please be sure to arrive within the designated time.
- ※To avoid congestion and merging with other groups, the pathway is one-way. Please come to the rental desk through the space between Building C and Building D.

**【Rental Equipment Diagram】**



**3. Start of circle booth event 11:00~**

Please note that your exhibit may be cancelled if there is no improvement after receiving a warning for violations

**4. End of circle booth event ~ 16:00**

Please vacate your booth promptly at 16:00, the closing time of the exhibition. Equipment must be returned by 16:30. Please return all equipment at once. When

returning equipment, you will need to present your exhibit permit, so please have it ready for immediate presentation. In addition, the student ID card can only be returned to the person responsible for submitting it at the time of loan, so please make sure that the person who submitted the student ID card comes to return the equipment. Returns can be made from 13:00.

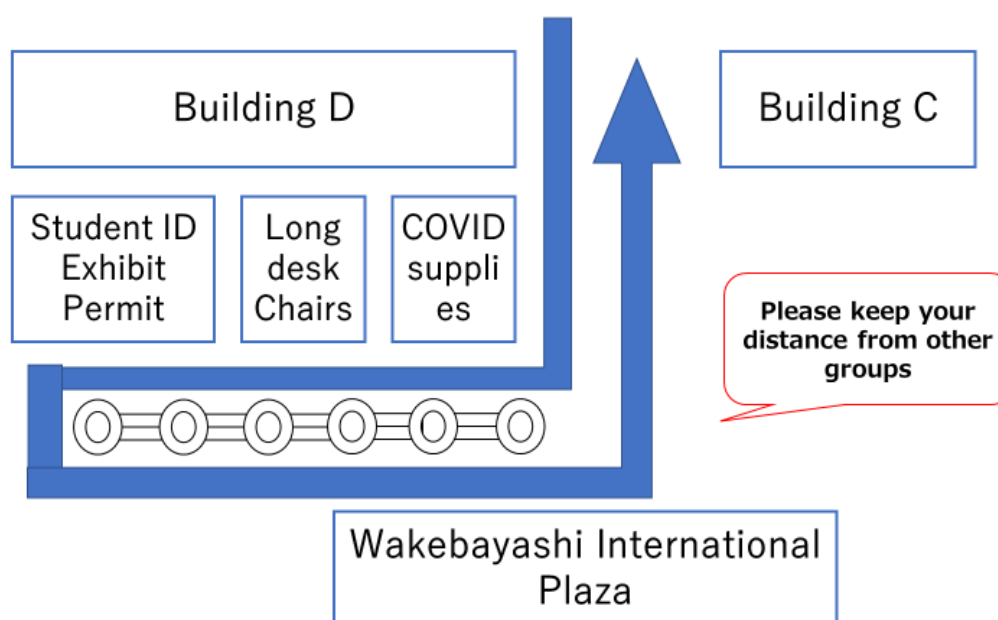
**Furthermore, the person responsible for submitting the student ID card must present the screen showing the completion of the survey. If you do not present it, we will not be able to return your student ID card. (The survey form is included in your exhibit permit.)**

**【Equipment to be returned】**

- long desk (1)
- foldable chairs (4)
- acrylic boards (2)
- hand sanitizer (1)
- tape (1)
- disposable vinyl gloves (the rest that hasn't been used)
- Exhibit Permit (1)(We will hand out the one you filled out at the information session)

※To avoid merging with other groups, the aisles are one-way. Please come to the return area between Building C and Building D.

**【Rental Equipment Return Diagram】**



## Handing out flyers

We are considering distributing leaflets by hand at the circle booths. Only participating groups that have applied for and received permission to distribute flyers from the Special Events Team will be allowed to do so. Please check the "OIC Group Flyer Application Booklet for Welcome Events Period 2023" attached to the lottery result email for details on whether or not this will be implemented.

## About making sounds

In principle, no sound is allowed. However, if you use headphones or other equipment that does not leak sound and does not disturb others, it is allowed. Please note that points will be deducted from your booth if you are found to be making inappropriate noise.

✂ There will be no sound time in the OIC circle booth. No sound is allowed throughout the day.



## Character Costume

The Special Events Team will establish rules for solicitation activities using character costumes. Groups wishing to use the costumes must apply in advance to the Special Events Team. The Special Events Team and the Office of Student Affairs will check for infection control measures before granting permission for use. Groups without permission will not be allowed to use the facility. Please note that points will be deducted. Applications submitted on the day of the event will also not be approved. Please consider this carefully.

**If you cannot abide by the rules (see below), please refrain from using the booth.  
(Depending on the case, we may take measures to cancel the exhibition.)**

- Please do not use the same costume for more than one person.  
If exhibiting for two days, the same person must wear the costume on both days.
  - ✕ Substitutes due to absence will not be accepted.
- Please disinfect the stuffed animals with a surfactant recommended by the Ministry of Health, Labor and Welfare, and dry them well before use. In particular, be careful of the parts of the stuffed animal that come in contact with the face and hands of the person entering the costume. Touching the stuffed animal before the disinfectant is dry may cause color migration or deterioration of the fabric.
- Please be careful when touching the garment before the disinfectant is dry.  
Always disinfect your hands thoroughly when wearing the costume.
- Please observe the wearing date, time, and rest period.
  - ✕ Wear the costume for no more than 15 minutes at a time, followed by a break of at least 10 minutes.
- Please have an assistant accompany you when changing clothes and moving from one place to another as soon as possible.
  - ✕ Assistants must be listed on the event participant list of the organization.
- Please wear your clothes in the designated area.
  - ✕ The Special Events Team will designate the location.
- Please do not go outside the booth area.
  - ✕ Exceptions will be made for changing clothes and taking a break.
- Please do not touch or shake hands with others while wearing a costume.
- Please do not distribute handouts to people in costumes.

- Please wear a mask while wearing the costume.
- ✂ If wearing a mask is difficult due to various reasons, we will make separate arrangements.
- After use, disinfect the stuffed animals with a surfactant recommended by the Ministry of Health, Labor and Welfare, and dry them in a well-ventilated place.
- Please follow the instructions of the Special Events Team.

#### **Pre-application details**

- Name of organization
- Name of the person wearing the costume (must be a person who is listed in the list of participants in the event).
- ✂ In the case of a two-day exhibition, the name of the person wearing the costume must be the same on both days.
- A photo of the costume
- Date and time of wearing and rest time
- ✂ Please do not wear the costume for more than 15 minutes at a time, and take a break of at least 10 minutes afterwards.

Please note that events are subject to change or cancellation without notice. Special Events Team will not be responsible for any problems that may occur on the day of the circle booth event, including problems related to the costumes.

## Prohibited Items

Once your stall is confirmed, you will be given 5 points. If you commit an infraction, the points allotted for that infraction will be deducted from your points. When the number of points reaches zero, the stall will be canceled immediately.

Any of the actions described below will be considered a violation. Please note that the prohibited acts and the number of point deductions may differ for groups exhibiting at more than one campus.

### 【2points deduction】

- Arriving more than 10 minutes late for the information session without permission
- both the event leader and sub-leader being away from the booth location
- Inappropriate use of equipment
- Exhibitors who exceed the booth area
- Exhibiting without an exhibit permit
- Disobedience to the instructions of division staff

### 【3points deduction】

- Failure to report illness within 2 weeks prior to the day of the information session / day of the event
- Exhibiting in a booth other than the one assigned to you
- Not wearing a mask
- Loudly recruiting (yelling/shouting)
- Not using the acrylic board when new students or 2<sup>nd</sup> year students come to the booth
- More than 6 people related to the organization entering the booth area.
- Any act that disturbs public morals.
- Actions that interfere with the recruitment of other groups.
- Failure to return equipment by 4:30 p.m.
- Leaving booths unattended
- Walking around outside the booth to recruit new students
- Distribution of items to new students and 2<sup>nd</sup> year students that are not authorized by the Special Events Team.
- Aggressively recruiting new students/2<sup>nd</sup> year students
- Unauthorized absence from information sessions
- Bringing in items deemed inappropriate by the Special Events Team

- Making sounds

- ✘ Any device that does not cause sound leakage, such as headphones, is acceptable. If headphones, etc. are used and sound is leaking, the first time a caution will be given and the second and subsequent times three points will be deducted.

- Disobedience to the instructions of the Special Events Team staff

**【5 points deduction (items that will result in immediate stall suspension)】**

- Failure to report illness on the day of the event in advance

- Eating in the booth area

- Drinking alcohol

- Smoking

- Handling of hazardous materials such as fire, etc.

- Forcing a specific ideology, religious propagation activities, etc.

- Commercial activities

- Antisocial acts

- Acts that cause inconvenience to neighboring residents

- Disobedience to the instructions of division staff

Any other behavior deemed inappropriate by the Special Events Team will be subject to a warning on a case-by-case basis. Please note that failure to follow instructions after a caution will result in a reduction of points or cancellation of the exhibit.

## In case of severe weather

If we decide to cancel the event by 12:00 p.m. one day prior to the day of the event due to severe weather conditions that make it difficult to set up a booth on the day of the event, we will notify each organization via the extracurricular mailing list. New students will also be notified via Twitter and the special welcome party website. However, if the Special Events Team and the New Year's Reception Committee determine that it will be difficult to set up a booth due to inclement weather, all groups will be asked to cancel their booths.

In the event of cancellation, the Special Events Team will visit each group's booth and call out to them. In the event of cancellation, all groups will still be obligated to return their equipment. In addition, please fix acrylic panels to desks with curing tape in advance to prevent them from falling over due to the strong building winds in the booth exhibit area. The use of acrylic panels is basically absolute, but exceptions may be made to allow the panels to topple to the side if, after consultation with the Office of Student Affairs and other related organizations, it is deemed dangerous to set up acrylic panels due to wind storms or other reasons.

## Cancellation of in-person events

If, after consultation with the Office of Student Affairs, it becomes impossible to conduct this event in person, the following actions will be taken

1. all groups that submitted a web application will be notified of the cancellation of the face-to-face event by e-mail.
2. if the group will hold its own Zoom event, this information will be made known on the new student's special website, etc.  
✂ A link to the questionnaire (Google Form) regarding the Zoom event will be attached to the email.

Please fill out the following information on the questionnaire as follows

- Name of organization
  - Whether or not you plan to hold a Zoom event
  - URL, ID, and password for the Zoom event
  - Date and time of the Zoom event
3. The URL, ID, password, and schedule of each group's Zoom event will be posted on the new student's Special Website and on Twitter based on the content of the questionnaire.

# Privacy Policy

## (Purpose)

### Article 1.

The purpose of this Agreement is to protect personal information held by the Special Event Team in the course of its activities.

## (Definitions)

### Article 2.

Personal information, as used in this Agreement, refers to information that can be used to identify an individual, such as name, address, date of birth, phone number, email address, and student ID number.

## (Responsibilities)

### Article 3.

The Special Event Team shall be responsible for complying with this Agreement about protecting personal information.

## (Person Responsible for Management)

### Article 4.

The manager of the Special Event Team shall be responsible for the protection of personal information.

### Article 5.

The manager shall instruct and supervise the team staff to comply with this Agreement.

## (Safety Control)

### Article 6.

The Special Event Team shall strictly manage the personal information to prevent it from being viewed by third parties.

## (Purpose of Use)

### Article 7

The Special Event Team shall use personal information only for the purposes necessary for planning and operating the festival.

(Destruction)

Article 8.

The Special Event Team shall discard personal information as soon as possible after completing all operations as stipulated in the preceding article.

Article 9

The Special Event Team shall not provide personal information to any third party.

Article 10

Notwithstanding the preceding article, the Special Event Team may provide personal information to a third party in any of the following cases

- (i) When the Special Event Team has obtained consent from the information provider.
- (ii) When requested by the police or a court of law to disclose information concerning a case investigation.
- (iii) When required by law.



## List of documents to be submitted

Check	Submission Date	Submission Documents
	<u>3/10</u> <u>~3/15</u>	<u>Pledge (Word file)</u> <u>※Submit as an attachment to an email during the period indicated on the left.</u>
	<u>3/10</u> <u>~3/15</u>	<u>List of exhibitors(Excel file)</u> <u>※Submit as an attachment to an email during the period indicated on the left.</u>
	<u>3/10~3/19</u> <u>※Organizations selected to exhibit from the waiting list</u>	<u>Pledge(Word file)</u> <u>※Submit as an attachment to an email during the period indicated on the left.</u>
	<u>3/10~3/19</u> <u>※Organizations selected to exhibit from the waiting list</u>	<u>List of exhibitors(Excel file)</u> <u>※Submit as an attachment to an email during the period indicated on the left.</u>

Please check the documents once again to make sure they are complete and correct.

**Contact: oic23circlebooth@gmail.com (Email)**

**Publisher: RU Student Union Central Administration Office**

**Special Events Team**