



AY2023

Autumn Welcome Festival Application Booklet

English ver.

Publisher :

Central Administrative Office Globalization Promotion Office



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§ 1. Event Overview

« Event Overview »

Time and Date

September 26th (Tue.) ~ September 29th (Fri.) 2023 12:10~13:00、14:30~17:00

Place

Kinugasa Campus(KIC) : West Plaza

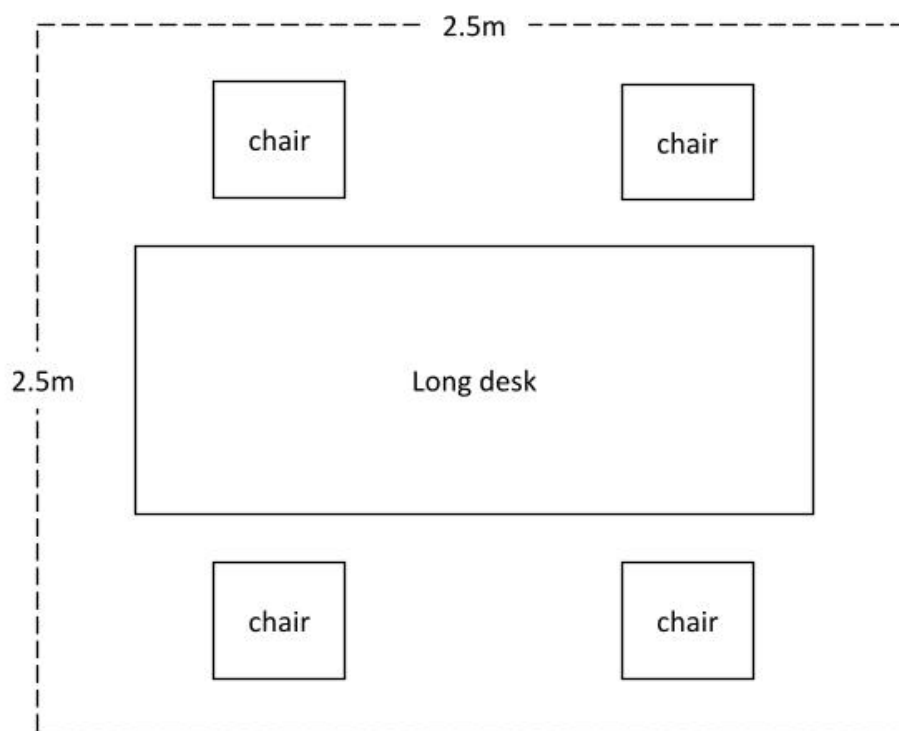
Osaka Ibaraki Campus (OIC) : Symbol Promenade (In front of Building B)

Event Format

Each organization can introduce their activities to autumn enrollees and recruit them to become new members. Handing out flyers within the booth block is also allowed.

Booth

Within the 2.5×2.5(m) block, there will be one long desk, 4 chairs (2 for the organization, 2 for the autumn enrollees)



«Recruitment Overview»

Booth Timeframe

KIC : 112 timeframes (28 timeframes per day × 4 days)

OIC : 136 timeframes (34 timeframes per day × 4 days)

※There are no limits to the number of timeframes one organization can apply for.

However, the Globalization Promotion Office will conduct a lottery if multiple organizations apply for the same timeframe.

※In this event, we will take preferences by timeframes. The timeframes are as below.

【Timeframe】

Timeframe No.1 : 9/26(Tue.)12 : 10~13 : 00

Timeframe No.2 : 9/26(Tue.)14 : 30~17 : 00

Timeframe No.3 : 9/27(Wed.)12 : 10~13 : 00

Timeframe No.4 : 9/27(Wed.) 14 : 30~17 : 00

Timeframe No.5 : 9/28(Thu.) 12 : 10~13 : 00

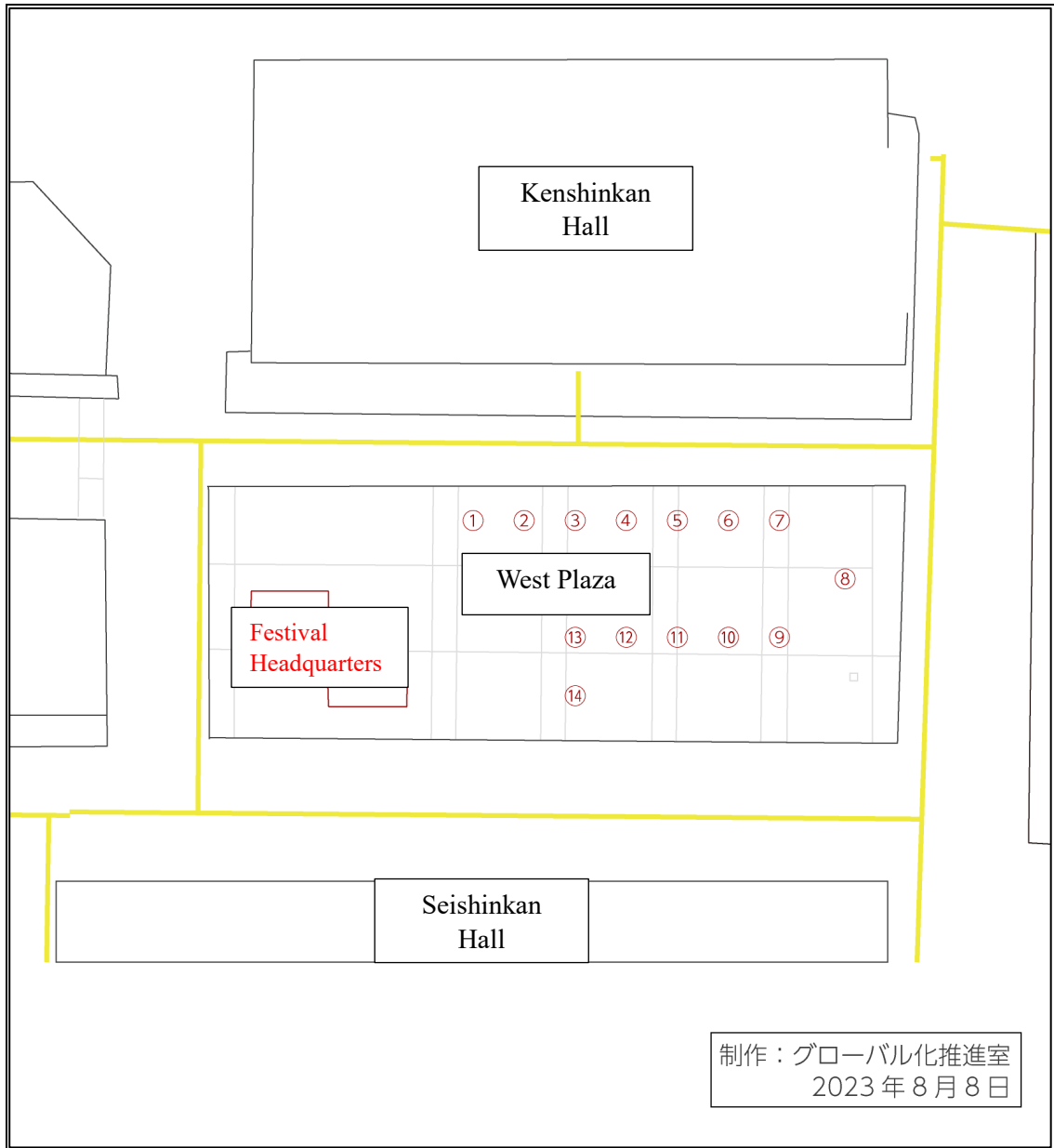
Timeframe No.6 : 9/28(Thu.) 14 : 30~17 : 00

Timeframe No.7 : 9/29(Fri.) 12 : 10~13 : 00

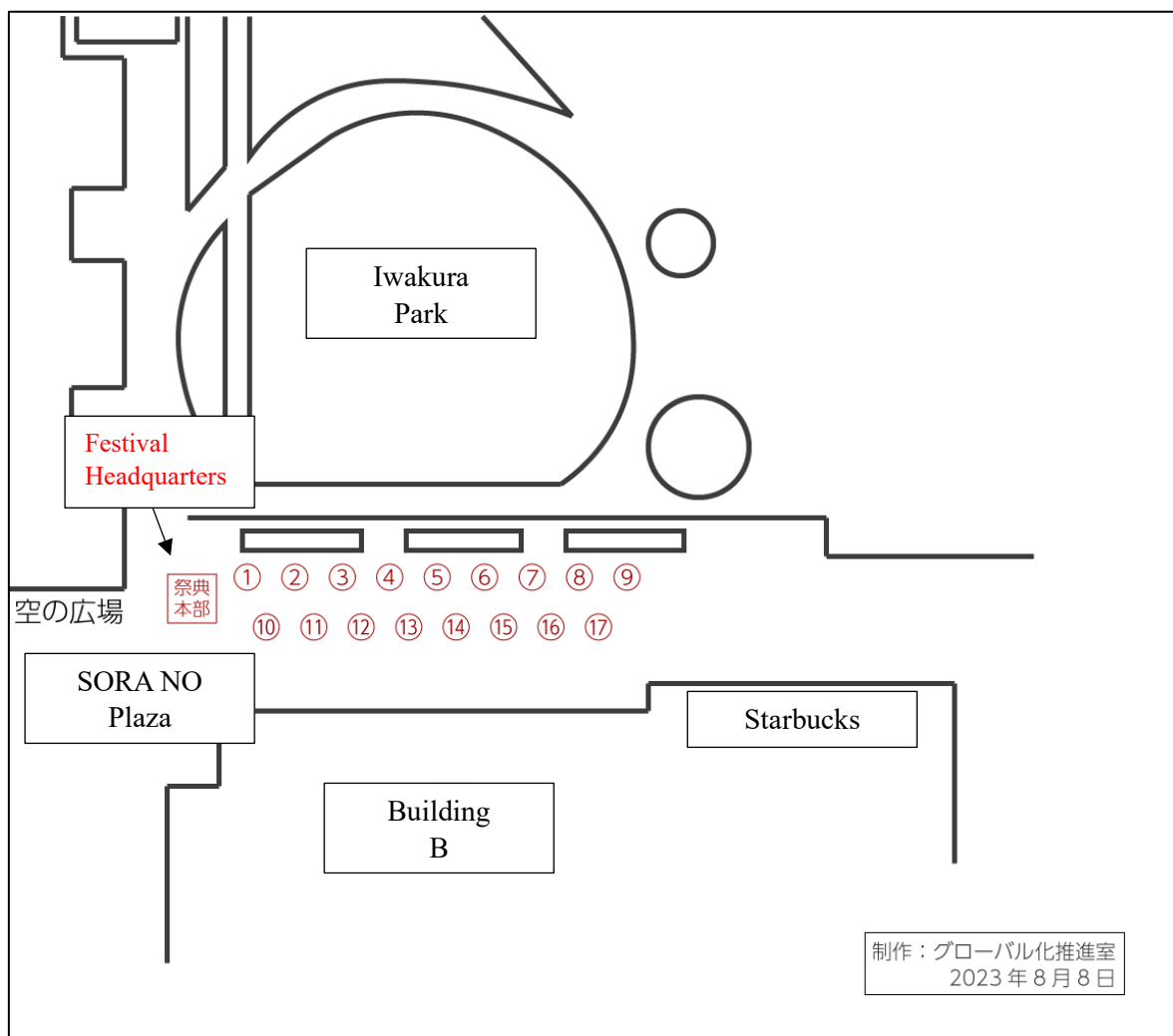
Timeframe No.8 : 9/29(Fri.) 14 : 30~17 : 00

Booth Location

【KIC (West Plaza)】



【OIC (Symbol Promenade (Infront of Building B))】



※①～⑰ these red circles represent the booths.

※Your booth location will be decided by the Globalization Promotion Office by lottery.

Organization Application Criteria

We will only accept applications from organizations that fulfill the following requirements:

①Organizations that are affiliated with the Ritsumeikan University Student Union or recognized by the Welcome Events Executive Committee or the Globalization Promotion Office.

②Organizations that can provide a leader and subleader, both of whom must be Ritsumeikan University undergraduate students.

※You cannot have a dual role as a leader and subleader.

③Organizations that can provide a minimum of 5 people for the on-the-day operation of each booth, with a maximum of 10 people.

※The specified personnel range (5-10 people) takes into account the potential rotation of staff involved in the event. Please note that the maximum number of individuals permitted to recruit during the same time slot is 5 people per organization.

§ 2. Flow up to the event

1. WEB application

Application period : 9/1 (Fri.) 9:00~9/7 (Thu.) 23:59

After carefully reading this booklet, please fill out the necessary information in the WEB application form(Google Forms) on the Student Union website on the page called “2023年度 Autumn Welcome Festival について / About the Autumn Welcome Festival 2023”.

※The precautions for when filling out the WEB application form are written in the description box of the Google Forms, so make sure to check that as well.

2. Lottery and announcement of results

Lottery period : 9/8(Fri.)、9(Sat.)

※The lottery will be conducted by the Globalization Promotion Office.

Announcement of results : 9/9(Sat.)

The results will be emailed to the student email address of the leader and subleader submitted at the time of the application.

※We will not be able to answer any questions regarding the results of the lottery.

3. Submission of flyers

Organizations that wish to hand out flyers on the day of the event must submit a copy of their flyer to the Globalization Promotion Office. We will check if the flyer doesn't include any of the following items.

Items that cannot be on flyers

- Expressions that are discriminatory or go against public order and morals.
- Content that includes excessive religious or political claims.

- Any other content that the Welcome Events Executive Committee and the Globalization Promotion Office deem inappropriate.
- Contact information other than student email addresses and the organization's name, such as personal phone numbers or personal social media accounts. (Based on the "2023 Ritsumeikan University Student Union Recruitment Regulation")

Submission Deadline : 9/19

How to submit : Mail, or come to the office directly (※the flyer must reach us no later than the 19th)

Address : 56-1 Kitamachi Tojiin Kita Ward Kyoto Student Center 207 (Postal Code: 〒603-8577)

Ritsumeikan University Student Union Central Administrative Office Globalization Promotion Office

4. Guidance Session

Time and Date : 9/19(Tue.) 10 : 00 ~、 15 : 00 ~

※Please participate in either time slot.

Location : Zoom Cloud Meetings (Online)

※In principle, attendance is limited to the leader and subleader. However, if it is unavoidable, attendance by either the leader or the subleader is permitted. In case both cannot attend due to special circumstances, please contact the Globalization Promotion Office for individual arrangements. Please note that if you are absent from or late for the guidance session without permission, except for unavoidable circumstances, 2 points will be deducted from your score (see below for more details), so please be careful.

§ 3. Schedule of the Day of the Event / Precaution

« Schedule of the Day of the Event »

① Check your booth location

Please check both the booth location map on this booklet and the booth number sent to the leader and subleader's email address at the time of the announcement of the results and confirm your booth location.

② Set up the booth

After confirming your booth location, please bring the item mentioned below and come receive the rental equipment at the rental location.

[What to bring]

• the leader or subleader's student ID card (※we will keep it until you return all the rental equipment)

[Rental Equipment]

- long desk × 1
- chair × 4
- booth permit × 1
- staff pass × 5 (leader (red) × 1, members (blue) × 4)

[Rental period]

- Please come 30 minutes before the booth time.

[Rental Location]

【KIC】 Igakukan Hall West Warehouse

【OIC】 Building D Work Room 2

※Please make sure to come in groups of five or more people. However, if there are less than five people, we will permit lending exceptionally even without five people.

③ After the event

After the event, please return the rental equipment to the rental location as soon as possible.

※ We will return the student ID card of the leader and subleader when you come to

return the rental equipment.

④Survey

We will conduct a survey to organizations that have participated in this event as follows.

Please make sure to answer the survey.

Survey period : 9/26 (Tue.) ~10/1 (Sun.)

Survey location : online (uploaded to the Student Union website) However the QR code for the survey will also be on the booth permit.

«Precautions for the day of the event»

- You cannot make sound or use electricity.

- ※It is possible to use tablet devices, PCs, and similar equipment to introduce your organization's activities.

- ※Individually prepared rechargeable batteries can be used; however, the use of power generators is not allowed.

- The Globalization Promotion Office and the Welcome Events Executive Committee are not responsible for any loss or theft of valuables that occur during the event.

- In the event of inclement weather or other unforeseen circumstances until the day before the event, if the Globalization Promotion Office and the Welcome Events Executive Committee determine that the execution of the event would be difficult, an email notification will be sent to the leader and subleader. Additionally, if the weather on the day of the event makes it difficult to carry out the event, the Globalization Promotion Office and the Welcome Events Executive Committee will decide to cancel the event. In such cases, please follow the instructions of the Globalization Promotion Office and the Welcome Events Executive Committee.

§ 4. Prohibited Matters and Penalties

In case of engaging in activities that violate the following terms, points will be deducted from your initial score of five points, as per the details provided below. If your score reaches zero points, you will be suspended from further participation.

Prohibited Activities (Specified)

If any of the following items are violated, a deduction of five points (immediate suspension) will be made. Additionally, a warning letter regarding the organization's activities will be issued by the New Student Orientation Executive Committee Chairman.

- 1 Acts that violate laws and university regulations.
- 2 Acts that violate the regulations of Ritsumeikan University Student Union.
- 3 Disturbance of neighboring residents.
- 4 Other acts that the Welcome Events Executive Committee deems significantly inappropriate due to intentional violations.

Prohibited Activities (Category 1)

If any of the following items are violated, a deduction of three points will be made.

- 1 Acts that disrupt public order.
- 2 Acts that hinder the recruitment efforts of other organizations.
- 3 Failure to return borrowed items within 30 minutes after the event ends.
- 4 Abandonment of booth equipment (including unmanned booths).
- 5 Aggressive recruitments of participants.
- 6 Violation of recruitment regulations.
- 7 Other acts that the Welcome Events Executive Committee deems significantly inappropriate due to intentional violations.

Prohibited Activities (Category 2)

If any of the following items are violated, a deduction of two points will be made.

- 1 Unauthorized absence or tardiness at the guidance session or individual arrangements.
- 2 Inappropriate behaviors during the guidance session, such as talking with others.
- 3 Improper uses of equipment.
- 4 Recruitment outside of designated areas.
- 5 Items extending significantly beyond the designated area, including equipment and personal belongings.
- 6 Unauthorized distribution of flyers (including changes from the submitted versions).
- 7 Other acts that the Welcome Events Executive Committee deems inappropriate due to negligence or unintentional violations.

«Deferred Deduction Policy»

The first instance will be considered a deferred deduction; point deductions will begin from the second instance onwards. The initial point score will be maintained throughout the duration of the exhibition.

«Consequences of Suspension»

In the event of suspension, the right to participate in the Autumn Welcome Festival in the following year will be revoked. Furthermore, a report will be sent to the Welcome Events Executive Committee, University Festival Executive Committee, Central Administrative Office University-wide Events Department, and Marketing Planning Department. These departments will then confer to decide the appropriate response.

§ 5. Calendar

This is a calendar summarizing the main events from the application period to the day of the event. Please use this as necessary.

«September»

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
				1 Start of WEB application 9 : 00~	2	3
4	5	6	7 End of WEB application ~23 : 59	8	9 Results of lottery (sent via email)	10
11	12	13	14	15	16	17
18	19 Guidance Session 10 : 00~ 15 : 00~	20	21	22	23	24
25	26 Day 1	27 Day 2	28 Day 3	29 Day 4	30	10/1 Survey deadline

§ 6. Questions • Contact Information

If you have any questions regarding this booklet or the event, please contact us via the email below. Please make sure to include your name and the name of your organization in the email and put “About the Autumn Welcome Festival 2023” in the subject line.

We may also send out emails to everyone at once. Please be aware that they might end up in your spam or junk folder. We kindly request that you either adjust your settings in advance or regularly check your spam folder to make sure you do not miss any important emails.

<p>Ritsumeikan University Student Union Central Administrative Office Globalization Promotion Office</p>
<p>【KIC】 56-1 Kitamachi Tojiin Kita Ward Kyoto Student Center 207 【OIC】 2-150 Iwakura-cho Ibaraki Osaka Bldg. A 3F Student Lounge Email: ritsglobalpromo@gmail.com</p>