**Booklet for OIC University Festival 2025 OIC Labo Project**

Date: 11:00 a.m. ~ 5:00 p.m. November 23rd (Sun.)

Location: Building H,

Ritsumeikan University Osaka Ibaraki Campus (OIC)

**Outline**

P.2 Information about OIC Labo Project

Teams that can participate in the project

P.3~5 About booth locations and equipment rental

P.6~9 Flow until implementation

P.10~15 Proposal & Privacy Policy

P.16~17 Interview Schedule Adjustment Form

P.18 Pledge

University Festival Executive Committee

Ritsumeikan University Student Union

**□Information about OIC Labo Project**

The purposes of OIC Labo Project are as follows:

①To present the research contents and results that have been conducted to the greatest extent possible.

②To create opportunities for people who are not familiar with specialized research to gain new knowledge.

We hope that many more people will know deeply about Ritsumeikan Univ. and its students' research through this university festival.

|  |  |
| --- | --- |
| Date | November 23rd (Sun.) |
| Location for OIC Labo Project | OIC Building H  SP Lab 1~9 (Only for original owners), H221, H241~H244 |
| Time | 11:00 a.m. ~ 5:00 p.m. |
| The number of  booths | SP Lab 9 booths  Building H 2nd floor 5 booths |
| Minimum number of people required | **2 Manager** ※Manager and deputy manager  They cannot serve concurrently as managers for stage events, food booth / flea market, or group events. |
| Maximum number of people | No upper limit |
| Example of the booth | Hands-on events, poster presentations, exhibitions, etc. |

* **Organizations that can participate in the project**

Your organization have to meet the following conditions to attend the project.

① Organizations that hold their activities in Ritsumeikan University, including undergraduate or graduate seminars and laboratories that belong to OIC

② Organizations that can have at least two undergraduate or graduate students as manager and deputy manager.

However, they cannot serve concurrently as managers for stage events, food booth / flea market, or group events.

**□About booth locations and equipment rental**

**1. Flow until Booth Locations Announcement**

**① Applications**

We will arrange the location of your booth based on the documents you submit.

So please check the equipment available at the facility you want to use, including the number of desks and chairs, accessibility to the whiteboard, etc., before filling out the application form.

**② Interview**

We will confirm the details of the event and the facility you applied.

**③ Booth locations announcement**

If there are multiple requests of the same facility, the location of booths will be decided by lottery. However, we may specify a different location based on the interview.

* Booth locations and time for events are subject to change due to university circumstances, including events or classes. The request will be sent by Ritsumeikan University or University Festival Executive Committee.
* Facilities that are difficult to adjust may require more time until announcement.

**2.About Booth Locations**

**① Available facilities**

Please check the figure below.

**H221 & H241~H244, Building H ※Each organization can use one classroom.**

**※ Organizations that have SP Lab must use your own SP Lab**

**ダイアグラム

AI 生成コンテンツは誤りを含む可能性があります。**

References: <http://www.ritsumei.ac.jp/campusmap/>

<http://www.ritsumei.ac.jp/file.jsp?id=229844&f=.pdf>

※ Please check the maps in the references before choosing the facilities

**② Facility hours of operation**

|  |  |
| --- | --- |
| 9 a.m. ~ 11 a.m. | Preparation time |
| 11 a.m. ~ 5 p.m. | Event time |
| 5 p.m. ~ 6 p.m. | Clean up time |

**③ Important Notice**

After the event is over, please clean the room and ensure that there is no trash left.

As the classrooms will likely be used for lectures the next day, please **be sure to restore all the equipment, including desks, chairs, projectors, etc., to their original state after the event.**

Your organization is responsible for any damage of the facilities or equipment. The University Festival Executive Committee cannot cover it up for you.

Please manage your valuables yourself. The University Festival Executive Committee will not be responsible for any valuables are lost, even due to theft.

**④ Prohibitions**

In case your organization violate any of the following prohibitions, the event will be cancelled. Your organization will be subject to severe disciplinary action by University Festival Executive Committee and Ritsumeikan University.

If any violations are found even after the university festival is over, your organization will also be subject to punishment.

* Damage to interior paint, walls, ceilings, etc., and actions that result in waterlogging of the interior
* Use of fire
* Use of adhesive tape that leaves marks on glass, doors, etc.
  + Please use curing tape and masking tape if you have to.
* Attaching objects to walls and ceilings
* Damage to equipment and unauthorized removal of such equipment, including desks, chairs, etc.
* Eating and drinking in the classroom
  + Excluding drinks with caps.
* Leaving equipment in the classroom without anyone during the university festival
* Parading without a permission card
* Parading without taking prior permission
* Parading by over 3 people of one organization
* Unauthorized power use
  + Including charging electronic gadgets, e.g. smartphone
* Unauthorized facilities use
* Changing event hours, facility usage hours, and booth locations
* Actions unrelated to the university festival
* Other actions that are dangerous, judged by University Festival Executive Committee

3. Equipment rental

You can borrow one information board and one long desk.

You can use them for signboards or alike.

**〇Flow until implementation**

**① Application**

Application period: 9:00 a.m. September 3rd (Wed.) ~ 11:59 p.m. October 5th (Sun.)

Maximum group number: 5 organizations (excluding organizations with SP Lab)

How to apply: Official LINE (Please scan the QR code below.)

**Managers must submit the required documents via the official LINE.**

**Required documents: • *Proposal* (p.14)**

**• *Interview Schedule Adjustment Form* (p.16)**

**• *Pledge* (p.17)**

※ Please fill out the attached form directly or copy the pages from this booklet.

QR コード

AI 生成コンテンツは誤りを含む可能性があります。

**② Screening**

The University Festival Executive Committee will determine if the submitted proposal is suitable for this school festival.

At that time, we focus on "how easy-to-understand your content is to visitors" of all ages and genders.

If the content is unrelated to the study, you will have to re-submit the documents.

**③ Interview**

We will discuss the details of the event with you based on the submitted documents.

The interview will be held once.

|  |  |
| --- | --- |
| Date | **9:00 a.m. ~ 6:15 p.m.**  **October 20th (Mon.) ~ October 24th (Fri.) in principle**  Once the meeting date and time is confirmed, we will send the details to the manager via the official LINE.  ※ The time and date will be determined based on the *Interview Schedule Adjustment Form* your organization submitted |
| Method | Zoom  The link will be announced via the official LINE. |
| Attendance | Either manager or deputy manager should attend the interview |
| Things to bring | Pens and notes |
| Duration | About 40 minutes  ※ The duration is subject to change due to the contents |

**④ Guidance**

We will inform you of the detailed process, precautions, and prohibitions.

|  |  |
| --- | --- |
| Date | 6:30 p.m. ~ 7:30 p.m., November 7th (Fri.) |
| Method | Zoom |
| Attendance | Either manager or deputy manager should attend the meeting |
| Things to bring | Pens and notes |

**【**Important Notice**】**

If you have to be absent, please contact us via official LINE.

We will be explained individually at a later date in Student Lounge, 3F, Building A.

⑤ **Preparation**

You can prepare for the event from 9 a.m. to 11 a.m., November 23rd.

⑥ **During the Festival**

You must hold the event in accordance with what you have stated in your documents. Never commit any of the following, as they will result in point deduction.

**【List of Penalty Points】**

【1 point】

* Eating and drinking in the classroom
  + Excluding drinks with caps.
* Leaving equipment in the classroom without anyone during the school festival
* Parading without a permission card
* Parading by over 3 people of one organization
* Other actions that are inappropriate, judged by University Festival Executive Committee

【3 points】

* Changing event hours, facility usage hours, and booth locations
* Losing a permission card
* Parading without taking prior permission
* Leaving the booth unattended
* Disruptive behavior that could lead to damage to facilities
* Disruptive behavior that could cause inconvenience to other organizations and visitors
* Other actions that are inappropriate, judged by University Festival Executive Committee

【5 points】

* Actions that cause severe damage to other organizations and visitors, including violent behaviors
* Damage to university property or facilities
* Reckless endangerment
* Discriminatory expressions or behaviors
* Expressions or behaviors that violate public order and morals
* Imposition of specific ideas
* Other actions that are inappropriate, judged by University Festival Executive Committee

**□ Proposal & Privacy Policy**

Proposal is the document that conveys the detail of the events to the University Festival Executive Committee.

Please be detailed and specific in your proposal.

You may only submit the proposal in *Microsoft Word* format.

※ Please fill out the attached format directly or copy the pages from this booklet.

Please include at least the following information:

**【List of Necessary contents】**

**・Organization name**

Please fill in the official name of your organization.

Please fill in “[name of the professor]’s Research Seminar” or “[name of the professor]’s Research Lab” if your organization is a research seminar or research lab.

**・Information about managers**

**Name, Student ID, E-mail address, Phone number (for emergency use)**

Please decide a manager and a deputy manager for the event.

Please stay in touch until the day of the event, as the event will be proceeded by the managers in principle.

**・Organization introduction**

Please describe what kind of organization you are, and what kind of research you have been conducting.

**・Details (the most important part)**

Please describe in as much detail as possible what you will be doing on the day of the university festival. You can also attach images if the content is difficult to be express via literature. Please be clear and easy-to-understand as this will be the base of discussion about the event structure.

※ Conditions (currently)

* The event must be held within the boundaries of the facility.
* No specific limitation on the form of the event.
* **One classroom can be chosen among H221, H241, H242, H243, H244** (Organizations that have SP Lab must use their own facility).

**・Equipment and machineries**

In principle, each organization should bring the equipment necessary for their event. Please indicate the number of items to be used and their purpose for each item.

※ Use of electricity

For machineries and equipment that require electricity, please specify the required wattage.

※ Equipment that OIC has

If you would like to borrow any of OIC equipment, please consult with the University Festival Executive Committee.

**・Others**

Please specify any questions, comments, or concerns you have.

**・Privacy**

Please read *Privacy Policy* on the next page and select whether or not you accept it.

**【Privacy Policy】**

**Regulations on Personal Information Protection of the Ritsumeikan University Student Union University Festival Activities**

**Chapter 1 General Provisions**

Article 1 (Purpose)

The purpose of this regulation is to ensure appropriate handling and protection of personal information collected for the University Festival activities hosted by the Ritsumeikan University Student Union [Student Union]. In addition, this regulation establishes general guidelines on personal information protection and detailed guidelines on handling and managing it, based on the “Rules on University Festival Events of the Ritsumeikan University Student Union”.

Article 2 (Definition)

For this regulation, “personal information” is defined as the “personal information” mentioned in the Act on the Protection of Personal Information, which includes name, college, academic year, date and year of birth, phone number, email address, student ID number, and any other information which can be used to identify a specific individual.

**Chapter 2 Management System**

Article 3 (Manager)

The head of the University Festival Executive Committee is to serve as the manager of personal information. However, during the execution of University Festival activities, when an organization within the Student Union is responsible for practical work based on the guidelines established by the University Festival Executive Committee, the head of the organization is to serve as the manager of personal information in practice, who ensures appropriate management of personal information in collaboration with the University Festival Executive Committee.

Article 4 (Responsibilities of the manager)

The manager is to fulfill the duties below to ensure appropriate management of personal information:

1. Promoting full awareness of this regulation
2. Instructing and overseeing Student Union members who are involved in University Festival activities
3. Appropriate management of collection, storage, utilization, and disposal of information
4. Preventing leak, loss, and falsification of information and arranging a report system
5. Appropriate collaboration with the personal information manager in practice, and development and operation of an information management system

**Chapter 3 Collection, use, and storage of personal information**

Article 5 (Limitation of information collection)

The collection of personal information is to be carried out only to the extent needed for University Festival activities, and the purpose of using the information is to be clearly stated in prior.

Article 6 (Specification of the purpose of use)

The collected personal information is to be used only for the purposes established in the items below:

1. Communication and scheduling related to the execution of University Festival events
2. Notifying and managing participating organizations
3. Processes necessary for operation, such as making name lists and publishing certificates
4. Emergency contact and support in case of an accident
5. Other fair purposes related to the University Festival activities

Article 7 (Storage and disposal)

Personal information is to be discarded in a timely and appropriate manner after achieving the purpose of use. However, if a part of the information is to be stored for fair documentation purposes, such as making activity records or reports, by the responsibility of the head of the University Festival Executive Committee or, if there is an organization within the Student Union which is responsible for the work, by the responsibility of the personal information manager, the information can be stored for three years maximum, under a rigid management system.

**Chapter 4 Third-party provision and correction**

Article 8 (Limitation of third-party provision)

Personal information is not to be provided to any third party unless:

1. The person themselves gives consent to the provision
2. A law requires the information to be provided
3. An emergency requires the information to be provided for the protection of human life, body or property, and the consent of the person themselves is difficult to obtain
4. A government institution or local public entity, or someone who carries out the work based on laws and as an agent of such organizations requires cooperation, and obtaining the consent of the person themselves can disrupt the execution of the work

Article 9 (Requests of correction or deletion)

If the person themselves or an agent of theirs requests their personal information to be disclosed, corrected, stopped from being used, deleted, or such, the request should be responded to in a timely manner.

**Chapter 5 Revision and abolition**

Article 10 (Revision and abolition process)

The revision and abolition of this regulation is to be carried out through a draft by the University Festival Executive Committee, and a resolution with more than half of the present members of the Central Standing Committee and the Central Committee agreeing.

**Supplementary provisions**

1. This regulation takes effect from June 21, 2025.
2. This regulation applies to the personal information collected before the enforcement of this regulation.
3. For the execution of this regulation, when an organization within the Student Union which involved in University Festival activities has its own regulations on personal information protection, only if the said regulations do not go against this regulation and can both be followed at the same time, the execution of the organization’s regulations will not be disrupted.
4. For the items that are not prescribed in this regulation, “Regulations on Personal Information Protection of the Ritsumeikan University Student Union” is to be followed.

End of Document

**Proposal**

|  |  |  |
| --- | --- | --- |
| **Booth name** |  | |
| **Organization name** |  | |
| **Organization introduction** |  | |
| **Manager** | **Name** |  |
| **Student ID** |  |
| **Phone number** |  |
| **E-mail address** |  |
| **Deputy manager** | **Name** |  |
| **Student ID** |  |
| **Phone number** |  |
| **E-mail address** |  |
| **Details** |  | |
| **Booth location** | You can choose one classroom; H221、H241, H242, H243, H244  Groups that have SP Lab must use your own SP Lab.  First preference:  Second preference:  Third preference: | |
| **Equipment and machineries** |  | |
| **Others** |  | |
| **Privacy Policy** | **☐Agree / ☐Disagree** | |

**□ Interview Schedule Adjustment Form**

• The interview schedule will be determined by this form.

Please write “×” for the time when it is impossible for you to participate.

• The duration of the interview is about 1 hour. However, it is subject to change due to the circumstances.

• Either manager or deputy manager should attend the interview.

**Meeting Schedule Request Form**

Organization Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | October 20th (Mon.) | October 21st (Tue.) | October 22nd (Wed.) | October 23rd (Thu.) | October 24th (Fri.) |
| 9:00 a.m. ~ |  |  |  |  |  |
| 10:45 a.m. ~ |  |  |  |  |  |
| 1:10 p.m. ~ |  |  |  |  |  |
| 2:55 p.m. ~ |  |  |  |  |  |
| 4:40 p.m. ~ |  |  |  |  |  |

**Pledge**

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization Name), and its members hereby promise to obey the following when attending OIC Lab project, 2025 University Festival, Ritsumeikan University. We will accept any kind of punishment without demur in case of violations.

1. We will not engage in any behavior that is discriminatory, religious, antisocial, or political in nature during planning and preparation.
2. The presenter will be responsible to any accidents occurred during the presentation, excluding force majeure.
3. We will comply with the important notices and prohibitions listed in this booklet.
4. The University Festival Executive Committee will not be held responsible for any damage or loss of items used in presentation. We will be responsible for any necessary compensation.
5. We will comply immediately with the instructions of abortion by the University Festival Executive Committee and Ritsumeikan University.
6. We will comply with all other instructions by the University Festival Executive Committee and Ritsumeikan University.

Manager’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)