



IFF 2025 General Assembly

#3 Hygiene Safety Meeting and Order Event Briefing



Agenda

April 21th (Mon), 2025

Office of the Hokkaido University Festival Executive Committee

IFF Staff

1. Contents

No.	Contents	Speaker
1	Hygiene Safety Meeting	Hygiene Safety Staff
2	About Rental Equipment	Rental Equipment Staff
3	About Container and Ice	Container and Ice Staff
4	About Cooking Equipment Application	Fire Safety Staff
5	About Traffic	Traffic Staff
6	About Food Booth Guide Application	IFF
7	About the Documents to Be Submitted via IFF Web	IFF
8	Hygiene Safety Mini Quiz	IFF/Food Hygiene Staff
9	Q&A	IFF
10	About next GA	IFF
11	Container Sample	Container and Ice Staff
12	Propane Gas 10kg Tent Decision	Rental Equipment Staff

Note: No.11 (Container Sample) and 12 (Propane Gas 10kg Tent Decision) are optional. Complete Hygiene Safety Mini Quiz before you leave.

2. Distributed Materials

- Agenda
- About the Documents to Be Submitted via IFF Web
- Hygiene Safety Agreement
- IFF Guide Traffic
- IFF Guide Advertisement
- IFF Guide Hygiene Safety
- IFF Guide Rental Equipment, Container and Ice Guide

3. Documents to be Submitted

No.	Name of document	Date of distribution	Deadline	Submission method
1	Food Booth Guide Application	4/21 20:00	5/1 23:50	Web
2	Recipe Details (Ver.1)	4/21 20:00	5/1 23:50	Web
3	Cooking Equipment Application	4/21 20:00	5/1 23:50	Web
4	Car Pass Order Form	4/21 20:00	5/1 23:50	Web
5	Rental Equipment Order Form	4/21 20:00	5/1 23:50	Web
6	Container and Ice Order Form	4/21 20:00	5/1 23:50	Web
7	Hygiene Safety Agreement	Distributed on 4/21 (GA#3)	5/9 (GA#4)	Document

If you order containers and ice, DO NOT FORGET TO BRING THE MONEY FOR THEM at GA#4.
No change will be provided.

About Next GA

- The next GA (GA#4) will be held on May 9th (Friday), from 18:30 at Room N1 of the Institute for the Advancement of Higher Education.
- At GA#4, we will set a “reception start time”. Please follow the time shown below.

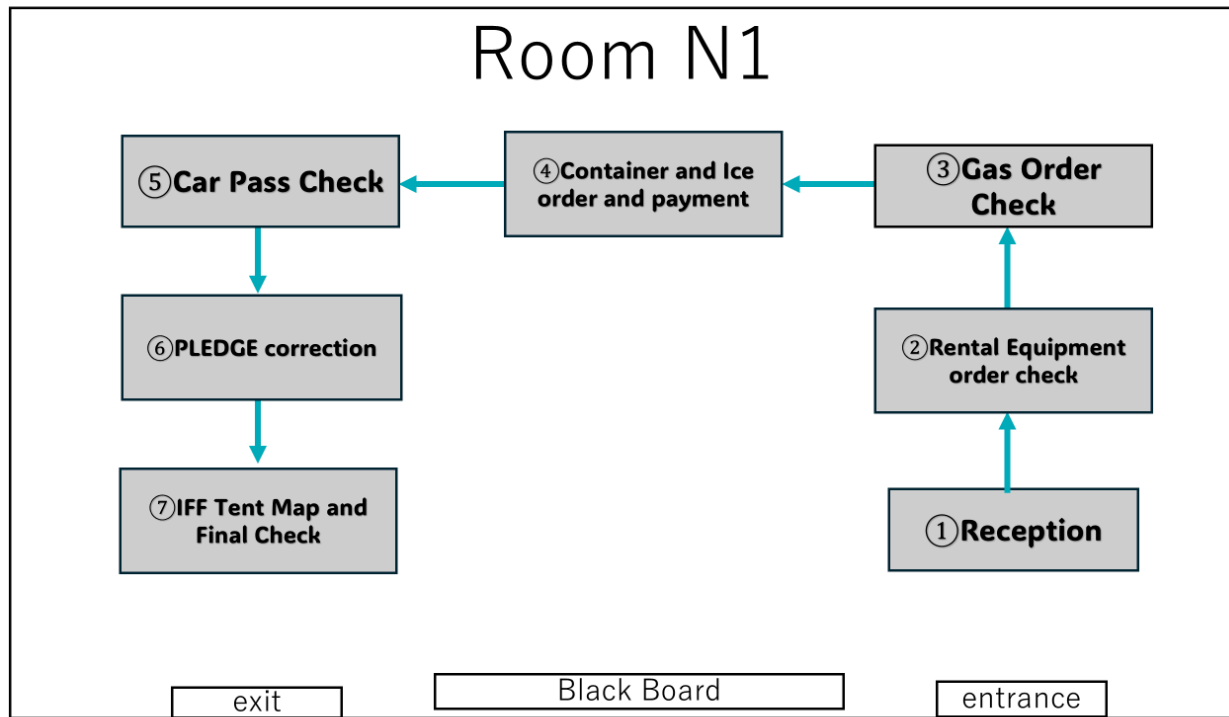
Reception Start Time	Country
18:30	Egypt / Thailand
18:40	Malaysia / Pakistan
18:50	Morocco / Bangladesh
19:00	Nigeria / Myanmar
19:10	Benin / China
19:20	Malawi-Zambia / Azerbaijan
19:30	Sri Lanka / India
19:40	Philippines / Vietnam
19:50	Indonesia / Uzbekistan / Taiwan

If you come before the reception time, we cannot correspond with you.

We provide an Agenda with signature fields at the reception of GA#4.

Please get a staff member's signature at each section. You may leave once you have collected signatures from all sections.

【 GA#4 Flow Chart 】



① Reception

Reception will be conducted here. Please follow the instructions of the staff.

② Rental Equipment Order Check

We will check the Rental Equipment you applied for together with the Rental Equipment Staff and the vendor.

③ Gas Order Check

We will check the Propane Gas you applied for together with the Rental Equipment Staff and the vendor.

④ Container and Ice order and Payment

We will check whether your container and ice application has been correctly communicated. Payment will be collected here. **DO NOT FORGET TO BRING THE MONEY FOR CONTAINER AND ICE.**

⑤ Car Pass Check

We will check the details of your Car Pass application.

⑥ PLEDGE Correction

We will inform you of any corrections needed in your PLEDGE.

⑦ IFF Tent Map and Final Check

We will distribute the Tent Map and carry out a final confirmation.