

IFF 2025

General Assembly #7

June 2nd (Mon), 2025

Agenda

- Notes for the Day
- IFF Quick Map
- From HUISA
- About refilling propane gas
- Car Pass Distribution
- Q&A
- about next GA
- Food Menu Check
- Eating Area Manuel

Notes for the Day

Schedule during Hokudai-sai

Hokudai-sai	Date	Available Activity Hours	Business Hours	Cleanup Deadline
day 0	6 / 5 (Thursday)	18:00~22:00	N/A	22:00
day 1	6 / 6 (Friday)	7:00~22:00	12:00~21:00	
day 2	6 / 7 (Saturday)		9:00~21:00	
day 3	6 / 8 (Sunday)	7:00~19:00	9:00~17:00	19:00

Please strictly follow the schedule agreed upon with the university.

20 Things to Remember during Hokudai-sai

① Prioritize safety over enjoyment or business.

② Take every possible precaution to prevent food poisoning.

Take every possible precaution to prevent

20 Things to Remember during Hokudai-sai

③Garbage must be sorted properly and strictly according to the designated rules.

20 Things to Remember during Hokudai-sai

④ Vehicles may only be used during the time slots applied in the Car Pass Order Form.

**Do not use vehicles at all on 6/5
(Thursday)**

20 Things to Remember during Hokudai-sai

⑤Prepare a Mini Water Station

(as requested by the Sapporo City Health Center. For details, refer to the “IFF Guide 2025 Hygiene Safety”)



20 Things to Remember during Hokudai-sai

⑥Comply with the Duty related to Trash Bin, Night Patrol, and Garbage Station, and cooperate in the operation of the festival. Use the Sink and Garbage Station with care, following the established rules.

20 Things to Remember during Hokudai-sai

**⑦ Cooperate with your team,
and pass the Fire Inspection
which begins at 9:30 a.m. on 6/6
(Friday).**

20 Things to Remember during Hokudai-sai

**⑧Follow the Business Hours.
Starting Business early or
continuing Business past the
designated time is strictly
prohibited.**

20 Things to Remember during Hokudai-sai

**⑨ Follow the Available Activity Hours. IFF Staff cannot leave until you do
— let's all go home early together.**

20 Things to Remember during Hokudai-sai

**⑩ Handle Rental Equipment with care.
If there is any damage or theft, report it
to the IFF Staff**

**⑪ Pick up Containers and Ice at the
designated time.**

20 Things to Remember during Hokudai-sai

⑫ On Day 0, Day 1, and Day 2, do not leave behind any food that must not be stored at room temperature, or any valuables in your tent overnight.

During late night hours, Hokudai-sai Staff will inspect your tent. If food that must not be kept at room temperature is found left, you will be required to dispose of all of it.

20 Things to Remember during Hokudai-sai

⑬ Don't bring too many people without a reason.

Do not let 11 or more group members inside the tent.

20 Things to Remember during Hokudai-sai

⑭ Keep an eye on the children at all times.

Do not involve children in the operation of the Festival, including attracting customers or cooking.

20 Things to Remember during Hokudai-sai

**⑮ Begin takedown on 6/8
(Sunday) promptly at 5:00 p.m.
Do not begin cleaning up earlier
than that.**

20 Things to Remember during Hokudai-sai

⑩ You may leave on 6/8 (Sunday) only after receiving permission from the IFF Staff.

Do not leave without having your area checked by the IFF Staff.

20 Things to Remember during Hokudai-sai

⑰ Keep the area around your tent clean at all times.

Leaving it dirty means someone else will have to clean up after you.

20 Things to Remember during Hokudai-sai

⑱ The Tent Leader must be reachable at all times during the Festival.

⑲ If you have any questions or encounter any issues, speak to the IFF Staff.

20 Things to Remember during Hokudai-sai

② Listen carefully to any instructions from HUISA, IFF Staff, or the other Hokudai-sai Staff.

【IMPORTANT】 Fire Inspection

- **The Fire Inspection will begin at 9:30 a.m. on 6/6 (Friday).**
- **Arrive at the Campus by 8:00 a.m. and begin your preparations.**
- ✂ **Tents that rented equipment must pick it up at the Institute for the Advancement of Higher Education at 7:00 a.m.**

【IMPORTANT】 Fire Inspection

- If preparations are not complete by the time of inspection, the Tent will be judged to have fire safety deficiencies and will not be allowed to operate.**
- Please take the inspection seriously and prepare accordingly.**

【IMPORTANT】 Fire Inspection

- **Re-inspections will not be conducted.**

【REQUIRED】

- **Complete preparation of all items (excluding food) and finish your fire safety self-check before the inspection.**
- **Fill out and post the Self-Check Sheet before the inspection.**

Items to post in front of your tent

Please post the following documents on the front side of your tent so they are clearly visible to visitors.

- **Participations Permit**
- **Food Ingredients List**
- **Food Menu**
- **Self-Check Sheet**
- **Food Booth Grand-Prix QR Code (display only on Day 1 and Day 2)**

Items to display on your front desk

Please display the following documents on your front desk of your tent so they are clearly visible to visitors.

- **IFF Quick Map 2025**
- **Waste Sorting Guideline and Duty Sign-Up Sheet**

Sink

- **IFF Tents are permitted to use the sink located next to the Central Cafeteria.**

This sink clogs very easily, so please strictly follow the rules below when using it.

Sink

- **Do not dispose of any solid waste in the sink.**
A clogged sink will cause inconvenience to other groups.

Please be considerate of others.

- **Remove solid waste beforehand, and dispose of small food scraps in the sink into the trash bin located in front of the sink.**

Sink

- **Water from the sink is not for drinking.
It is for washing cooking utensils.**
- **Each group must bring their own
detergent and sponges.
Do not leave them behind after use.**

Sink

- **When disposing of oil, never pour it into the sink. Use the waste oil container placed next to the sink.**
- **Use of the Sink must be completed during Available Activity Hours.**
Using it during Late Night During Hokudai-sai is strictly prohibited.

Sink

- **The sink is a shared facility installed using your Hokudai-sai Fee and support from the Administration Office, so use it responsibly.**

Garbage • Garbage Station

Garbage Station Available Hours / Duty Hours

- **June 6 (Fri) 13:00 – 22:00**
- **June 7 (Sat) 9:00 – 22:00**
- **June 8 (Sun) 9:00 – 19:00**

It is strictly prohibited to leave garbage at the Garbage Station outside these hours.

Garbage • Garbage Station

Basic Rules

- Garbage must be sorted in advance.

Improperly sorted garbage will not be collected.

Be sure to sort all garbage correctly.

- Do not illegally dispose of unsortable items such as home appliances or large waste.

This constitutes illegal dumping, which is prohibited by law.

Illegal dumping is strictly forbidden

Garbage • Garbage Station

- **Use transparent garbage bags.**
- **Use 45L bags and compress garbage as much as possible before bringing it.**

[Important] Clean up

Date: June eighth (Sunday) from 5pm to 7pm

Follow the directions from ①～⑥ in order.

You are prohibited to leave without permission.

[Important] Clean up

①Return of Fireproof Board, Concrete Blocks, Alcohol Sterilizer, Fire Extinguisher, and Fire Extinguisher Zone Certificate to HUISA Tent.

[Important] Clean up

②Begin returning rental equipment

[propane gas]

Return location:

**The North side of the main entrance of the Institute for
the Advancement of Higher Education**

— Propane Gas Distribution and Return Tent

[Important] Clean up

[Other Rental Equipment]

Return location:

In front of your own Tent (You do not need to carry it anywhere)

[Important] Clean up

[Other Rental Equipment]

Cautions:

- **Do not wash Rental Equipment when returning it.**
- **Even if there is any remaining gasoline in the**

Generator or Gasoline Container, return it as it is.

Never dispose of leftover gasoline by pouring it on the ground or into a drain.

[Important]Clean up

③Receive Rental Equipment Check from IFF Staff.

④Cleaning

- Make sure no trash is left around your Tent. Bring all Tent trash to the Garbage Station.**

[Important] Clean up

⑤ Receive Cleaning Check from IFF Staff

⑥ Time to go home ;)

Notes for the Day

Please read the following documents without fail

- **IFF Guide**
- **Hokudai-sai Safety Management Rules**
- **IFF2025 All Duty Guidelines**
- **Food Hygiene Guideline**

IFF Quick Map Distribution

MAP

IFF Quick Map 2025

**Day 0
June 5th (Thu)**

Item	Time	Location	Required Items/Notes
Available Activity Hours	10:00–22:00		
Receiving Board Equipment 1 (Overseas) will be delivered to each room. It is not to give items to you.)	12:00	IFF Area	Reservation Slip
Receiving Containers	13:30–20:30	1st Floor, Multimedia Education Building	Container and Ice Pack
Receiving Area Desk and Chair Distribution (for Chair and Table) (Free)	18:00	1st Lecture Hall, Auditorium for the Advancement of Higher Education	IFF/ICA
Using Cars	Prohibited all day		
Garbage Station Available Hours	Prohibited all day		

Humanities Building

MAP

IFF Quick Map 2025

**Day 1
June 6th (Fri)**

Item	Time	Location	Required Items/Notes
Available Activity Hours	10:00–22:00		
Receiving Board Equipment 2 (Overseas) will be delivered to each room. It is not to give items to you.)	12:00	IFF Area	Reservation Slip
Receiving Containers	13:30–20:30	1st Floor, Multimedia Education Building	Container and Ice Pack
Receiving Area Desk and Chair Distribution (for Chair and Table) (Free)	18:00	1st Lecture Hall, Auditorium for the Advancement of Higher Education	IFF/ICA
Using Cars	Prohibited all day		
Garbage Station Available Hours	Prohibited all day		

Humanities Building

MAP

IFF Quick Map 2025

**Day 2
June 7th (Sat)**

Item	Time	Location	Required Items/Notes
Available Activity Hours	7:00–22:00		
Business Hours	9:00–21:00		
Receiving Containers	13:30–20:30	1st Floor, Multimedia Education Building	Container and Ice Pack
Receiving Area Desk and Chair Distribution (for Chair and Table) (Free)	18:00	1st Lecture Hall, Auditorium for the Advancement of Higher Education	IFF/ICA
Using Cars	Prohibited all day		
Garbage Station Available Hours	Prohibited all day		

Humanities Building

MAP

IFF Quick Map 2025

**Day 3
June 8th (Sun)**

Item	Time	Location	Required Items/Notes
Available Activity Hours	7:00–22:00		
Business Hours	9:00–21:00		
Receiving Containers	13:30–20:30	1st Floor, Multimedia Education Building	Container and Ice Pack
Receiving Area Desk and Chair Distribution (for Chair and Table) (Free)	18:00	1st Lecture Hall, Auditorium for the Advancement of Higher Education	IFF/ICA
Using Cars	Prohibited all day		
Garbage Station Available Hours	Prohibited all day		

Humanities Building

• Coloured version will be on the IFF web.

• We will provide you a laminated version on day 1.

From HUISA

Changes due to Garbage Station Duty (Shifts)

- Number of **Night Patrol** Shifts divided by half
- NO CHANGE for **Trash Bin** Duty Shifts
- Addition of **Garbage Station** Duty Shifts

Changes due to Garbage Station Duty (Manuals)

- Signing Sheet Format
 - For all duties: you now have to sign **twice**.
- Penalties have been summarized.
- (Trash Bin) - Removed a note in page 3.

Garbage Station Duty: Main Points

- Check that the garbage is sorted correctly.
- When a participating tent comes with trash: Lead them to the correct sorting area.
- If a festival visitor comes with trash: Please show them the Japanese Leaflet “北大祭ご来場の皆様へ” which we provide.
- Keep crows and other animals away from the garbage.

Garbage Station Duty: Sorting (Pages 3 – 4)

1 - Combustible Waste

2 - PET Bottles

3 - Bins and Cans

4 - Sharp Waste

5 - Cardboard and Magazines

6 - Non-combustible Waste

7 - Gas Canisters / Spray Cans

8 - Styrofoam

9 - Hard Plastics

Examples of Cases in which Penalties are Considered Misbehavior and Hokudai-sai Rules

Misbehavior / Transgression of Hokudai-sai Rules	~ ¥ 10,000
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* Refer to: 67th Hokudai-sai Safety Management Rules

Cases of Considered Penalty: ¥ 1,000~

- Generator is not placed outside the tent.
- Unsafe or improper use of rental equipment.
- Cooks are not wearing designated sanitary clothing.

(Stronger consideration if IFF Staff has issued multiple warnings.)

Examples of Cases in which Penalties are Considered Misbehavior and Hokudai-sai Rules

Misbehavior / Transgression of Hokudai-sai Rules	~ ¥ 10,000
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Cases of Considered Penalty: ¥ 5,000~

- Illegal dumping of trash.
- Driving without a car pass, or outside of the allowed hours.
- Children working inside or outside the tent. (Misbehavior)

Examples of Cases in which Penalties are Considered

Misbehavior and Hokudai-sai Rules

Misbehavior / Transgression of Hokudai-sai Rules	~ ¥ 10,000
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Cases of Considered Penalty: ¥ 10,000

- Any transgression that results in a Temporary or Permanent Suspension from the Hokudai-sai Committee
 - Theft, Aggression, etc.
 - Disregard for Fire and Hygiene Safety
 - Accrue of Violation Points (repeat violations)

Refilling propane gas

- 1st step : Hand the Blue “**LP Gas Delivery Note**” and
Empty gas cylinder to the vendor.
- 2nd step : **Pay 5,500 yen in cash** per one cylinder.
- 3rd step : Receive the cylinders from the vendor.

※IMPORTANT

- Refills are available for 5kg cylinders only even if your initial order was for a 10 kg cylinder.
- Be sure to clean the empty cylinder before bringing it for refilling.
- No new rental of Propane Gas cylinders is available.

Car Pass Distribution

車両入出構・走行許可ボード/Car Pass

〇〇祭

Z0

管理番号:
氏名:
車両番号:
入構門:

団体名

指定時間以外の利用はできません。
This pass can only be used at the
designated times.

利用可能日時/Available Dates : 6/8(日)7:00~9:00

Example of a Car Pass

Car Pass Distribution

車両入出構・走行許可ボード/Car Pass

〇〇祭

Z0

管理番号:
氏名:
車両番号:
入構門:

団体名

指定時間以外の利用はできません。
This pass can only be used at the
designated times.

利用可能日時/Available Dates : 6/8(日)7:00~9:00

Example of a Car Pass

The use of vehicles is only permitted during the time slots listed on the Car Pass

Entry at any time not listed on the Car Pass will not be allowed under any circumstances, unless there is an error on the pass itself.

Car Pass Distribution



Example of a Car Pass

You cannot change any information after today's GA.

Review your Car Pass again!

If you find any mistakes,
inform the IFF staff at **today's GA.**

Car Pass Distribution

[Important Notes]

- Vehicle entry on Hokudai-sai Day 0 (June 5) is strictly prohibited.
- During Hokudai-sai (18:00 on June 5 - 22:00 on June 8), only Car Passes issued by the Hokudai-sai Committee are valid for entering the campus.
→ Even if you already have a vehicle entry permit from the university as a faculty member or research student, do not use it to bring a vehicle for festival purposes.
- All vehicles must enter and exit the campus using a Car Pass.

Car Pass Distribution

[How to Use a Car Pass]

1. At the Gate

→ Show your Car Pass at the Gate.

2. When Driving on Campus

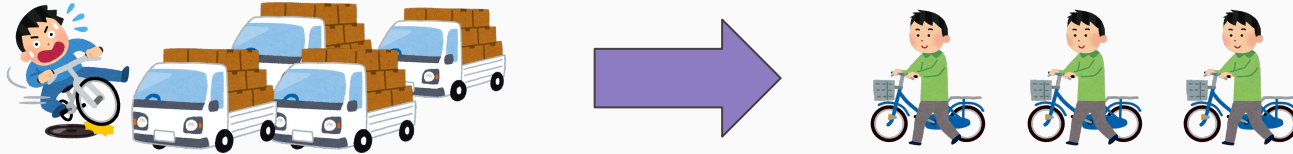
→ Place your Car Pass somewhere visible from your front windshield.

※ Please use the Main Gate to enter the campus.

Car Pass Distribution

[About Bicycles]

- Do not ride bicycles on Main Street → Walk your bicycle in those areas.
(the campus will be very crowded and large vehicles will be moving around)



- Bicycle parking is limited to the temporary bicycle parking areas or the bicycle parking areas of your affiliated graduate school or research institute.

Car Pass Distribution

[About Bicycles]

- There are three temporary bike parking areas:

1. North of the Institute for the Advancement of Higher Education
2. The vacant lot north of the Health Center
3. In front of Clark Hall

You are not allowed to park your bike anywhere else, so please be careful.

- During setup on Day 0 and clean-up on Day 3, trucks and forklifts will be moving along Main Street. So, please do not walk on the road—always use the sidewalk!

Q&A

About Next GA

6/20 (Friday)

18:30 N1

Food Menu Check

Front

Tsuchiya

Malawi

Morocco

Pakistan

Myanmar

Malaysia

China

MURAMAKI

Benin

Indonesia

Sri Lanka

Egypt

Nigeria

Thailand

ISHII

Philippines

Azerbaijan

India

Uzbekistan

Bangladesh

Vietnam