

March 27rd, 2026

IFF 2026: Pre-Application Info

Office of the Hokkaido University Festival Executive Committee
IFF Staff

1. Introduction

As we await the arrival of spring here in Hokkaido, we hope this message finds you well. With just two months to go until the International Food Festival (For short: IFF) 2026, IFF Executive Committee and IFF Staff are working diligently to prepare. IFF is a wonderful opportunity to share diverse global cultures through food, and we are committed to making it a fantastic experience for both visitors and participating groups. Prior to the start of the application period, we have prepared this document to provide you with an overview of the festival and essential information. If your group wishes to participate, please read through this document carefully before proceeding with your application.

2. Basic Information

2.1. Event Schedule

IFF 2026 will be held from June 5th (Fri) to June 7th (Sun).

2.2. General Assembly (For short: GA)

All necessary information for participating in IFF will be shared at the General Assemblies (GA). Please note that the Tent Leader (Group Representative) is strictly required to attend every GA. Please verify the GA date in the table below.

mm/dd (date)	GA
4/9 (Thu)	#1 Guidance
4/16 (Thu)	#2 Tent Decision Meeting
4/20 (Mon)	#3 Hygiene Safety Meeting and Order Event Briefing
5/1 (Fri)	#4 Order Event
5/11 (Mon)	#5 Applications Check
5/18 (Mon)	#6 Fire Safety and Rental Equipment Meeting
6/1 (Mon)	#7 Pre-festival Meeting
6/19 (Fri)	#8 Final Meeting

The General Assembly will be held at 18:30 in Room N1 at the Institute for the Advancement of Higher Education. Due to space limitations in the classroom, a

maximum of 3 people per group may attend the GA.

If you are interested in participating in IFF, you must attend GA#1, where we will provide the initial guidance and hand out the application materials. At GA#2, the final participating groups will be decided, and you must submit the required documents and money (fees) prepared after GA#1.

Furthermore, the Hokkaido University Festival Executive Committee (For Short: Hokudai-sai Committee) mandates special attendance for specific sessions. For GA#3 (Hygiene Safety Meeting), both the Tent Leader and the Hygiene Safety Manager must be present. For GA#6 (Fire Safety and Rental Equipment Meeting), both the Tent Leader and the Fire Safety Manager must attend.

2.3. Rules and Regulations

Before applying, please carefully review the following key rules established by the Hokudai-sai Committee and the Office of the Hokkaido University Festival Executive Committee (For Short: Hokudai-sai Office).

- I) [Hokudai-sai Food Hygiene Guideline](#)
- II) [Hokkaido University Festival Executive Committee System Regulations](#)
- III) [Hokkaido University Festival Executive Committee Privacy Policy](#)

2.4. Open Chat

Use the QR code below and join the “[IFF2026 Interests](#)”. This Open Chat is for those who want to join IFF 2026, and it is available until GA#2 (4/16) when the participants are determined.



After you join the open chat, please change your display name to “Last Name (Country)”.

3. How to Apply for the IFF

I. Join the Open Chat “IFF2026 Interests”

Please join the [Open Chat](#) mentioned above.

II. Attend GA#1 (General Assembly #1) on April 9 (Thu)

At this assembly (scheduled for April 9th), we will explain all essential information, including fees and important rules. Most importantly, we will distribute the necessary application materials. Please note that if your group fails to attend and receive these materials, you will not be able to participate in IFF 2026. The official

application process will begin immediately after this session.

III. Apply for the IFF via IFF Web

The application form will be open from April 9th to April 15th at 23:59 via Official Website for IFF Participants (For short: IFF Web). When applying, please carefully read the terms and conditions and ensure you submit all the required information. Please note that each group must have four Main Tent Members, all of whom must be official degree-seeking international graduate students. Refer to [4.3 Mandatory Roles for Participating Groups](#) for more details. However, because running a Food Booth and meeting all Duties is labor-intensive, we strongly recommend having at least ten active members (either graduate or undergraduate) per group. We suggest reaching out to your peers now to ensure you have enough support.

Note: You must submit personal information for all the Main Tent Members and any additional members for insurance purposes. If you provide incomplete or false information, your application may be cancelled even after your participation has been confirmed. Please ensure all details are accurate and complete.

IV. Attend GA#2 on April 16th (Thu) with necessary documents

Once you have completed your online application and prepared the necessary materials from GA#1, please attend GA#2 on April 16th. You must bring all required documents and fees.

If the number of applicants exceeds the available booth slots, the final groups will be determined based on the selection process explained by the IFF Executive Committee during GA#1. Please be aware that failure to bring the necessary documents or fees may negatively affect your group's chances during this selection.

4. Important Notes for Participation

4.1. Important Rules During Hokudai-sai

To ensure that IFF is a safe and enjoyable event for everyone, all participating groups must agree to and strictly follow the rules set by the Hokudai-sai Committee. Please be aware that Hokudai-sai staff will be patrolling the grounds during Hokudai-sai. If any participating group engages in activities that violate the rules or disrupt the safe operation of Hokudai-sai, **strict actions will be taken** (which may include temporary or permanent suspension of your Food Booth). We appreciate your understanding and cooperation in advance.

4.2. Required Fees and Deposit

To participate in IFF, all groups are required to pay three types of fees. **The exact amount for each payment will be explained in detail at GA#1.** Please carefully review the purpose of each payment below:

- **Hokudai-sai Fee:** This fee is required to cover the overall operational costs of the Hokudai-sai.

- **Participation Fee:** This fee is specifically used for the operation of IFF, such as the installation of Garbage Station and Sink for IFF.
- **Deposit (Refundable):** This is a security deposit held by the IFF Executive Committee to ensure all rules are followed. If a group commits a serious rule violation, a penalty will be deducted from this amount. If there are no violations, the full amount will be refunded to your group at GA#8 after the festival.

4.3. Mandatory Roles for Participating Groups

To ensure the safe and smooth operation of IFF, each group must assign the following four specific roles, known as the "Main Tent Members."

- **Tent Leader** (1 person)
- **Vice Tent Leader** (1 person)
- **Hygiene Safety Manager** (1 person)
- **Fire Safety Manager** (1 person)

Important Rule on Concurrent Roles: One person cannot hold multiple roles within the same group, nor can they hold a role across multiple different groups. (1 person = 1 role = 1 group).

Eligibility for Main Tent Members: These four essential roles are strictly limited to official, degree-seeking international graduate students at Hokkaido University. Please check the eligibility table below before forming your core team.

Eligible (Can hold these roles)	Ineligible (Cannot hold these roles)
Official Master's Degree students	Undergraduate students
Official Doctoral Degree students	Postdoctoral researchers (Postdocs)
	Students with temporary IDs (Exchange students, Research students, HUSTEP, Auditors, etc.)

Important Notice: Hokkaido University faculty and staff members (including Professors, Associate Professors, Assistant Professors, administrative staff, etc.) are strictly prohibited from participating in IFF **in any capacity**.

5. If You Have Any Questions

Feel free to ask any questions in the Open Chat or contact IFF Staff by E-mail.

○MAIL: iff@hokudaisai.com

Please note that if you come directly to the Hokudai-sai Office (Room N204, Institute for the Advancement of Higher Education), the staff may not be available to assist you.

Be sure to contact us by email first. We appreciate your understanding that we cannot respond to walk-in visits.

We look forward to your participation in IFF. See you at GA#1!