



2023國際文化節

攤位規章及報名資訊

2023 International Cultural Festival

Booth Regulations and Registration Information

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簡介

2023國際文化節共有兩種攤位活動，分別是「多元文化美食展」與「文化體驗活動」。延續以往提供本校境外於日光大道販售所屬國家美食，「多元文化美食展」今年亦將開放各國學生申請攤位，以販售異國美食與文創小物為主軸，再現熱鬧美食展。另一個則為今年新增的「文化體驗活動」，將由境外生擔任攤主，以小型工作坊的形式向師大師生分享自己的家鄉文化，並讓全校師生能親自體驗該文化之美。藉由不同於以往僅擺設美食的攤位活動，我們期望舉辦更多文化體驗，不限國籍，都能達到國際文化上的實質交流，體會異國風情的美好！

【規章部分有中英雙語，報名前請務必詳閱各事項，確定能配合再申請

【主辦單位彙整完所有報名資訊後，將盡快通知您後續消息，請耐心等待】

Introduction

2023 International Cultural Festival has two different kinds of booth activity, they are *Multicultural Cuisine Fair* and *Culture Exploration Activity*. Continuing from the previous, the International Cultural Festival will be held at Sunlight Avenue, NTNU Heping Campus I, where the international students can apply for booths selling special dishes, unique delicacies, and creative items from their country in the *Multicultural Cuisine Fair*. Another booth activity is the *Culture Exploration Activity* which is newly added this year, international students are able to be the booth holders, share the culture of their hometown by designing the experience activities, it's like a small workshop that allows everyone attending the Festival to experience the beauty of these cultures.

This year, we organize more cultural related activities, hoping that regardless of nationality, all the teachers and students of NTNU can experience various cultures in person, and create an intercultural interaction opportunity through the event!

【The regulations are bilingual (Chinese and English), please read them carefully and make sure you can comply with the rules before applying.

The organizer will inform you as soon as possible after sorting all the registration information, please wait patiently.】

A. 2023國際文化節—多元文化美食展攤位規章及報名資訊

▲【活動資訊】

活動名稱:2023臺師大國際文化節——多元文化美食展

主題:「航向無限, SailInfinity」

主辦單位:臺師大國際事務處

參加對象:臺師大境外生 (僑生、外籍生、陸生、交換生、訪問生、國語中心學員、僑先部學生)

活動目的:藉由境外生擺設攤位,販售各國特色美食及產品,或展示具有文化特色之商品,促進臺灣與各國學生之間文化交流。

活動時間:2023年3月28日(9:00-15:30) - 2023年3月29日(9:00-13:00)

活動地點:臺師大和平校區I日光大道

提醒:配合相關防疫措施,全體人員請務必全程配戴口罩,並隨時以酒精消毒器具及清潔物品。

▲【報名事項】

1. 報名時間:即日起至2023年2月19日 16:00前「[2023國際文化節報名表](#)」
2. 報名辦法:於2023年2月19日16:00之前將填妥之報名表以電子郵件寄至 2023ntnuicf@gmail.com,就有機會於活動期間內擺設具有自己國家特色的攤位!

(收到報名資訊後將進行篩選,會盡快通知您是否有獲得攤位設立資格)

❖ 報名表檔案名稱:國家名稱_2023文化節多元文化美食展攤位報名

(例:臺灣_2023文化節多元文化美食展攤位報名)

3. 攤位販賣項目：

- ❖ 各攤位之販售項目僅限於報名表中所列項目
- ❖ 各攤只得販售與該國家文化相關之美食或文化小物
- ❖ 校園內嚴禁使用明火

注意👉

- (1)為因應防疫與衛生問題當日僅能販售**已包裝**之熟食或生食，**不得於現場烹煮**
- (2)禁止使用高功率電器，如微波爐、烤箱等，避免超過電力負荷引起跳電
- (3)禁止販賣任何菸酒品

4. 攤位設立原則：

- ❖ 報名完成後，主辦單位將於篩選後盡快通知攤位是否錄取
- ❖ 原則上錄取者可獲得**1個攤位**，若**總顧攤人數達8人以上**，或是販售之商品**達4樣以上**則可獲得**至多兩個攤位**
- ❖ 為使活動增添多元豐富性，相同國家或是販售類似商品之攤位將進行合併

▲【多元文化美食展說明會】

主辦單位將於**2023年3月10日星期五**舉行活動之攤位說明會，當天將進行攤位位置安排，及活動相關事項**確認**

1. 時間:2023年3月10日(五)12:20-13:10
2. 地點:國際交誼廳(國際事務處旁)

- ❖ 各攤位務必派一名成員代表出席，未出席之攤位則由主辦單位代為安排，**且**

不得對相關安排有議。

3. 器材申請及管理：

- ❖ 每攤可申請一個海報架，說明會當天將抽籤決定是否取得
- ❖ 每攤可申請桌椅和插座，主辦單位將提供錄取攤位者「器材申請表單」，並於說明會分配獲得數量（插座電壓為110V或220V）

4. 攤位海報列印：

- ❖ 成功錄取者，主辦單位將協助印製海報3張
(海報內容需呈現文化節販賣的食物及產品、獨特國家文化等)
- ❖ 各攤需於指定時間內上傳檔案至「[各國海報上傳區](#)」，逾時不候

5. 公假需求：如有需要，待報名成功後會再提供「公假申請表單」

▲【攤位配合事項】

1. 每日簽到、簽退：

- ❖ 攤位販售時間為
2023年3月28日 (9:00~15:30)
2023年3月29日 (9:00~13:00)
- ❖ 每日8:30~9:00請各攤位至服務台簽到、領取每日活動物品
- ❖ 攤位佈置於8:30開始，各攤位請準時至服務台領取：[申請之桌椅數量](#)、[攤位海報](#)、[攤位注意事項](#)、[國家印章](#)、[印泥](#)、[集點卡](#)、[垃圾袋](#)
- ❖ 各攤位請於**3月28日 16:00前**、**3月29日 13:30前**，將攤位清理整潔完畢
- ❖ 需歸還國家印章、印泥以及集點卡，由主辦單位確認後才可簽退

2. 集章卡規章：

❖ 活動期間主辦單位將發放集章卡給消費者，若消費者在您攤位有消費即可在集章卡上蓋一個章，敬請攤位配合

❖ 每張集章卡中，各國家攤位最多蓋一次，重複則不計入

3. 場地復原：

❖ 各攤位請準時結束營業(3月28日 15:30、3月29日 13:00)，並開始復原場地，所有復原工作請於(3月28日 16:00、3月29日 13:30)前完成(若商品提早販售完畢，可提早收拾)

❖ 活動最後一天(3月29日)場復時請將桌椅、海報架、印章及印台歸還服務台

❖ 垃圾車每日14:00-14:15會停在普大樓1樓旁的走道，需自行處理垃圾回收

▲【攤位補助】

1. 每攤位可獲得最多新臺幣500元的攤位布置材料補助(如：影印、紙張、材料等，實報實銷)
2. 購買攤位布置用品時，若為發票請告知店家須打統一編號03735202，若為收據，買受人抬頭為「國立臺灣師範大學」**繁體「臺」字
3. 品項限制：非攤位佈置使用之物品不列入補助範圍，購買商店僅限臺灣境內可開立發票或收據的店家
4. 請於2023年4月6日~4月13日期間攜帶發票或收據至國際事務處向楊巧玲小姐申請補助款項(辦公室開放時間08:30-12:00、13:30-17:00)

▲【攤位獎項】

1. 獎項:多元文化美食展共有三個獎項,分別是【最佳佈置攤位】、【最佳美食創意攤位】、【最佳人氣攤位】,各票選一個攤位,得獎攤位將可獲得額外獎金!
2. 評分重點:
 - ❖【最佳布置攤位】為本次國際文化節美食展攤位中最符合「航向無限」主題意象者
 - ❖【最佳美食創意攤位】為本次國際文化節美食展攤位中「餐點」發想最具創意者
 - ❖【最佳人氣攤位】為本次國際文化節美食展攤位中線上投票人氣最高者
3. 評分方式:邀請現場觀眾參與投票,於集章卡全數集滿後,即可至服務台進行線上投票(投票期間:3/28 9:00至3/29 16:00截止),並在閉幕式上頒獎,得獎攤位請派一員代表領獎。
4. 獎金:每個獎項均可獲得新臺幣2,000元獎金。得獎攤位請於**2023/4/6~4/13期間**,派一位攤位代表(請攜帶身分證/居留證/入台證/護照(同學會則準備社團章&社團負責人證件+私章)、銀行存摺封面、獎狀)至**國際事務處向楊巧玲小姐簽領**(辦公室開放時間08:30-12:00、13:30-17:00)

▲本活動主辦單位保有最終決定權,將視情況滾動式調整相關事宜

所有聯繫方式將以電子郵件告知,請務必定時收信查看,以維護您的權益

▲如有任何問題,歡迎聯繫我們:

- ❖ 電子郵件: 2023ntnuicf@gmail.com
- ❖ FB 粉專:臺師大國際文化節 NTNU International Cultural Festival
- ❖ IG: @2023_ntnu_icf
- ❖ 至國際事務處洽詢楊巧玲小姐

A. 2023 International Cultural Festival - Regulations and Registration Information for Multicultural Cuisine Fair

▲ [Information of the Event]

1. Title of Event: 2023 International Cultural Festival—*Multicultural Cuisine Fair*
Theme: “SailInfinity”(Sail+infinity)
2. Organized by: NTNU Office of International Affairs
3. Participants: NTNU international students (Overseas Chinese Students, International Students, Mainland Chinese Students, Exchange Students, Visiting Students, Mandarin Training Center Students, and Academy of Preparatory Programs for Overseas Chinese Students)
4. Purpose: In order to create intercultural interaction opportunities between International students and local students. International Students can sell cultural food or products from their countries by setting up booths.
5. Date: March 28th (9:00-15:30) to March 29th (9:00-13:00), 2023
6. Venue: Sunlight Avenue, Heping Campus I, NTNU
7. Epidemic Prevention: Everyone must wear a mask, and sanitize the utensils and items of your booth during the event.

▲ [Note for Registration]

1. Registration time: Now to February 19th, 2023, by 16:00.
[\[2023 International Cultural Festival Registration Form\]](#)
2. Registration form: Fill out the form and email it to 2023ntnuicf@gmail.com before Friday, Feb. 19th, by 16:00.
(We will inform you asap whether you are able to set up a booth or not)
❖ Please name your registration file “Country name_2023International Cultural Festival Multicultural Cuisine Fair Registration Form”,
(Ex. Taiwan_2023Registration Form”)

3. Sold Items

- ❖ Each booth can only sell items listed on the registration form.
- ❖ The items must be related to the culture of the representative country.
(For example, you can sell special dishes or unique delicacies from your own country.)
- ❖ Fire is strictly prohibited according to the No Fire Policy on campus.

Please note👉

- ❖ During the epidemic prevention period of COVID-19, booths are forbidden to sell unpackaged food. We can only sell food that has already been packaged.
- ❖ Please mind that high-powered appliances are prohibited, such as microwaves, ovens, etc., to avoid exceeding the electrical load.
- ❖ Tobacco and alcohol are forbidden for this event.

4. Numbers of booths:

- ❖ Once the registration is complete, the organizer will work on the booth arrangement asap.
- ❖ Basically, each group will get **one booth** after being admitted; however, if the **total number of people running the booths reaches 8**, or the **selling products reaches 4 or more**, you are available to apply for **two booths at most**.
- ❖ The booths held by the same country or selling similar products will be merged into one in order to add diversity and richness to the event.

▲【Orientation Session】

During the orientation, we will announce important information including the location of your booth, and discuss items related to the activities.

1. Time: March 10th, 2022, from 12:20 to 13:10
2. Venue: International Lounge (Right beside The Office of International Affairs)
 - ❖ Please have **at least one person representing your booth participate in the session**.
 - * The booth which doesn't attend the orientation session will have to comply with the relevant arrangements made by the organizer, **further discussion is unacceptable**.
3. Equipment appliance and regulations:

- ❖ Each booth can apply for **one poster stand**, and we will draw lots to decide whether the application successfully gets the stands during the orientation session.
- ❖ Each booth can apply for tables, chairs, and sockets, the organizer will provide the **"Equipment Application Form"** for the admitted booths, and state the quantity to be allocated at the orientation session. (Socket voltages are 110V or 220V)

4. Poster Printing:

- ❖ If there is any poster that needs to be printed out, we will assist with **three free poster printing**. (Posters need to present the introduction of your countries' cultural dishes and products you are selling at the booth.)
- ❖ After your registration is admitted, we will send an email to inform each booth to upload the poster file during the specified period. If you miss the deadline, you will have to print it on your own.

5. Official Leave Application:

- ❖ After your registration is admitted, we will release the **"Official Leave Application Form"** for each booth to apply if needed.

▲ [Booth Regulation]

1. Sign in & Sign out:

- ❖ Operation time: **March 28th (9:00-15:30) to March 29th (9:00-13:00)**.
- ❖ Each booth needs to sign in and receive booth items at the **information center**, at 8:30-9:00 a.m. every day.
- ❖ Preparation time starts at 8:30 a.m. **Please pick up the following items at the Information Center on time: the tables and chairs you applied for, the notices, posters at your booth, a garbage bag, stamps, ink pads, and loyalty cards.**

❖ Each booth should be cleaned up **by 16:00 on March 28th and 13:30 on March 29th**. Please make sure to also return the stamps, ink pads, and loyalty cards. Not until the organizer checks you can you sign out and leave.

2. Loyalty Card:

❖ Loyalty cards will be handed out to consumers during the Festival. We kindly remind you that each consumer can collect one stamp after consuming at the booth, please keep that in mind.

❖ Please make sure that **every booth can only stamp on each loyalty card once**.

3. Notice for Restoration:

❖ Please make sure to close the booth at **15:30 on March 28th, and 13:00 on March 29th** and start cleaning up. **All the restoration work has to be done by 16:00 on March 28th, and 13:30 on March 29th**. (You can start the restoration work if the items are sold out early)

❖ Please return the tables, chairs, poster stands, stamps, and ink pads to the **information center on March 29th**.

❖ The garbage truck will park **next to Administration Building II**, from **14:00 to 14:15 every day**, each booth is responsible for its own booth cleaning.

▲[Decoration reimbursement]

1. The organizer will offer each booth **at most NT\$500 decoration reimbursement** (For instance, props, paper, decorations, etc., refund of the actual cost).
2. For stores that use **Invoices**, please add **VAT number 03735202 before** buying; for stores using **receipts** please add the whole **Chinese letterhead** of NTNU: [國立臺灣師範大學](#)
3. **Restriction:** Decoration reimbursement only includes items that are for booth decorations. Also, please keep in mind that the decorations must be bought in stores **within Taiwan**, which could issue invoices or receipts.
4. In order to get the reimbursement, please bring the item receipts and invoices to Ms. Chelsea Yang at the Office of International Affairs from **April 6th to April 13th during office hours**. (08:30-12:00, 13:30-17:00)

▲【Booth Award】

1. Awards:

There are three booth awards for the Multicultural Cuisine Fair: 【Best Booth Design Award】, 【Most Creative Delicacy Award】, and【Best Popularity Award】, respectively. There will be 1 winner for each award, and the winning teams will get an extra prize. Please send a representative to receive the award from the winning booth.

2. The focus of scoring:

- a. 【Best Booth Design Award】awards the booth that conforms the most to the theme, "SailInfinity" of the event.
- b. 【Most Creative Delicacy Award】awards the booth whose idea of dishes is most creative.
- c. 【Best Popularity Award】awards the booth that is the most popular during the event.

3. The way of scoring:

We'll invite all participants to join the online voting. When the person collects all the stamps on the loyalty card, they can go to the Information Center to vote.(It can only vote from 3/28 9:00 to 3/29 16:00). There will be 1 winner for each award, and the winning teams will get an extra prize. We will award all the prizes on the last day of the event, please send a representative to receive the award.

4. Prize:

Each award will receive a prize of NTD 2,000. Please send a representative from the winning booth to get the prize at the Office of International Affairs from **April 6 to April 13, 2023, during office hours.** (08:30-12:00, 13:30-17:00).

(Remember to bring your ID card/residence permit/entry permit/passport (for the Student Association, please prepare the association seal, representative's ID card, and personal seal), bank passbook cover, and award certificate)

▲All event information will be notified by email, please be sure to check it regularly to avoid missing any important information

▲If you have any questions, please contact us:

- ❖ Email: 2023ntnuicf@gmail.com
- ❖ FB fan page : NTNU International Cultural Festival
- ❖ Instagram : @2023_ntnu_icf
- ❖ Visit Ms.Chelsea Yang at the Office of International Affairs

B. 2023國際文化節—文化體驗活動規章及報名資訊

▲【文化體驗工作坊簡介】

1. 活動名稱:2023臺師大國際文化節——文化體驗活動
主題:「航向無限, SailInfinity」
2. 主辦單位:臺師大國際事務處
3. 參加對象:臺師大境外生 (僑生、外籍生、陸生、交換生、訪問生、MTC學生)
4. 活動目的:由境外生擔任講師,以小型的國家特定體驗活動的形式,進行家鄉文
化的體驗,促進各國不同文化的交流
5. 活動時間:2023/3/29 16:00 -18:00
6. 活動地點:臺師大和平校區I 日光大道
7. 文化體驗內容:需設計所屬國家文化體驗活動,設計環節包含解說文化意涵、讓
參與者實際操作和體驗。(項目參考如傳統服飾體驗、傳統手工藝、文化創意物
品製作、圖騰彩繪...等)
▲活動前主辦單位將舉辦Demo示範會,錄取者需示範整個文化體驗活動流程
8. 獎勵金補助:各攤將提供獎勵金,實際金額將於說明會通知。

9. 配合相關防疫措施，全體人員請務必全程配戴口罩、隨時以酒精消毒器具及清潔物品

▲【報名方式及篩選】

1. 報名時間：即日至2023年2月19日 16:00前
2. 報名辦法：於期限內填妥word報名表「[2023國際文化節文化體驗工作坊報名表](#)」，將填妥之報名表以電子郵件寄至 2023ntnuicf@gmail.com，就有機會於活動期間內擺設具有自己國家特色的體驗活動！
 - ❖ 報名表繳交檔案名稱：國家名稱_2023文化節文化體驗活動報名（例：臺灣_2023文化節文化體驗活動報名）
 - ❖ 今年主題以航海時代為主題，請各工作坊在藏寶圖底圖上設計自己的圖樣並發想屬於自己文化體驗攤的獨特名稱（屆時將提供底圖，請各工作坊以電腦繪圖方式加工，並自行做後續加工及輸出）
3. 篩選時程與機制
 - ❖ 主辦單位將經多方考量，以主題合適性作為依據，選出最終文化體驗活動。
 - 1) 第一階段篩選：進行報名資料書面審查，並於2023年2月27日前公布第一階段錄取名單，通過第一階段篩選者需於第二階段進行體驗活動相關演示。
 - 2) 第二階段篩選：通過一階篩選的攤位需於2023年3月3日中午至國際交誼廳進行Demo 示範會，包含文化意涵講解及實作，演示整個文化體驗活動流程。
 - ❖ Demo示範會時間：2023年3月3日(五) 12:20-13:10
 - ❖ Demo示範會地點：國際交誼廳（校本部普通大樓1樓，國際事務處旁）

▲【攤位規章】

1. 文化體驗活動攤位數量

- ❖ 原則上最多選取三個合適體驗活動

2. 文化體驗活動說明會：主辦單位將於**2023年3月9日**星期四中午舉行**文化體驗說明會**，當天會公告活動重要訊息，並進行相關事項討論，請務必出席

- ❖ 時間：**2023年3月9日(四) 12:20-13:10**

- ❖ 地點：國際交誼廳(校本部普通大樓1樓，國際事務處旁)

- ❖ **各攤務必派一名代表出席**，未出席之工作坊須遵守主辦單位之安排，**且不得對相關安排有議**

3. 器材、公假、海報申請

- ❖ 預計每攤提供一個海報架，若需更多，請自行租借

- ❖ 每攤可申請桌椅和插座，待錄取後主辦單位會進行器材需求調查。最終的申請結果及獲得數量會於視情況而定，並於攤位說明會告知。

- ❖ 海報列印：主辦單位提供海報列印服務，可上傳最多**3張**的海報檔案(A1尺寸)至雲端「海報上傳區」(會於錄取後提供)，逾時不候。

- ❖ 如有公假需求，待錄取後主辦單位會將提供公假申請

4. 獎勵金領取

2023/4/6-4/13 期間請攜帶身分證／居留證／入台證／護照、銀行存摺封面、獎狀，至國際處向楊巧玲小姐簽領(辦公室開放時間為週一~週五08:30-12:00、

13:30-17:00)

▲【重要資訊】

❖ 場佈時間為15:00-16:00, 請於16:00前至服務台簽到並領取桌椅、海報架、注意事項、垃圾袋

❖ 活動於18:00準時結束, 各攤請於18:30前自行恢復場地整潔, 由主辦單位確認後才可簽退(垃圾需須自行處理), 並將桌椅、海報架歸還服務台

❖ 校園內嚴禁使用明火

▲本活動主辦單位保有最終決定權, 將視情況滾動式調整相關事宜

▲所有聯繫方式將以電子郵件告知, 請務必定時收信查看, 以維護您的權益。

▲如有任何問題, 歡迎聯繫我們:

❖ 電子郵件:2023ntnuicf@gmail.com

❖ FB 粉專: 臺師大國際文化節 NTNU International Cultural Festival

❖ IG: @2023_ntnu_icf

❖ 至國際事務處洽詢楊巧玲小姐

B. 2023 International Cultural Festival - Regulations and Registration Information for Cultural Exploration Activity

▲【 Culture Exploration Activity Introduction】

1. Title of Event: 2023 International Cultural Festival—*Culture Exploration Activity*
Theme: “SailInfinity”(Sail+infinity)
2. Organized by: NTNU Office of International Affairs

3. Participants: International students of National Taiwan Normal University (Overseas Chinese Students, International Students, Mainland Chinese Students, Exchange Students, Visiting Students, Mandarin Training Center Students, and Academy of Preparatory Programs for Overseas Chinese Students)
4. Purpose: In order to create intercultural interaction opportunities between international and local students. We will invite international students to be the booth host, design exploration activities about their hometown cultures.
5. Activity time: 2023/3/29 16:00 -18:00
6. Venue: Sunlight Avenue, Heping Campus I, NTNU
7. About the culture exploration activities: We would like to have international students to design some interesting cultural activities, such as experiencing traditional costume, traditional handicrafts, making cultural creative items, painting, and so on. The process will include sharing the background story about the exploration activities, and make the participants get a taste of the activities.

▲ The organizer will hold a demo session before the event. The applicants who pass the first-stage selection will be required to demonstrate the whole process of the culture exploration activity.
8. Incentive: The organizer will provide incentive money for each booth, the actual amount will be notified at the orientation session.
9. Epidemic Prevention: According to the epidemic prevention measures, everyone must wear masks throughout the process, and please make sure all the utensils are clean.

▲【Registration Notice】

1. Registration time: Now to February 19th, 2023, by 16:00.
2. Registration process: Fill out the [registration form](#) and email it to 2023ntnuicf@gmail.com before the deadline, and you will have the opportunity to arrange a culture exploration activity about your country!

❖ Registration File Name: **Country Name_Registration for 2023 Culture Exploration Activity** (Example: Taiwan_Registration for 2023 Culture Exploration Activity)

❖ The theme of this year is the age of sailing. All booths are invited to design their own patterns on the basemap of the treasure map and come up with unique names for their own booth (We will provide the basemap, and all booths are requested to process it by computer graphics. Please print the processed map by each booth.)

3. Activity Selection Process

- 1) The first-stage selection: Based on the registration **document review**. The organizer will announce the first-stage admission list before Monday, February 27, 2023, applicants who pass the first stage will be required to perform a on-site demonstration of your activity in the second stage.
- 2) The second-stage audition: The organizer will conduct an audition for the second stage selection on March 3, 2023. Applicants that pass the first stage will have to demonstrate the whole process of your activity including cultural meaning explanation and practical work.

❖ Time: March 3, 2023 (Friday) 12:20-13:10

❖ Venue: International Lounge (Administration Building II, NTNU Heping CampusI. / Next to Office of International Affairs)

❖ The final Culture Exploration Activity will be selected by the organizer based on the suitability of the theme after consideration.

▲ **【Booth Regulations】**

1. Culture Exploration Booth Quantity: The maximum will be basically three booths.
2. Culture Exploration Activity Orientation Session

The organizer will hold an Orientation Session for this activity on March 9, 2023. On that day, we will announce important information including the location of your booth, and discuss items related to the activities.

❖ Time: March 9, 2023 (Thursday) 12:20-13:10

❖ Venue: International Lounge (Administration Building II, NTNU Heping CampusI. / Next to Office of International Affairs)

❖ Please be sure that at least one representative from each booth will attend the session, the booth that doesn't attend must comply with the relevant arrangement made by the organizer, **further discussion is unacceptable**.

3. Equipment, Official Leave, Poster-Print application

❖ Each booth will be given a poster stand at most.

❖ Each booth can apply for tables, chairs, and sockets. The organizer will provide the "**Equipment Application Form**" for the admitted booths, and state the quantity to be allocated at the orientation session. (Socket voltages are 110V or 220V)

❖ The organizer will provide Poster-Printing service for each booth, we will send an email to inform each booth to upload the poster file during the specified period. (Those who fail to submit posters within the deadline must print them themselves, and the organizer will no longer accept poster printing.)

❖ The organizer will provide the Official Leave application form to the admitted booth to apply if needed.

4. Incentive

❖ Each booth will receive incentive money, please have a representative and bring the ID card/residence permit/entry permit/passport, bank passbook cover to Office of International Affairs from **April 6 to 13, 2023, during office hours**. (08:30-12:00, 13:30-17:00).

▲ [Important Notice]

❖ Booth **decoration time: 15:00-16:00**. Please come to the information center before 16:00 to sign in and pick up the tables and chairs you applied for, poster stands, notice, and garbage bags.

❖ The activity will end at 18:00. All booths should restore the venue to a tidy state **before 18:30** and be confirmed by the organizer before signing out (trash must be disposed of by yourself) and return tables, chairs and poster stands to the information center.

❖ Fire is strictly prohibited according to the No Fire Policy on campus.

▲ The organizer of this event reserves the right to make the final decision and will adjust related matters depending on the situation.

▲ All contact information will be notified by email, please be sure to **check your email box regularly** to protect your rights.

▲ If you have any questions, please contact us:

- ❖ Email: 2023ntnuicf@gmail.com
- ❖ FB fan page: [NTNU International Cultural Festival](#)
- ❖ Instagram: [@2023_ntnu_icf](#)
- ❖ Visit Ms.Chelsea Yang at the Office of International Affairs