

Participant Orientation

for **Ajou International Day 2014**



- Overview of Ajou International Day 2014
- Event Schedule
- Event, Performances and Closing Ceremony
- World Food Festival
 - Food Preparation Guideline
 - Instructions for budget summary submission
- Booth–Volunteer Meet & Greet
- Q&A

Ajou International Day 2014





The 19th Ajou International Day

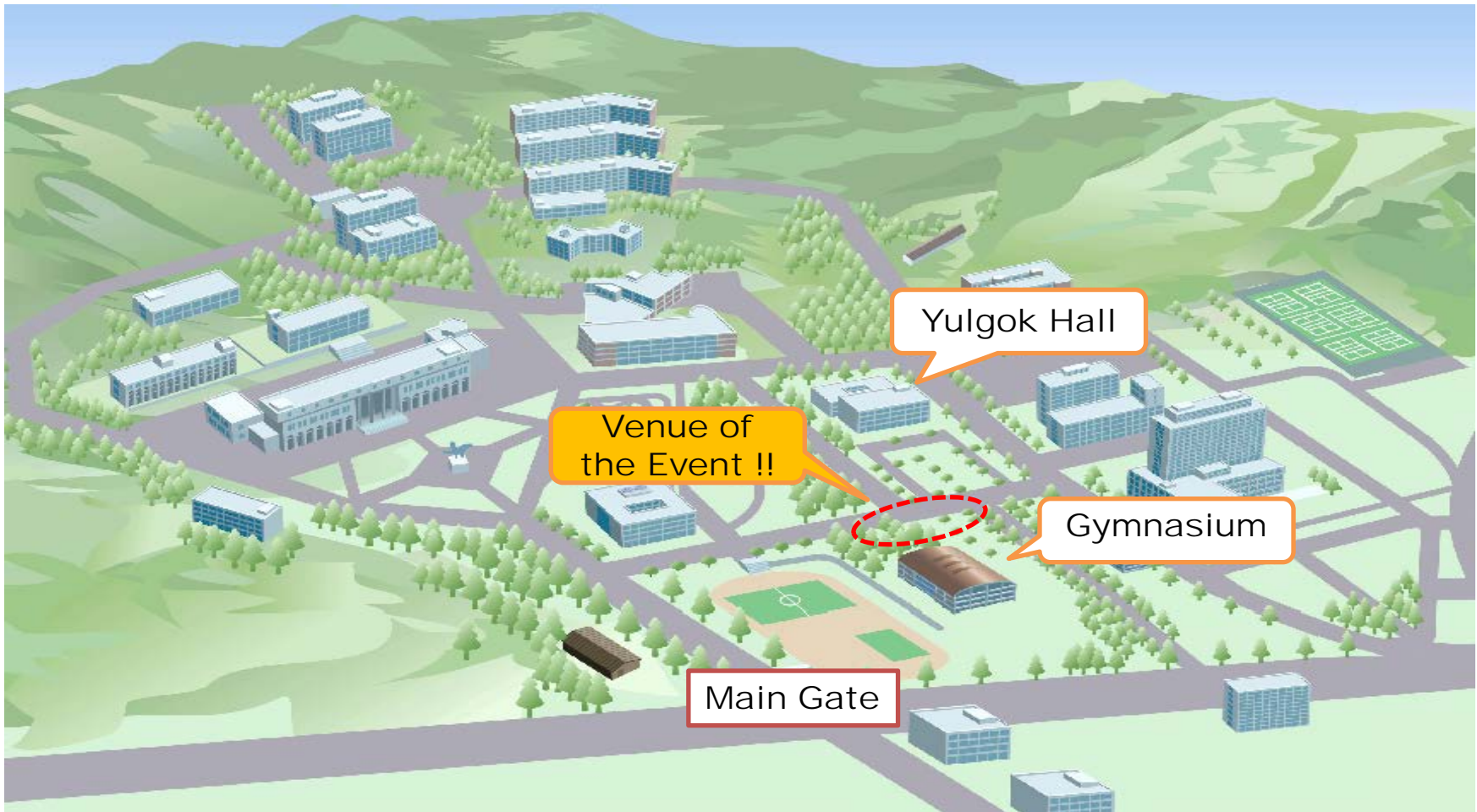
- **Event Goal**
 - ▣ To achieve campus diversity and internationalization
 - ▣ To bring local and international students closer together through sharing of culture and tradition

- **Time:** November 6, 2014 (Thu) 11:00 – 18:30
- **Location:** Lawn behind the Gymnasium

AJOU INTERNATIONAL DAY VIDEO



Ajou International Day 2014

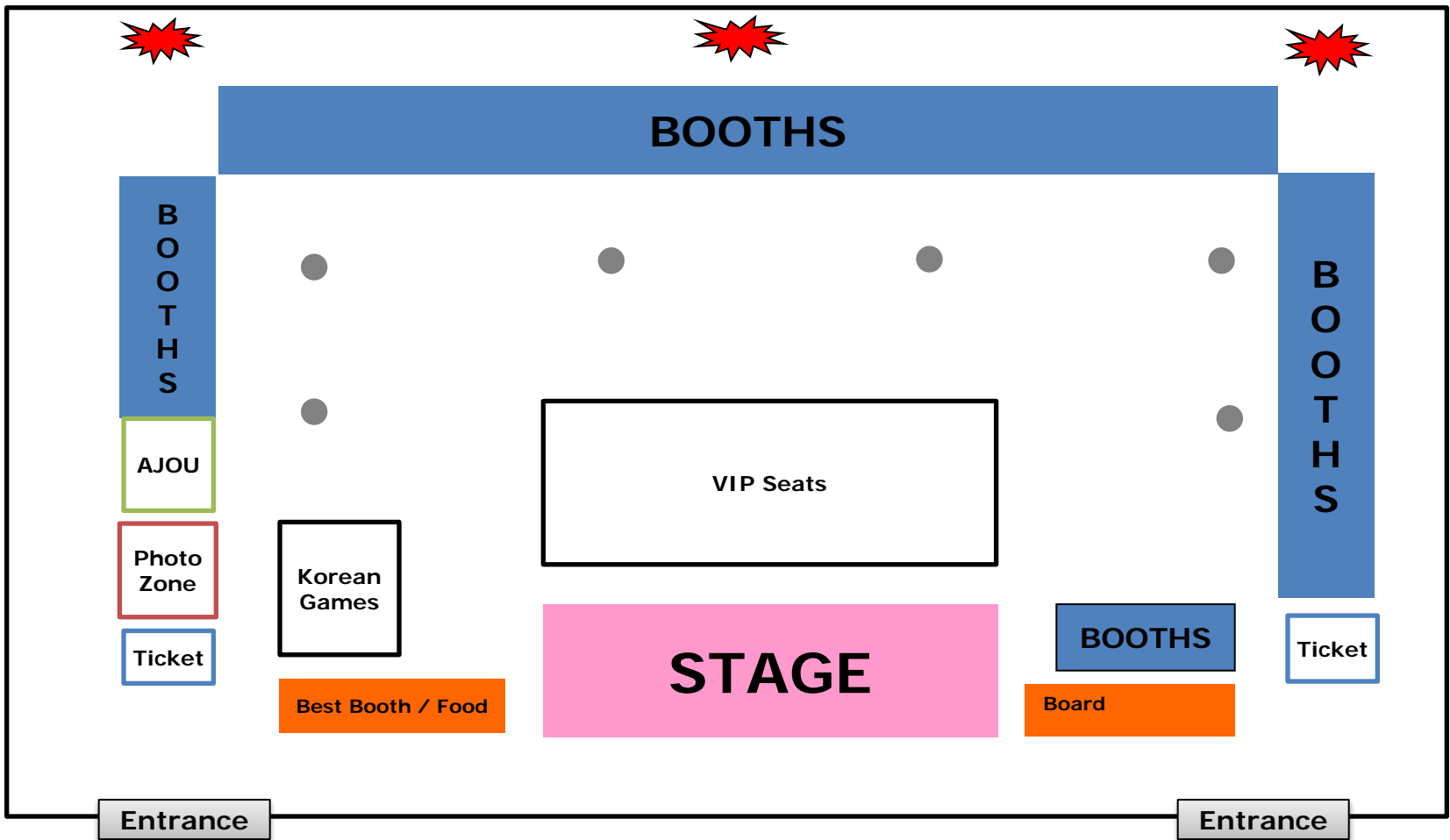




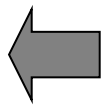
Ajou International Day 2014



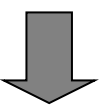
Gymnasium



Songjae Hall
(Medical School)



Yulgok Hall
(Main Administration)



-  Water facility
-  Trash Can

Time	Program
11:00 - 15:00	<p><u>World Food Festival & Exhibition</u></p> <ul style="list-style-type: none"> - Please try to wear traditional costume of your countries for the group photos <p>[Photo Zone] Traditional Korean costumes</p> <ul style="list-style-type: none"> - dressing up as a Korean bride or groom * Have your photo taken for a personal memento * <u>1 Polaroid = 1,000 won</u> <p>[Game Zone] Traditional Korean games</p> <ul style="list-style-type: none"> - playing neoltwigi (jumping on the seesaw board), tuho (throwing sticks into a barrel), jegichagi (playing shuttlecock with feet)
13:30 – 14:30	<p>Opening Ceremony</p> <ul style="list-style-type: none"> - Congratulatory performance - Opening remarks & congratulatory speeches - Tape cutting
15:00 – 16:00	<p>Korean Traditional Martial Arts Performance by “Mu Ye 24 Ki”</p>
16:00 – 18:00	<p><u>Group Match & Student Performances</u></p>
18:00 – 18:30	<p>Closing Ceremony</p>

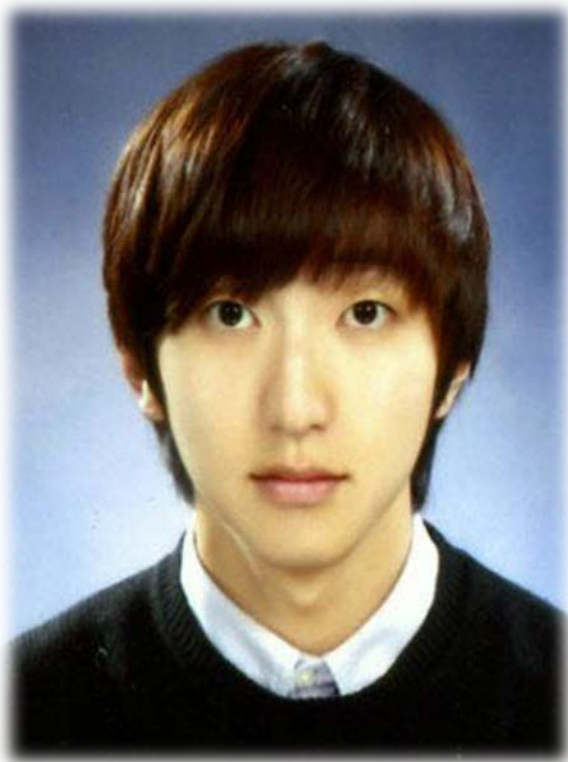
- **Congratulatory Performance:**
 - ▣ Malddooki & Moss (samulnori and rock band collaboration)
 - ▣ Beat (K-pop/Street dance)

- **Opening Remarks and Speeches**

- **Tape Cutting**

Korean MC

신관후 (KwanHoo Shin)



International MC

Josephine Persson
(Linnaeus University, Sweden)





World Food Festival (31 booths)



□ Participating Countries

BALTIC COUNTRIES (ESTONIA, LATVIA, LITHUANIA), BANGLADESH,
CAMBODIA, CAMEROON, CANADA, CHINA, ETHIOPIA, FINLAND,
FRANCE, GERMANY, INDIA, INDONESIA, KOREA, MALAYSIA, MEXICO,
MIDDLE EAST COUNTRIES (TAJIK, AZERBAIJAN, EGYPT, ARMENIA),
MONGOLIA, NEPAL, NETHERLANDS, NIGERIA, PAKISTAN, SOUTH
AMERICA (CHILE AND COLOMBIA), SPAIN, SWEDEN, SWITZERLAND,
TAIWAN, TURKEY, U.S.A, UZBEKISTAN, VIETNAM



Event 1: Photo Zone

Traditional Korean Costumes

- Dress up as a bride or groom
and have your photo taken for a personal memento

* Polaroid Photo : 1,000 won a piece



Traditional Korean Games

- Play *neoltwigi* (jumping on the seesaw board, 널뛰기),
tuho (throwing sticks into a barrel, 투호),
jegichagi (playing shuttlecock with feet, 제기차기)



Teams for Tug of War



Blue Team : (B ~ F)
BALTIC COUNTRIES (ESTONIA,
LATVIA, LITHUANIA)
BANGLADESH+NEPAL, CAMBODIA,
CAMEROON, CANADA, CHINA,
ETHIOPIA, FINLAND, FRANCE
GERMANY, INDIA, INDONESIA,
MALAYSIA, MEXICO,

White Team : (M ~ V)
MIDDLE EAST COUNTRIES (TAJIK,
AZERBAIJAN, EGYPT, ARMENIA),
MONGOLIA, NIGERIA, PAKISTAN,
SOUTH AMERICA (CHILE AND
COLOMBIA), SPAIN, SWEDEN,
SWITZERLAND, TAIWAN, THE
NETHERLANDS, U.S.A,
UZBEKISTAN, VIETNAM

9 Performances (16:00–18:00)

	Country	Performance
1	KOREA	K-POP with Belly Dance
2	CHINA	Plum Blossom In The Snow
3	CAMEROON	Indomitable Cameroonians
4	GHANA	Ghana Traditional Dance
5	NIGERIA	Nigerian Traditional Dance
6	IRAN	Iranian Traditional Dances
7	VIETNAM	Dancing "Trong Com"
8	INTERNATIONAL	Upgrade You
9	SECRET STAGE!!!	

Notice for Performance Teams

- ▣ Each performance should be around 5–6 mins long
- ▣ Send us your Music file (MP3 file)
 - Deadline: November 3rd (Mon.) by 2pm
 - By email to ajouevent@ajou.ac.kr
- ▣ **Leaders! : Please check your emails regularly as we will make all announcements via email**

date/time of the rehearsal will be announced on Nov 4

Best Booth & Best Food!

- ▣ Based on votes for the best booth & food
- ▣ Prize : gift voucher
 - Best Booth Decoration : 100,000 won
 - Best Food : 100,000won



Best Performers!

- ▣ 1st, 2nd and 3rd place winners will be selected
- ▣ Prize: gift voucher
 - 1st Prize : 100,000won
 - 2nd Prize : 70,000won
 - 3rd Prize : 50,000won



BOOTH PARTICIPANTS



- **Food preparation subsidy: KRW 100,000 for each booth**
 - * Will be sent by wire transfer to Korean volunteer for each booth
 - * You can purchase ingredients, but not finished products
 - * Budget Summary including all receipts MUST be returned to the OIA

- Every booth will be assigned 2-3 Korean volunteers



World Food Festival (Admin)



We will provide:

- ❑ 3m*3m booth
- ❑ 1 table, 1 table cloth
- ❑ 4 chairs
- ❑ Flag for the booth
- ❑ Hoodies for registered participants
- ❑ Water and Electricity
- ❑ **Disposable dishes, cups, forks and chopsticks are NOT provided**





For all participants

- ❑ You may use the cafeteria in the Dormitory Dining Hall (Do NOT go inside the kitchen; use the tables provided)
- ❑ The cafeteria will be open from 7:30 pm - 9:30 pm on Nov. 5 (Wed)
- ❑ You must bring your own cooking utensils (burners, pots, etc.) and/or ask your Korean booth volunteers for help
- ❑ You may also use private residences of Ajou volunteers if available



Cooking in the dormitory kitchen

- ❑ Dormitory residents can use the kitchens in the dormitory.
- ❑ Please note that ONLY dormitory residents are allowed in the kitchen.
- ❑ Kitchens can be found on all floors from the first floor to the fifth floor
- ❑ Please clean up the kitchen after use for other residents!!



For all participants

- 기숙사식당 이용 가능 (주방 안으로는 들어갈 수 없습니다!)
 - * 단, 모든 조리도구(버너, 후라이팬 등)은 가져와야 함
- 이용시간: 11월 5일(수) 오후 7:30 ~ 9:30
- 조리도구는 한국인 자원봉사자 분들께서 빌려주시기 바랍니다.
- 사용 후 반드시 청소를 해주셔야 합니다!!

How to use the dormitory kitchen: kitchen & lounge

- 기숙사 거주자만, 화홍관 내 주방 이용가능
- 버너, 후라이팬 등 조리시설은 개인이 준비해야 함
- 1층(남자) / 2층(여자) / 3층(남자) / 4층(남자) / 5층(여자)
- 사용 후 반드시 청소를 해주셔야 합니다!!



Guideline for Receipt: Part 1



Gather all the receipts for grocery shopping and compile them according to the receipt account form provided by OIA

- ❑ Up to 100,000 won will be supported by OIA with receipts.
- ❑ Any profit from food sales (made over 100,000 won) is profit for the booth
- ❑ Please receive help from the Korean volunteers when grocery shopping to avoid receiving incorrect receipt from stores!

(Very Important for Accounting Process!)



Guideline for Receipt: Part 2



Please note!!

- ❑ You **CANNOT** submit individual credit card receipts or cash receipts claiming tax benefits under a name other than Ajou University.
- ❑ To claim tax benefits under the name of the university when making cash payments, you must present the business registration number of the university: **124-82-10324**
- ❑ Each handwritten receipt cannot exceed the amount of **30,000 won** (all handwritten receipts must contain business registration numbers of the sellers)

When to submit the receipts

- Fill out the form(Attached-Statement of Accounts) and attach all receipts
- **Booth leaders must come to OIA and submit the form by Nov. 12 (Wednesday)**



Guideline for Receipt (Korean)



Gather all the receipts for grocery shopping and compile them according to the receipt account form provided by OIA

- ❑ OIA 에서 지급한 100,000원에 대한 영수증 반드시 제출해야 함
- ❑ 100,000원이 초과하는 수익에 대해서는 각 부스에서 사용 가능함 (또는 기부 가능함)
- ❑ 물건 구매 시 자원봉사자가 함께 동행하여 정확하게 영수증을 받을 수 있도록 도움

Please note!!

- ❑ 개인 신용카드 영수증 불가!
- ❑ 개인 명의의 현금영수증 사용 불가!
- ❑ (현금영수증 등록 시 학교 이름으로 된 법인 현금영수증 발급 요망)
- ❑ 간이영수증은 3만원 이하의 금액만 처리 가능 (간이영수증 제출시, 사업자 등록번호가 명시되어 있어야 함)

How to submit the receipts

영수증 양식 (Statement of Accounts) 을 작성하여 국제협력팀으로 제출:

11월 12일(수) 까지

영수증 처리는 한국인 자원봉사 분들이 많이 도와주세요 !



Good Example of Receipts



Summary is well organized

Each Item is Listed

Statement of Accounts

Ajoou International Day 2010 _Nov. 4, 2010

Personal Information

- Countr SPAIN
- Name: JAVIER GARCIA B.
- Student ID/ Maj BUSINESS ADMINISTRATION/201032442
- No. of team members: 3
- Signature:

Statement of Accounts

No.	Items for Expenditure	Amount of Money	Date	Remark
1	Potatoes	25,600	Nov. 2nd	
2	Olive Oil	23,800	Nov. 2nd	
3	Eggs	17,360	Nov. 2nd	
4	Onions	3,580	Nov. 2nd	
5	Tomatoes	24,540	Nov. 2nd / 3rd	
6	Tomato Juice	11,510	Nov. 2nd / 3rd	
7	Fresh Garlic	4,500	Nov. 2nd	
8	Bread	31,400	Nov. 2nd/ 3rd/ 4th	
9	Potatoes knife	2,000	Nov. 3rd	
10	Keptchup	2,490	Nov. 3rd	
11		-		
12		-		
13		-		
14		-		
15		-		
Total Expense		146,780		

* You can add more items for expenditure.

* Informal receipt (hand written receipts) SHOULD NOT be more than 30,000 won.

Total Money received	150,000
Total Expense	146,780
Balance	3,220

Receipt 1

Home plus 2010년 11월 4일
www.homeplus.co.kr 14801 252 2080
11/03/2010 17:11

교원/학생서 영수증을 저장하시면 편리합니다.
2010/11/02 19:53:45[화] TM:000106 NO:00306

상품명	단가	수량	금액
01*양파 1.5kg(양)	3,580	1	3,580.
02*다진올리브 400g	4,500	1	4,500
03*감자 100g	2180070078222	7,820	1 7,820.
0315408			
04*보라감자 100g	2173110035702	3,570	1 3,570.
0102816			
05*감자 100g	2180070047122	4,710	1 4,710.
0190006			
06 ab 바게트 1ea	2186836000000	1,800	1 1,800
0000101			
07*감자 100g	2180070075242	7,520	1 7,520.
0303404			
08*양파감자 900g(양)	8809151410148	1,980	1 1,980.
09 가열도마도 500ml	8801861130439	1,450	1 1,450.
10*HMP 발통도마도 1매	8809184470331	3,780	1 3,780.
11*HMP 신선원란 15입	8803649001122	2,480	7 17,360.
12 농심올리브파스타소스	8078809513715	4,700	1 4,700.
13 CJ입착올리브900	8801007093475	5,950	4 23,800.

* 표시 상품은 부가세 면세품목입니다.
과세 품목 28,883
부가세 2,887
면세 품목 54,820

매출액 86,570
결제액 86,570

대신했[현 금] 100,000
가스름 13,430

계산원 : 박찬규(C) 전화번호 : 031)252-2080

G 표시 상품은 해외리키드 포인트가 추가 4배 적립되는 그린마일리지 상품입니다.
10월 정기매일령이 발송 완료 되었습니다.
(대상:9/21일 기준 2,000포인트 이상 고객)

Home plus 2010년 11월 4일
www.homeplus.co.kr 14801 252 2080
11/03/2010 17:11

교원/학생서 영수증을 저장하시면 편리합니다.
2010/11/03 20:58:39[수] TM:000108 NO:0204

상품명	단가	수량	금액
01*HMP 발통도마도 1매	8809184470331	3,780	2 7,560
02 우유 가계집 800g	8801045100432	2,490	1 2,490
03*HMP 발통도마도(복)	2080100542245	3,490	1 3,490
000034910			
04 가열도마도 500ml 1.5L	8801861130439	2,680	2 5,360
05*HMP 발통도마도(복)	2080100542245	3,490	1 3,490
000034910			
06*HMP 발통도마도(중량)	2131350014842	1,480	1 1,480
0018401			
07*HMP 발통도마도(중량)	2131350014842	1,480	1 1,480
0018807			
08*HMP 발통도마도(중량)	2131350015482	1,540	1 1,540
0019403			
09 감자칩	8804830251236	1,000	2 2,000
10*양파발통도마도 1매	2000103547201	1,740	1 1,740
000017410			

* 표시 상품은 부가세 면세품목입니다.
과세 품목 8,955
부가세 895
면세 품목 20,780

매출액 30,610
결제액 30,610

대신했[현 금] 31,000
가스름 390

계산원 : 정미숙(C) 전화번호 : 031)252-2080

G 표시 상품은 해외리키드 포인트가 추가 4배 적립되는 그린마일리지 상품입니다.
10월 정기매일령이 발송 완료 되었습니다.
(대상:9/21일 기준 2,000포인트 이상 고객)
현금쿠폰과 상품할인권으로 양분 소망하세요.

현금(지출승합)
(점심매출)
식별번호 (사업자번호) 124-82-10324
승인번호 D80630084

과세 품목 8,955
부가세 895
면세 품목 20,780
영세 품목 0

합 계 30,610



Bad Example of Receipts



Receipt 1

1 / 1

124-28-49924

거래명세서

124-82-10324

S224 2
아주대학교
() 010-2737-2198

현준상사 김수문

2010년 11월 01일

식품유외

담당자 박종진 담당번호 010-4522-4079

품명	수량	단가	금액	코드
1 중력밀가루 20KG	1	18,000	18,000	E086
2 바닐라향(1개) 바닐라향	2	800	1,600	E095
3 설탕-정백당(소-3KG)	1	3,800	7,600	EB01
4 멸균우유(남양우유)	3	1,650	4,950	EM-9
5 생이스트(오뚜기)	2	2,200	4,400	P018
6 건포도(2KG)	1	10,500	10,500	P042
7 계란(30개입)-특란(심심란)	1	4,500	4,500	Z101

*호떡속 설탕 인상됨(11/1)

11월6일(토) 단합대회관계로 일찍 업무를 끝내니 양해부탁드립니다.*

화과자 안주 판매합니다
계란(특란) 판매합니다

합계 51,550

입금액 51,550

잔액

Tel, 031-235-0096, 232-8085, 016-306-9673
Fax, 031-232-8086

•농협 207815-52-074255 •국민 203901-04-242804 예금주 김수문
•기입 333-022202-04-013 •신한 100-026-182344

**거래명세서
(Specification of Transaction)
is not a receipt**

Receipt 2

세금계산서 (공급받는자용)

135-25-00892

124-82-10324

아주대학교

수령시 영통구 매탄동 153-120

11/8/2

년월일	품명	수량	단가	공급가액	세액	비고
	크리초잔감	1	900	910	90	
	자켓계란	1	1500	1350	150	
	키질란송	1	1000	900	100	
	달걀	1	4500	4650	450	

합계금액 현금 수표 어음 외상미수금

위금액을 영수함

22226-28133 번 96.2.27 개정 182mm x 128mm

**세금계산서
Avoid submitting a Tax Invoice**

Prices

- ❑ The price is to be set at either 500 won / 1,000 won / 2,000 won
- ❑ Collect your coupons and bring them to OIA after the event, and OIA will provide the cash equivalent of the coupons
- ❑ **NOTE: Cash will only be provided after submission of the receipts to the OIA by Wednesday, Nov. 12**



Proceeds from the sales

Arrangements can be made for those who wish to donate the proceeds to charities



About food sales

- Prices – 쿠폰 : 500원 / 1000원 / 2000원
- Collect your coupons and bring them to OIA after the event
 - 행사장 내에서는 쿠폰만 통용 가능
 - 행사 종료 후 쿠폰을 현금으로 교환해 드립니다(영수증 완료 시)
- Proceeds from the sales
 - 부스지원금을 초과한 판매수익은 운영수익
 - 기부 희망 시 국내 고아원, 양로원 등에 기부할 수 있습니다.

Hoodie Pick up Schedule

Date/Time: Tuesday Nov 4, 09:00–18:00
Location: Global Lounge (Yulgok Rm. 153)

- *Pick Up available at above time period only
- *Due to the high volume of participants, you may not get the size you requested
- *Lunch Time : 12:00–13:00

Money(Subsidy) Wire Transfer

- One Korean volunteer from each booth should send a copy of bank statement book by Friday, Oct. 31
- We will transfer the subsidy on Monday, Nov. 3 to this account

Office of International Affairs

ajouevent@ajou.ac.kr



Thank you