

UChicago In-Person Programming and Event Request

NOTE:

**When filling out this form, please only use Adobe Acrobat.
Mac OS Preview or other PDF readers may not fully support this form.**

Completed requests should be forwarded to the Unit Reviewer who has been designated by your Dean, Officer, or Unit Administrative Head to manage in-person programming and event requests. Resources and current guidance to support convening are available at <https://goforward.uchicago.edu>.


REQUESTOR <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	TITLE <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	DATE SUBMITTED <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>
OFFICE/DEPARTMENT/OTHER UNIT <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	EMAIL <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	
LEADER WHO AUTHORIZED YOU TO MAKE THIS REQUEST <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	DATE(S)/TIME(S) OF PROGRAM OR EVENT <div style="background-color: #e0f0ff; height: 20px; width: 100%;"></div>	

1. SHORT TITLE OF YOUR REQUEST

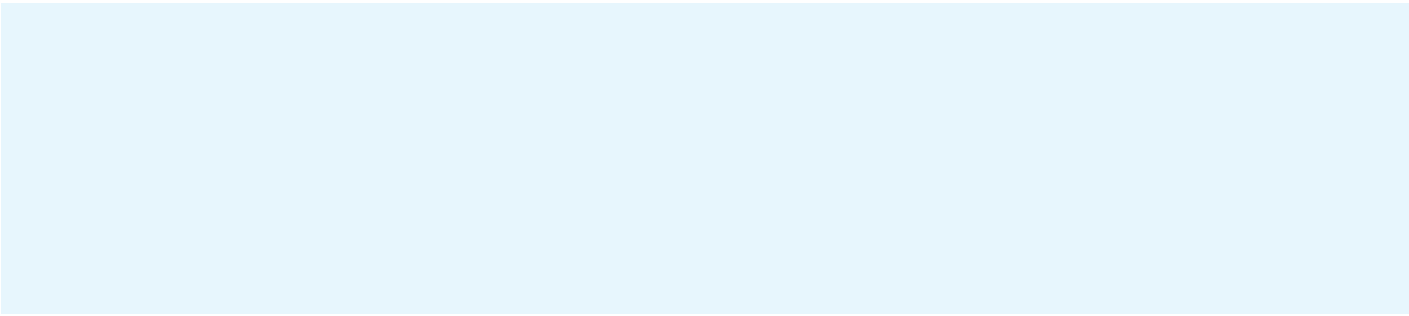
2. PROVIDE A DETAILED DESCRIPTION OF THE PROGRAM, EVENT, OR CONVENING YOU PROPOSE

- Include number of participants and attendees, agenda and program, and details of managing the convening.
- Participants may not be excluded based on vaccination status, nor should organizers inquire about the vaccination status of prospective participants. It is up to individual participants to request accommodations, such as for social distance.

3. LEADERSHIP STRUCTURE AND RISK ASSESSMENT

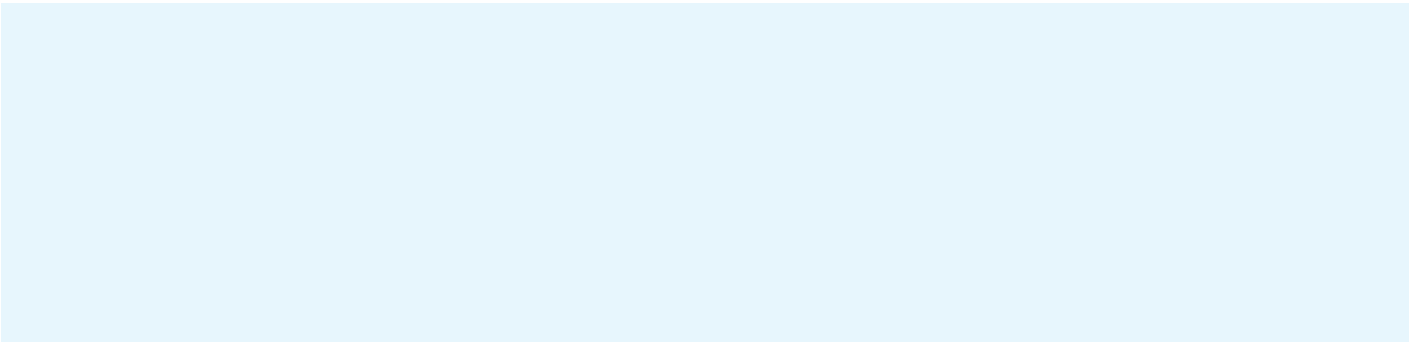
- Who has been assigned as COVID-19 Lead(s) and/or Monitors to manage this activity?
 - What risks have you identified (health, cost, reputation) and tactics considered to mitigate risk?
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4. VENUES AND CONVENING SPACES

- Identify the venue(s), describe protocols and logistics relative to COVID-19 at each venue (spacing and setups, ventilation, staggered arrivals), and describe accommodations that will be available for individuals who are unvaccinated or may require social distance.
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5. MONITORING, ENFORCEMENT, PIVOTING (Ramping down)

Deans and Officers are responsible and accountable for monitoring and enforcement within their units.

- How will you be responsible and accountable for monitoring compliance with safety protocols and requirements, including measuring success and addressing issues as they arise??
 - Describe your plan to pivot if conditions require a ramp down (change to virtual, cancel, etc.). What metrics will be used to decide to ramp down the activity, and how will you execute the pivot?
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6. DOES THIS ACTIVITY INCLUDE STUDENTS? YES NO**7. DOES THIS ACTIVITY INCLUDE VISITORS TO CAMPUS?** YES NO

- If yes: Describe the number of visitors, anticipated density in single spaces, and duration of their visit. List names and affiliations if known at this time.

8. IS THIS A LAB-BASED RESEARCH OR ACADEMIC PROGRAM? YES NO

That will utilize Physical Science, Biological Science, Molecular Engineering, or Medical School labs

Steps for completion of relevant lab safety training (e.g., biosafety, chemical hygiene, laser or radiation safety training, general lab safety) can be found at [ORS training](#).

MINOR STATUS OF PARTICIPANTS**AGE OF PROGRAM PARTICIPANTS** Are participants in the proposed program age 18 or over?**YES**

All participants will be adults 18 or older.

NO

Participants will be a mix of minors under 18 with adults 18 and older

NO

All participants are minors under age 18

If you responded “No” to any question above, please note these additional questions and requirements for programs serving minors.

WHAT IS THE AGE RANGE OF THE MINORS PARTICIPATING IN THE PROGRAM?**AFFILIATIONS OF MINOR PARTICIPANTS** (check all that apply)

Lab School students

Non-affiliates

Charter School students

Combination of these categories

WILL MINORS BE ACCOMPANIED BY THEIR PARENT OR GUARDIAN DURING THE PROGRAM OR EVENT?**YES****NO**

- Please provide details on mitigation measures or planning in place to accommodate minors. Include local, state, or national COVID guidelines that apply.

PROCESS

Process for Considering and Requesting In-Person Programming, Events, and Convenings on Campus under COVID-19

1 Requesting Unit does internal exercise to determine need, feasibility, and priority for conducting an in-person convening on campus

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| <ul style="list-style-type: none"> • Gain Unit Leadership buy-in for making a request | <ul style="list-style-type: none"> • Consider the comfort level of staff who will be tasked with the activity, especially if it requires in-person interaction with others | <ul style="list-style-type: none"> • Weigh the risks of in-person activity (health, cost, reputation) versus the potential benefits of convening virtually | <ul style="list-style-type: none"> • Refer to local guidance on events and gatherings for the city and country where the event will be held |
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2 Requestor completes this Request Form and submits to the designated Unit Reviewer in their unit

It is recommended to **submit a minimum of two (2) weeks prior** to the date that the Unit would expect to mobilize/announce/promote the convening

Units should provide enough information on the Request Form to **demonstrate preparedness for managing program, people, venue, risks**, and contingencies so that Unit Leadership can make an informed judgement about the fit of this program within campus constraints. Complex or higher risk requests may require a more detailed plan to be developed as a condition of further consideration and approval of the proposed convening.

5 Unit Reviewer considers the request, asks questions that may apply, and shares a decision with the Requestor
6 If the convening is approved, the Requestor may be required to undertake some or all of these steps:

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| <ul style="list-style-type: none"> • Create a detailed operational plan for executing the convening | <ul style="list-style-type: none"> • Secure PPE and cleaning resources that may be required by the specific event | <ul style="list-style-type: none"> • Secure signed attestations from employees, vendors, visitors, and others | <ul style="list-style-type: none"> • Reserve venues and verify that venue protocols are consistent with UChicago standards | <ul style="list-style-type: none"> • Designate monitors for larger convenings. Requestor remains accountable for all planning, including receipt of attestations and relevant training | <ul style="list-style-type: none"> • Report any incidents throughUCAIR |
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