COVID-19 Event Planning Guidelines

HOSTING MEETINGS OR EVENTS OF ANY SIZE SHOULD BE CONSIDERED CAREFULLY. WE ENCOURAGE CAMPUS PARTNERS TO USE REMOTE TECHNOLOGY RATHER THAN MEETING IN PERSON.

Planning an Event

Should your event be held in-person or virtually?

Please consider:
- Group size limits
- Travel restrictions
- Space limitations
- Health and Safety Risks

Events to be hosted virtually:
- Department and student organization meetings
- Conferences and lectures especially if off campus speakers are invited

Event support provided by Office of Events and Conferences

- COVID-19 compliant in-person event planning
- Virtual and hybred event planning
- Physical distancing seating options
- COVID-19 signage

- COVID-19 compliant room scheduling
- COVID-19 compliant line markers, entrances, and exits
- Partner with FMO to ensure room cleanliness and sanitization

Preparing for your event

- Consult with ECS Point of Contact
- Encourage physical distancing as required by District of Columbia
- Adjust the program with alternating breaks and lunch times
- Ask for no-contact catering options
- Ensure a proper check-in process
- Keep a record of event attendees for purposes of contact tracing
- Be ready to disinfect shared items (i.e. microphones, etc.)
- Avoid paper whenever possible
- Provide simulcast option for guests who are unable to participate in person (consider attendees' age/health and travel restrictions)

Prepare event attendees

- Face coverings are required
- Physical distancing is encouraged
- Avoid skin to skin contact (i.e. handshakes) and wash hands frequently
- Share a list of sanitizing tools that will be available on site
- Encourage attendees to stay home if feeling ill
- Create an emergency contact list for all events
- Consider asking attendees to sign a waiver
- Provide information on how to participate virtually

VISIT OUR WEBSITE:
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