



UChicago Alumni

GUIDANCE FOR UNIVERSITY-SPONSORED ALUMNI MEETINGS AND EVENTS

We are thrilled to announce that **effective July 1, 2021**, UChicago Alumni will resume in-person programming with our UChicago community worldwide. The guidelines below apply to all UChicago-sponsored events and meetings (including those that are volunteer-led) in order to ensure the safety of the UChicago community and compliance with University policies. Please review this document in its entirety prior to proposing an event.

Before making plans, please check [UChicago Forward](#) regularly for the latest information on University requirements. All policies are subject to change as the global public health climate continues to evolve. We are constantly monitoring pandemic developments and will communicate any expected changes to protocol as needed.

EVENT TYPES AND REVIEW PROCESSES

- Alumni-led events and meetings for up to 25 participants will undergo an expedited staff review process. No formal application form will be required, with the expectation that each event adheres to and upholds the requirements listed below:
 - **To propose your event or meeting, email your staff liaison and ensure that the following details are included:**
 - Event or meeting name
 - Brief description
 - Date and time
 - Location (city, country, etc.)
 - Venue (someone's home, restaurant, library)
 - Any associated costs
 - Estimated attendance

- Requests will be reviewed on a weekly basis. Staff liaisons will communicate approvals as soon as they are confirmed.
- In consideration of this added step, **we recommend contacting your staff liaison at least 4 to 6 weeks in advance of the event date** for greatest success in planning and promotion.
 - For smaller gatherings (e.g., a board meeting or book club) less time may be necessary.
 - Work with your staff liaison in advance to confirm an appropriate event date based on our standing newsletter schedule to ensure successful promotion of the event.
- Programs open to 25 or more participants require [a formal application](#) and approval by University leadership.
 - If you want to plan a larger event, please work directly with your staff liaison on this application *before* announcing or establishing formal plans.
 - Note: this process may add 2 or more weeks to your planning timeline.
- For *on-campus* gathering requirements, please speak with your staff liaison, as there will be additional criteria and processes for approval.

REQUIREMENTS FOR ALL EVENTS

- Gatherings must adhere to all local public health department mandates and University guidance for in-person gathering and/or dining.
 - For the latest information on University requirements, please check [UChicago Forward](#). We are constantly monitoring pandemic developments and will communicate any expected changes to protocol as needed.
- UChicago event organizers are legally prohibited from asking about or recording the vaccination status of event participants, and should select venues that can accommodate the needs of unvaccinated participants or those who wish to participate in a socially distanced manner. Restaurants and venues carry the responsibility for serving patrons in accordance with local guidelines and may choose to request vaccination status or require presentation of proof of vaccination upon arrival.
- Organizers must include this written statement on event pages or, if there is no event page, in other communications to all invitees:
 - *"This event is open to all invitees regardless of vaccination status and, because of ongoing health risks to the that unvaccinated, those who are unvaccinated are expected to*

adopt the risk mitigation measures advised by public health officials (masking and social distancing, etc.). Public convening may not be safe for all and carries a risk for contracting COVID-19, particularly for those unvaccinated. Participants will not know the vaccination status of others, including venue staff, and should follow appropriate risk mitigation measures.”

- Events may be held at a personal residence, either outdoors or indoors. Organizers should not allow unvaccinated members of their household to interact with guests. Again, University organizers cannot ask about or record the vaccination status of any event participants.
- Gatherings of any size where alcohol is also being served must also serve food. It is recommended that alcohol be limited to 1-2 drinks per person. **Events held in bars or similar venues for the primary purpose of drinking will not be approved at this time.**

BEST PRACTICES

We strongly recommend these best practices to promote the health and safety of participants:

- Convene outdoors.
- Limit gathering time to 90 minutes.
- Provide options for guests to distance as appropriate from others through seating and/or generous circulation space.
- Face coverings should be worn when appropriate to do so.
- Check the venue’s website for COVID-19 protocol descriptions. If protocols are not robust, consider another venue.
- Include limits on alcohol consumption per individual.
- Communicate that pre- and after-parties are not allowed and that participants should demonstrate caution in crowded public spaces.