



**Fall 2020 Semester Events – Please share this information with your DGA/GSG Executives:**

**Update - August 27, 2020:**

As your DGA/GSGs are getting settled into the fall semester, we wanted to reiterate that the GSA is **strongly encouraging groups to host virtual (online) events** in the fall 2020 semester to maintain safety protocols and guidelines as they continuously evolve.

Updated information following further discussions with UCalgary regarding guidelines and processes for in-person events:

If your group must plan an in-person event, the first step is to complete the [GSA Event Submission Form](#). This form must be completed **at least 5 weeks in advance of your proposed event date** at this time to allow for GSA and University processing times. Event approvals are not guaranteed and are dependent on multiple factors, including purchasing additional insurance coverage (if required). There is no guarantee that events submitted less than 5 weeks ahead can be processed. You will need to provide detailed information about your event, safety protocol plans, and more (please review the additional details in the previous email shown below). Please keep [university guidelines](#) in mind as you plan your event. Thank you for your patience and understanding during this time.

If your event is approved, your group will then move on to the University Risk Assessment process for further approvals and steps before spaces can be booked on-campus: <https://live-risk.ucalgary.ca/risk/risk-management-insurance/events>

Please let us know if you have any questions. We hope you have a safe fall semester!

**August 17, 2020:**

We know that the new fall semester is an exciting time and that you are making plans to engage with your graduate student community again. However, at this time, the Graduate Students' Association (GSA) is strongly encouraging Departmental Graduate Associations (DGAs) and Graduate Student Groups (GSGs) to host events and meetings virtually, unless absolutely necessary. If your group is considering hosting an in-person event, **please read the UCalgary Risk Management events approval process** page carefully: <https://live-risk.ucalgary.ca/risk/risk-management-insurance/events> (*This is your first step when planning an on-campus event*)

Although some restrictions have been lifted by Alberta Health Services (AHS), there are still significant risks associated with congregating in groups at this time. One of the best prevention methods that has been stated is physical distancing, so the University has additional requirements in place to maintain safety protocols as they evolve over time.

**The following guidelines for DGA/GSG events have taken effect and remain in place until further notice:**

Events must be submitted using the [GSA Events Submission](#) page a **minimum 15 business days (3 weeks)** in advance of the event date. DGA/GSGs must have the appropriate level of insurance for their event, so the GSA requires event details in advance to allow for time to determine if your group will need to purchase additional liability insurance (*for both on and off-campus events*). It is your responsibility to provide detailed safety precaution information about the event, including the number of attendees, physical distancing plans, activities taking place, and other precautions on the event submission form in the description space provided.

For events that **must** be held in-person, there are additional safety requirements in place for both on and off-campus events. All in-person group events will require all participants to sign liability waivers before the event and must have a closed, invitation/RSVP attendance list in advance (*events that are drop-in or open to the public will not be approved*). The group must be able to provide a complete list of invitees and attendees, including contact information, upon request. No in-person events can be approved that involve:

- *Singing, cheering, hand shaking, physical contact;*
- *Passing around (or sharing) of items/supplies during the event, including paper;*
- *Anything requiring attendees to have physical contact with each other (including sport/athletic activities); and*
- *Shared food/beverages, including self-serve or buffet style offerings.*

For any in-person events that DGA/GSGs wish to host on-campus, groups **must abide by all University guidelines and requirements** which can be reviewed [here](#). Groups may book classrooms/spaces for events by completing the [UCAE online classroom booking form](#). Please note, there may be additional mandatory fees for booking on-campus spaces for cleaning supplies and personal protective equipment (PPE). As mentioned above, on-campus events require completion of the [University's Risk Management Assessment Tool](#) as part of venue booking, and events will be carefully monitored by the University throughout the process for compliance and safety protocols. If the University approves your group's event, then you can proceed to complete the [GSA Event Submission Form](#) or forward your proof of approval as follow up to a previously submitted application.

Off-campus events, must be held in public, bookable spaces (events on private property, including homes, backyards, etc. will not be approved). Attendees must be informed of the risks associated with carpooling/public transit for traveling to/from the venue and groups must provide a detailed safety plan. This plan must include information about the provision of PPE, cleaning of the event venue, physical distancing throughout the event, and more using the GSA Event Submission Form (minimum 15 business days in advance).

We thank you in advance for your cooperation. Please let us know if you have any questions ([governance.gsa@ucalgary.ca](mailto:governance.gsa@ucalgary.ca)).