

Scheduling On-Campus Events for Academic Year 2020-2021 that include external participants

Academic and administrative units and faculty, staff, and student organizations should conduct meetings, events, and activities (including those involving external participants such as community members) online/remotely until further notice. With approval, in-person meetings, events, or activities with limited numbers of attendees may become possible as CDC and Kentucky health guidelines and space availability permit. Preference will be given to first-year students and student activities.

- Modifications to existing events and booking of new events for summer and fall are on hold pending confirmation of fall semester academic scheduling needs.
- Priority reservations and scheduling will be given to academic purposes and student activities.
- Once the fall academic schedule is finalized, reservations will open to schedule a campus location for a meeting, event or activity. An events website with additional event instructions, guidelines and details will be available soon. In the meantime, questions can be directed to specialevents@nku.edu.
- Once new reservations open, NKU will require lead time of at least 7 days to reserve spaces through our online systems.
- For each event, the contact person/group leader should have a guest list and/or means for contacting as many of their guests as possible later for health and safety and contact tracing purposes.
- Any external (non-officially NKU sponsored) event that is coming to campus must work through Conference Management and have a contract. Contact Leah Koch at kochl3@nku.edu for more information on Conference Management services.
- When events are scheduled, event hosts will be given health, safety, and cleaning guidelines from NKU. (These will be developed from Healthy@NKU guidance and in coordination with Facilities and building managers.)
- Event requests including external attendees will be reviewed by a small committee on a weekly or other as-needed basis. This group will confirm if the space is available and if the university can meet the expectations of the scheduling entity given public health and safety guidelines.
- The committee will consist of:
 - Krista Wiseman-Moore, Director of Special Events
 - Sarah Aikman, Director Student Union and Programming
 - Leah Koch, Assistant Director for Conference Management and Event Services
 - David Bond, Assistant Registrar, Systems
 - The committee will share information with Facilities/Police/etc. to ensure event needs can be met

- If there is a scheduling conflict between different parties, the Vice President of University Advancement, in consultation with the President's Cabinet, will make final decisions on reservations.
- Ongoing communication will be developed as health, safety and event protocols may change in the future.