

GWSB Faculty and Staff Event Guide

The purpose of this document is to provide guidance for GWSB Faculty & Staff in planning for events. In the document, the reference to Event Host is the designated person from the GWSB department/program/center responsible for planning the event. The GWSB Operations office will provide assistance and guidance to the Event Host.

***Please note, this guidance is subject to change in accordance with District of Columbia and GW University regulations and restrictions. GWSB will continue to monitor university and local guidance and may establish additional space/event restrictions if deemed necessary. You can continue to find university-wide COVID-19 information on the [Onward GW website](#).*

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Space Reservations:

GWSB Managed Spaces:

- Reserve a room through [GW's Virtual Event Management System \(VEMS\)](#).
 - Click on the "My Home" tab to sign in. Once the Event Host is signed in, click on the "My Home" tab again, then click on the "book now" button next to the "GWSB Staff Space Request" option.
 - We require a minimum of 14 days advance notice so that proper space and potential budgetary approvals can be granted.
 - If you are the designated scheduler for your office and do not have access to the event management system, complete the [Duquès/Funger Space Request Form](#).

- Review requirements for the following spaces:
 - **Duquès Hall 1st Floor Tabling Space**
 - Complete the [Duquès/Funger Space Request Form](#) to reserve this space.
 - **Oglethorpe Great Hall (Duquès 1st Floor Lobby)**
 - This space is used for major Dean's-sponsored events or Orientations. Use of this space requires prior approval and cannot be used when classes are in session in 151 or 152.
 - **FedEx Plaza (outdoors between Duquès & Funger Halls)**
 - The plaza may be scheduled for outdoor events. Tents may be arranged with costs charged to the reserving Event Host. Requires prior approval and cannot be used when classes are in session on the first floor.

Questions? [Email](#) GWSB Operations.

Non-GWSB Managed Spaces

- The Event Host is able to reserve on-campus space based on availability and the related policies and procedures for each space.
 - [Academic Scheduling Spaces](#)
 - [Athletics Spaces](#)
 - [GW Events & Venues](#)
 - [Lerner Health & Wellness](#)
 - [Student Center Spaces](#)

GWSB Calendar:

This calendar lists all upcoming GW School of Business events.

- Review the calendar first before reserving space to avoid direct overlapping with other events in GWSB
- Once your event space has been confirmed, the Event Host should submit their event to the GWSB Calendar via this [request form](#).

Hopin (Virtual Event Platform):

- Most virtual events utilize platforms like Zoom or WebEx, however events that require formal breakout spaces, conference or broadcast format, the Event Host may consider using Hopin.
- If the Event Host has chosen to host their event virtually and they would like to utilize Hopin, they should refer to [Hopin Functionality & Set up FAQs](#).
- Note that Hopin is a sophisticated platform that will only be authorized for events that require its technology. Event Hosts should be in touch with questions directly with GWSB Operations about the fit for use.

Campus Health Protocols for Event Management:

- The [Onward GW: Return to Campus and the Classroom](#) plan outlines [campus health requirements](#) and related policies and procedures to support public health. Refer to the website for the most up-to-date guidelines and protocols for hosting events.
- GW requires all students, faculty, and staff to comply with the [GW vaccination policy](#).
- GW requires that all guests and visitors aged 5 and older coming to our campuses for tours, meetings, activities and university events are up-to-date on their vaccines, (i.e. fully vaccinated and boosted, if eligible). To help streamline the verification process, GW has partnered with [CLEAR Health Pass](#) to provide an easy and secure way to demonstrate proof of vaccination. The [CLEAR Health Pass](#), which is used nationally in airports and other major event venues, replaces GW's previous visitors form.
- GW encourages visitors to all GW facilities, including the University Student Center and the Charles E. Smith Center, to enroll and complete the CLEAR Health Pass prior to their arrival on campus.
- Please note that this guidance for visitors also applies to GW events that are held off-campus. There are no visitor requirements for guests under 5 years of age.
- In accordance with current university guidelines, all attendees must wear a mask indoors regardless of vaccination status.
- Student organizations must also follow the [Student Org COVID-19 Guidelines Spring 2022](#) established by the GW Office of Student Life for related organization policies and procedures.

Event Access:

- Since Duquès and Fonger Halls are secured on-campus buildings, Event Hosts need to manage non-university attendees' access to the buildings. Attendees must follow [protocols](#) and require an escort in areas controlled/secured by GWorld. Current GW students, faculty, and staff have access during normal business hours. Learn more about [campus access](#).

- Event Hosts of large events or meetings with external guests must keep a record of who was in attendance. This will be important for contact tracing should the university identify an attendee who had COVID-19.
- Use the RSVP function of any electronic invitation services or keep a sign-in sheet with names and email addresses. Event Hosts should keep this information for at least 10 days after the event.
- Pre-registration and event attendance for in-person events or meetings is best practice regardless of the audience.
- Attendees should also understand that by registering to attend an in-person event, they are agreeing to abide by the [University's Campus Commitment & Policy](#).

Registration:

Signage & Name Badges:

- Digital signage templates can be provided to the Event Host to personalize and print. Requests for the template and guidelines must be submitted to sbevents@gwu.edu at least one week prior to the event.
 - Signage boards and easels must be reserved in advance and can be checked out by the Event Host for use during the event.
- The posting of marketing materials (signs, flyers) on the bulletin boards throughout Duquès and Fungler Hall Complex must be approved by GWSB Operations.
- Submit requests for digital signage on the TV monitors to your event via the [GWSB Calendar request form](#).
- Name badges templates can be provided to an Event Host to personalize and print. [Send requests](#) for templates and guidelines on printing and purchasing name badges and holders at least two weeks prior to the event.
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Setup Requirements:

- Due to current staffing resource constraints, event setups in open spaces will require 30 day advance notice and are subject to approval.
- Event Host should refer to the Duquès and Fungler Hall Room Chart to identify potential event spaces that would fit your setup requirements. Note: room setups are unable to be adjusted. If the Event Host is unable to identify one of the GWSB managed spaces that fits their setup requirements, they are encouraged to view the [Academic Scheduling](#), [Events & Venues](#), and [Student Life](#) event spaces.

Space Cleanliness:

- We are asking that everyone assist our community by taking responsibility for the cleanliness of spaces and classrooms.
 - Keep our spaces clean by picking up any trash or recyclables and discarding them in the appropriate receptacle. Additional receptacles can be requested in advance of your event. Wipe down surfaces after use.
 - Event Hosts are responsible for the following at the conclusion of any scheduled event so that every room is ready for the next class, meeting or event:
 - All furniture must be returned to the original room layout.
 - All food and trash must be removed.
 - The whiteboard must be cleaned.
 - Surfaces are wiped clean.
- GW mandates that no food or beverages are allowed in classroom spaces. Eating and drinking at events are subject to university policy.
- If the Event Host leaves a space with trash or cleaning needs, the originating group will be charged for applicable housekeeping fees.
- If the Event Host knows they will have bulk trash in the form of boxed catering, pizza boxes, etc., they must notify GWSB Operations [via email](#) one week in advance of need, so arrangements for housekeeping services can be secured.

Information Technology & Audiovisual Requirements:

- All information technology and audiovisual requirements must be reserved through GWSB Office of Information Technology Services [via email](#). Most rooms are equipped with a computer, projector and screen/TV.

Catering (Food & Beverage) Service:

- The [Onward Plan FAQs](#) notes the following when considering the mask mandate and eating: you may briefly remove your mask while actively eating and drinking and then must replace it. Weather permitting, outdoor receptions and events are good options if you are serving food and beverage. For meal breaks at work, consider sitting apart from others.
- At this time, GWSB Operations is recommending events without catering services through Spring Break (Monday, March 14-Saturday, March 19), so attendees can remain masked throughout the entire event. Guidelines are subject to change. Event Host should continue to monitor university updates on the [Onward GW site](#).

Single-Use Plastics Policy:

- GW has committed to eliminating all single-use plastics. This commitment includes all non-essential, non-compostable, single-use plastics with available alternatives. Eliminating single-use plastics on campus will require individual and collective action. The purpose of [this policy](#) is to set the expectations for the GW community, including student organizations, in order to meet this commitment.
- When the Event Host is selecting a vendor for catering services, they need to abide by the policy above in requesting more sustainable items. Review more information in [GW's Green Event Guide](#).

Contracts:

- Event and travel restrictions may change with little notice. The Event Host should look for flexible cancellation policies when paying registration fees and when booking speakers, venues, catering, etc. The Event Host remains financially responsible for payment if cancellations or refunds are not possible.

Parking:

- Parking associated with events is the responsibility of the Event Host. If required, the Event Host must complete and submit a [Parking Voucher Request Form](#) to GW Transportation and Parking [via email](#) in advance to request parking validation tickets.
- When GW Transportation and Parking notifies the Event Host that tickets are ready, they can pick them up at G Street Garage, 20208 G Street, NW, Level P1/Suite 001.
- Event attendees can only park in [visitor parking garages](#) - Science and Engineering Hall Garage, G Street Garage, etc. Attendees should pull a visitor ticket when entering the garage. The Event Host can then provide them a parking voucher(chaser ticket) before they leave the building. At the garage exit, the guest will enter the pulled ticket first, then the chaser ticket. The garage gate will then raise allowing them to exit.

Promotional Items (Swag) and Approval Process:

Beginning in FY22 ordering swag will go through official procurement channels within the university. Any requests must first be approved by our GWSB marketing and communications team. The purpose of this process is to ensure that we are producing swag that is on brand so that we represent the school and the university well in all the marketing that we perform.

- **New Orders/Concepts:** To begin a new concept or a new order of an item GWSB has not previously produced, please first connect with [Mary Catherine Chase](#), our director of marketing and communications. Together you will work with our [GW Creative Services](#)

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graphic designers to create new swag before submitting an order in the vendor portal. Our marketing and communications team helps us produce high-quality and brand accurate digital, print and swag that represents the school to internal and external audiences.

- **Reordering:** For projects that you have completed previously and want to reorder, please seek approvals from your manager. You do not need to work directly with marketing and communications but the order must go through our GWSB Operations who officially place our orders across the whole school. That team will submit your job through the official GW portal with approved vendors. All work submitted through that portal is approved by central marketing and creative services in consultation with our GWSB marketing and communications department's approval.
- **Existing Swag:** If the Event Host requires promotional items for guest speakers at their events, they should contact GWSB Operations for more information.

Requests not sent through this process will be flagged when expenses are submitted and processed by GWSB Finance and Administration.

Resource List of Websites and Reference Documents:

- [GW Onward](#)
- [GW Onward Plan](#)
- [Office of Student Life's Student Organization Policies & Resources](#)
- [Office of Student Life's Student Organization COVID-19 Guidelines Spring 2022](#)
- [GWSB Event Calendar](#)
- [GWSB Operations \(Events & Facilities\)](#)
- [GWSB Managed Spaces](#)
- [Duquès & Fungler Complex Guidelines](#)
- [Hopin Functionality & Set up FAQs](#)
- [GW Academic Scheduling](#)
- [GW Venues](#)
- [GW Student Center Room Reservations](#)
- [GW Green Event Guide](#)