

GWSB Spring 2022 Student Event Guide The purpose of this document is to provide guidance for student organizations in planning for events in GW School of Business (GWSB) facilities (Duquès & Funger Hall) for Spring 2022.

*\*\*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. University-wide COVID-19 information and related campus health protocols can be found on the [Onward GW website](#). Additionally, the GW Office of Student Life has provided specific [Student Organization COVID-19 Guidelines for Spring 2022](#).*

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## Space Reservations:

### GWSB Managed Spaces

- **Student Organizations**
  - If you are a student organization's scheduler on GW Engage, reserve a room through GW's Virtual Event Management System (VEMS).
  - If you not a student organization's scheduler or do not have access to VEMS, complete the [Duquès/Funger Space Request Form](#)
  - [GWSB Operations requires a minimum of 14 days advance notice so that proper space and potential budgetary approvals can be granted.](#)
  
- Review space requirements for the following spaces:
  - **Duquès Hall First Floor Tabling Space**
    - Complete the [Duquès/Funger Space Request Form](#) to reserve this space.
  - **Oglethorpe Great Hall (Duquès First Floor Lobby)**
    - This space is used for major Dean's sponsored events or Orientation. Use of this space requires prior approval and cannot be used when classes are in session in 151 or 152.
  - **FedEx Plaza (outside between Duquès & Funger Halls)**
    - The plaza may be scheduled for outdoor events. Tents may be arranged with costs charged to the reserving student organization. Requires prior approval and cannot be used when classes are in session on the first floor.
  
- **Individual Students - Breakout Rooms**
  - Individual students may reserve breakout rooms up to two weeks in advance by logging in to [GW's Virtual Event Management System](#). Students are permitted to reserve a breakout room for up to two hours per day. Reservations must be for at least two people.
    - **Undergraduate Students** may reserve the following breakout rooms on the 2nd floor of Duquès Hall: 252, 253, 256 and 257.
    - **Graduate Students** may reserve the following breakout rooms on the 1st, 5th and 6th floors of Duquès Hall: 153, 154, 562, 653 and 654.

Questions? [Email](#) GWSB Operations.

### Non-GWSB Managed Spaces

- Student organizations are able to reserve on-campus space based on availability and the related policies and procedures for the space. Review [Student Organization Reserving Space](#) for more details.
  - [Academic Scheduling Spaces](#)
  - [Athletics Spaces](#)
  - [GW Events & Venues](#)
  - [Lerner Health & Wellness](#)
  - [Student Center Spaces](#)
- Please Note: students must be listed as a "scheduler" on your organization's GW Engage roster in order to reserve space."

## GWSB Calendar:

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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 student organization should submit their event to the GWSB Calendar via this [request form](#).

## HOPIN (Virtual Event Platform):

- If the student organization has chosen to host their event virtually and they would like to utilize Hopin, they should refer to [Hopin Functionality & Set up FAQs](#).

## 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 Fungler Halls are secured on-campus buildings, student organizations 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](#).
- Student organizations 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.

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- Student groups can track their events using the Engage software and 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, Marketing:

- Digital signage templates can be provided to student organizations to personalize and print. Requests for the template and guidelines must be submitted to GWSB Operations via [email](#) at least two weeks prior to the event.
  - Signage boards and easels must be reserved in advance and can be checked out by the designated student organization representative 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 to post marketing materials to GWSB Operations via [email](#) at least two weeks prior to the event.
- Submit requests for digital signage on the TV monitors located on the first floor lobbies in Duquès and Fungler to your event via the [GWSB Calendar request form](#).
- Name badge templates can be provided to the designated student organization representative 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.

## Set-up Requirements:

- Due to current staffing resource constraints, event set-ups in open spaces will require 30 day advance notice and are subject to approval.
- Student organizations should refer to the [Duquès and Fungler Hall Room Chart](#) to identify potential event spaces that would fit set-up requirements.
  - Note: room setups are unable to be adjusted. For example, a reception or banquet set-up in the 6th floor lobby will not be possible.
- If the student organization is unable to identify one of the GWSB-Managed Spaces that fits their set-up 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.

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- 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.
- Student organizations 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. At this time, GWSB Operations is strongly recommending no catering services at events, so attendees can remain masked through the entire event.
- If a space is left with outstanding trash or cleaning needs, the organization responsible for the room reservation will be charged for applicable cleaning fees.
- If the student organization 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 cleaning 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. Review the [Academic Technology site](#) for more information.

## Catering (Food & Beverage) Service:

- The [Onward Plan FAQ](#) 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.
- All catering and food and beverages policies outlined in the [Student Organization Handbook](#) must be followed.
- 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. Student organizations should continue to monitor university updates on the [Onward GW site](#).

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## 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 student organizations are 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:

- Please refer to the [Student Organization Handbook](#) and related student organization policies and procedures for contracts.
  - The Office of Student Life notes: "A contract is required anytime a student organization is entering into an agreement to pay an external service provider (speaker, DJ, etc). Contracts are also required for non-GW service providers at on-campus events and virtual events that are recorded and/or publicly distributed (e.g. Zoom events live-streamed through Facebook). Students may not sign contracts. Contract = any agreement with an external service provider. Contracts are legally binding and enforceable by law. Students are not permitted to sign any type of agreement with external service providers – including speakers, caterers, venues, DJs, etc. Your [Student Organization Staff] advisor will ensure the appropriate contract is created and then forwarded to the correct person for signature, so plan to involve your advisor."
- Event and travel restrictions may change with little notice. Student organizations should look for flexible cancellation policies when paying registration fees and when booking speakers, venues, catering, etc. Student organizations remain financially responsible for payment if cancellations or refunds are not possible.
- The student organizations should work with their [assigned Student Organization Staff Advisor](#) or [the Office of Student Life](#) to discuss your questions and concerns before moving forward with any contracts. Also reference [Events and Booking Space](#).

## Parking:

- Event attendees can only park in [visitor parking garages](#) - Science and Engineering Hall Garage, G Street Garage, etc.

## 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](#)

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## THE GEORGE WASHINGTON UNIVERSITY

- [GWSB Operations \(Events & Facilities Services\)](#)
- [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](#)