Dear UIC Student Organization Leaders and Advisors,

The Center for Student Involvement (CSI) wanted to provide further details about events and our annual student organization registration process following the President Killian's email to the entire U of I System and UIC email regarding COVID-19.

Effective March 13, 2020, the University of Illinois at Chicago is suspending student organization activities at various UIC locations and off-campus. We would like to provide additional information. The Center for Student Involvement will remain open on campus to respond to your phone calls and emails. We will update our website shortly at http://involvement.uic.edu with the following information.

Meetings/Events located in UIC Student Center East/Student Center West/Outdoor/UIC Forum:

- Meetings, events, and programs held in Student Center East and Student Center West requests with attendance of 50 or more people will be automatically cancelled. All info booths and outdoor request are also automatically cancelled. There will no cancellation fees for the Illinois Room or AV equipment fees.

- Those with expected attendance of 49 people or less may still be scheduled as planned. If you would like to cancel, please contact Nikki Andrae nandra1@uic.edu. Please provide your reservation number, name of your event, and date of your event. If you do not cancel, you will be charged for AV equipment fee.

- For the UIC Forum, your event coordinator will be in touch with all student organization event planners to discuss options. It is our desire to move events to a mutually agreeable date at least 45 days out.

- Pending room requests will be denied in UIC Connection for meetings/events over 50 ppl.

- New room requests may be reviewed/approved in UIC Connection for meetings/events under 50 ppl for Student Center East/West only based on availability.

Meetings/Events located in any UIC Academic Building: ALL meetings, events, and programs held in any UIC academic building are automatically cancelled. All pending room requests in UIC Connection will be denied for classrooms.

Meetings/Events located in the Campus Recreation Facilities: Please contact your event coordinator.

Off-Campus Events: Flames in the City events will be given refunds via Eventbrite. University sponsored events will not be held off-campus.

Funding/Contracts/Payments: We recommend you work with your performers/speakers/vendors to cancel/refund your payments. If payment was already made, you may see if they will apply it to another event in the future. For SAFC/SOFAB funding, we will not be processing reimbursements/future expenses. Please contact CSI or orgfunding@uic.edu if you need further assistance.

Performer/Speaker Notifications: Here a message you can share with your performers/speakers. Please feel free to add-on to the statement as needed.

"As a result of University of Illinois System President Killeen's <u>announcement</u> regarding new event policies in response to the COVID-19 pandemic, the our UIC student organization event will not take place as scheduled."

Catering: Please directly working with your caterer on your cancellation. For UIC Catering Orders, call 312-413-5626 or email catering@uic.edu.

Annual Student Organization Registration: We will move registration workshops to Webex sessions.

Meet ONLINE: Where possible, organizers can explore ways of conducting the event through livestreaming or other technology.

- Blackboard Collaborate: https://accc.uic.edu/services/communication-collaboration/conferencing/bb-collaborate/

- Google Hangout: https://accc.uic.edu/services/communication-collaboration/conferencing/google-hangouts-meet/

- Zoom: https://zoom.us/pricing

Online Student Organization Elections on UIC Connection:
You can host your student organization elections with UIC Connection. See here:
https://engagesupport.campuslabs.com/hc/en-us/articles/204033084-Creating-an-Organization-Election

We understand that these actions will create serious challenges for student leaders, their advisors, and the greater community that utilizes UIC. This pandemic has created unprecedented circumstances making these actions prudent and necessary.

Take Care,
Center for Student Involvement (CSI)
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