

UCIS COVID-19 IN-PERSON EVENT REQUEST

As all University buildings are generally closed to the public under all Operational Postures, University members are strongly encouraged to hold Meetings, Conferences and Events remotely to the maximum extent possible, even when all participants are on-campus. However, during Pitt's Guarded Posture, some exceptions for in-person meetings/events/programs may be approved. Please complete this form to seek approval by the UCIS Director of Administration and UCIS Director. This form is intended to request permission for each session at a given place and time. Grouped events (i.e. conferences) require a separate form submission for each session/element.

Requester Name:

Requester Email:

Requester Unit:

Proposed Event Title:

Is This Event Part of a Group of Events (i.e. Conference Session)?	Yes	No
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If Yes, Title of Organizing Event:

Proposed Event Date:

Proposed Event Sponsor:

Proposed Event Location (Building and Room #):

Anticipated Attendance

- UCIS Staff**
- Presenters**
- Students**
- Faculty**
- Other (Guests, Visitors, etc)**
- Total**

Please explain in detail why this event cannot take place online

Requester Name	Requester Signature	Date	Recommended?
			Yes No
Director of Administration Name	Director of Administration Signature	Date	Approved?
			Yes No
Director of UCIS Name	Director of UCIS Signature	Date	