**Context**

These internal UvA arrangements provide guidance for organising teaching and research events from today.

For the purpose of this memo, ‘events’ are gatherings organised in the context of teaching and research, but scheduled alongside normal timetabled teaching and research activities. These events must comply with the guidelines introduced by the National Institute for Public Health and the Environment (RIVM) and meet the capacity criteria and arrangements applicable within the UvA.

The following arrangements take precedence over decentralised arrangements regarding events, meetings and gatherings. This is to ensure the safety of the users of our buildings while the RIVM guidelines remain in force.

- **Until there are no more government issued restrictions, events not related to teaching may not take place.**

Events that are related to teaching and research in principle, such as small-scale symposia, may **not** take place either.

The same goes for activities organised by study associations.

**Exceptions:**

- **Activities related to teaching**, such as graduation ceremonies, may go ahead, with a maximum of 30 people in attendance. No reception may take place. However, it would be preferable to find an alternative so as to limit the number of travel movements.

- **Doctorate conferrals and inaugural lectures** may go ahead, with a maximum of 30 people in attendance. No reception may take place after the event.

FEC will submit requests for other exceptions to this restriction to the Director of Operational Management, who will decide whether or not the event can go ahead in consultation with the Decentralised and Central Crisis Teams. Further processing is subject to the arrangements in this memo.

**Conditions for organising events**

- **Events not related to teaching or research may not take place until government issued restrictions are lifted.**

- Requests for events must be submitted to FS Events online using the form in the A-Z list at all times. FEC will check the availability of the rooms and decide what kind of additional facility services are needed.

- Organisers must submit their request no fewer than 10 days before the date of the event.

- Events are permitted exclusively in the designated locations, on the basis of availability, within the capacity limits and during the applicable opening hours.

- Events may be organised during weekends, provided teaching and research are not interrupted. Multiple event locations are permitted during weekends, provided these have not been reserved for teaching and research.

- Events must observe the RIVM guidelines, UvA protocols and safety and hygiene guidelines.

- The use of facilities that would increase the risk of spreading the coronavirus (e.g. fans/blowers) is not permitted.

- Eating and drinking is permitted in rooms, provided it is restricted to coffee, tea, soft drinks and lunch items. **No alcohol may be served or consumed at any time.** After FEC approval, orders can be placed directly with Cirfood using OrderDirect. Deliveries will take place according to the applicable banqueting protocol.
- Designated rooms will be cleaned before and after the event in accordance with the applicable cleaning protocols.
- The event organiser must have guests and visitors register in advance, with due observance of the GDPR. The following details must, at a minimum, be reported to the organiser: first and last name, postal address and telephone number. All participants must receive practical information in advance, including the safety and hygiene measures in force.
- Registration should be closed when the maximum capacity of the room has been reached, taking into consideration a percentage for no-shows.
- The organisation must enforce times for arriving and leaving up to a maximum of 15 minutes before and 15 minutes after the event. The event organiser is responsible for receiving and registering the visitors who will be attending. Visitors who did not register in advance will not be admitted to the event.
- The Director of Operational Management or their designated substitute will receive a weekly overview from FEC of the events planned in their building.

Building capacity

Conditions have been imposed for what kind of teaching and research can take place at the UvA. All activities that are not related to teaching and research organised at a particular location reduce the capacity for teaching and research. For this reason, conditions have been imposed to restrict the number of events, so that there will be sufficient capacity for teaching and research activities.

Event locations

Two rooms per campus will be designated for organising events. Capacity will be limited to 30 people per room. Room availability is subject to the condition that events can be organised as long as no teaching activities are planned. FEC will process requests for events on a first-come, first-served basis and allocate them to the rooms listed below, consulting with the Director of Operational Management if necessary.

The Aula and Agnietenkapel are available for events organised by the Office of the Rector and the Conferences & Events Department of the Communications Office. The Academic Club, Spui 25, Allard Pierson and Crea fall outside the scope of this protocol. The parties managing these locations have drawn up their own protocols, and in some cases have made their location available for activities, with due observance of the RIVM and UvA guidelines.

Internal and external film requests

These activities are possible under the following conditions:

- All requests must be submitted to FS Events.
- The building mandatary and the Director of the Communications Office must approve all film requests.
- Film requests must be submitted at least 10 days before the event date.
- The maximum group size is five people, including cast and crew.
- Activities must observe the government guidelines, UvA protocols and safety and hygiene guidelines.
- The Director of Operational Management or their designated substitute will receive a weekly overview of any such activities planned in their building.

Promotional activities

In general, these activities take place in main lobbies, canteens and other areas with considerable footfall. In order to prevent any interruptions to teaching and research due to people entering, leaving and passing through, these types of promotional activities are not permitted, with one exception: promotional activities on digital screens are permitted. Requests may be submitted to FEC in the normal manner.
Future scenarios
The University of Amsterdam is following national developments regarding COVID-19 closely. If necessary or possible, this protocol will be amended with further restrictions, conditions or the relaxation of measures.