MEMO

To: Calluna Euving
From: Bert Zwiep
Date: 17 July 2020
Subject: Temporary arrangements for events at the University of Amsterdam

Context

These internal UvA arrangements provide guidance for organising teaching and research events from today, during the Introduction Week and throughout the 2020-2021 academic year. 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.

Possibilities per period

- From now until 21 August: events may be organised inside the UvA’s accessible buildings. FS Events (Facility Event Coordination, FEC) will submit requests to organise events to the Director of Operational Management of the relevant building for approval. Requests will be processed on a first-come, first-served basis. Processing is subject to the arrangements in this memo.
- From 22 August until 28 August (Introduction Week): only events that are directly related to the Introduction Week for new UvA students may be organised inside the UvA’s accessible buildings. FEC will submit requests to organise events to the Director of Operational Management of the relevant building for approval. Requests will be processed on a first-come, first-served basis. Processing is subject to the arrangements in this memo.
- From 31 August until 30 September: due to the relaunch of classes taught in person (our number one priority), no events can be organised in September. Exceptions to this restriction: will be submitted by the FEC 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. Processing is subject to the arrangements in this memo.
From 1 October until the end of the academic year: events may be organised once the Executive Board has made a decision on this issue in mid-September. The outcome of this decision will partially depend on the capacity of our buildings and the guidelines in place at that time, including at the national level, for dealing with COVID-19. Processing is subject to the arrangements in this memo.

**Conditions for organising events**

- Only UvA events directly related to teaching and research are permitted, provided they have been submitted for approval and approved.
- In principle, events not related to teaching and research are not permitted until 1 October, with the exception of a few small-scale Introduction Week events.
- 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. NB: for events from now until 28 August 2020, permission of the Director of Operational Management of the particular building is required.
- Requests must be submitted at least 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. A separate space must be assigned when organising a drinks event. 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 names, 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 his or her designated substitute will receive a weekly overview from FEC of the events planned in his or her building.

**Building capacity**
The UvA has no experience at present in how large numbers of students and staff enter, leave and pass through buildings, how students and staff follow designated routing, and how many people are now actually on campus on a daily basis. Conditions have been imposed for what kind of teaching and research can take place. 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. As a consequence, no events are permitted in the first month from the start of the academic year. A number of rooms will be made available for events between 1 October and 31 December 2020, in consultation with the faculties. A maximum of two rooms will be made available per campus, with a maximum capacity of 30 people per room. All attendees will have to observe all relevant conditions, including the RIVM guidelines.

**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.

**Semester 1 – Rooms for events per UvA campus***

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
<th>Room capacity (max. 30)</th>
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<tbody>
<tr>
<td>University Quarter</td>
<td>University Quarter</td>
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<tr>
<td>Roeterseiland</td>
<td>Roeterseiland</td>
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<tr>
<td>Science Park</td>
<td>Science Park</td>
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</tbody>
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*The designated location and rooms must be arranged with the faculties. Priority will be given to assigning rooms for teaching and research, the timetables for which are currently being drawn up. The event locations for each campus will be announced in the last week of July.*

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 at Spui 25, Allard Pierson and Crea fall outside the scope of this protocol. The management of these locations have drawn up their own protocol, and in some cases made their locations 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 manager 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 his or her designated substitute will receive a weekly overview of any such activities planned in his or her 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 events memo will be amended with further restrictions, conditions, or the relaxation of measures. The organisation will have a better idea what the future will bring in the autumn. A revised event memo will be drawn up at the end of November for the period starting 1 January 2021.