ILLINOIS TECH

Office of Campus LIfe

2021 Event Guidelines

* For the Spring 2021 semester the Office of Campus Life is encouraging student organizations to host events virtually due to the City of Chicago COVID-19 guidelines*

All registered student organizations (RSO's) are *required* to register their events.

Accessing the Event Registration Form
- To access the Event Registration form you can click on this link https://iit.presence.io/forms or follow the steps below

    - Go to iit.presence.io
    - Click on the icon at the very top right of the page and log in using your IIT credentials.
    - Once logged in click on the tab that read FORMS
    - You will be redirected to a page that lists different Campus Life Forms
    - Look for the form that reads "Event Registration" and click on it.
    - This will take you to the Event Registration form that you will need to fill out.
- Please make sure to fill out all fields.
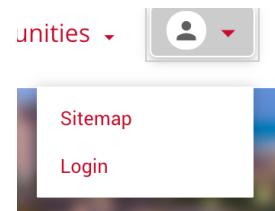
Virtual Events

- Student Organizations are required to submit the event registration form via Presence at least one week in advance from the date of the event

In Person Events

- Students organizations are required to submit the event registration form via Presence, **1 - 2 week(s)** in advance before the date of their event.
    - If the event is in person and using a public space, the event needs to be submitted **2 - 3 weeks** in advance from the date of the event to ensure the space is reserved in time.

Conferences
- Student Organizations planning to attend a conference should plan and submit their documentation at least 1 month in advance of the registration open date.
    - o Student organizations planning to attend a conference should submit their requests through the event registration form on presence and BuyIt

Event Registration Approval
- Once an event is submitted via presence a Campus Life Staff will approve the event and it will be visible to the campus community on the events tab of Presence.

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<u>Publishing Events on the Campus Life Newsletter</u>
- Once the event is approved, the student organization is able to request the event be included in the upcoming Office of Campus Life Newsletter.
    - o To have an event published in the newsletter an email can be sent to welcomedesk@iit.edu, including promotional material.
    - o Submissions must be received by the Marketing Campus Life Assistant (CLA) no later than Sunday night at 7:00 p.m. in order to be published in the upcoming newsletter on Tuesday.
    - o Submissions will need to include how long you would like for the promotional material to be included in the OCL newsletter.