

Interim COVID-19 Process for Speakers or Events Sponsored by Student Groups

August 2020

Most activities, events, and meetings will need to be hosted remotely, per the institutional [Interim Policy: Event Management during COVID-19 Pandemic](#). To seek permission to host an in-person event, please contact Libby Davis, Associate Dean of Student Affairs.

Prior to selecting a date and time for a speaker/event, consult the [Fall 2020](#) and [Spring 2021](#) class schedules and the Law School's [Events calendar](#) to be sure you are aware of any potential conflicts. Non-class time is very limited this year and it may not be possible to schedule a speaker/event Monday-Thursday at a time that does not conflict with one or more classes.

When a student group wants to host a speaker(s) or hold an event remotely, they must adhere to the following process:

- Submit speaker(s)/event information to student group faculty advisor to ensure awareness of event and allow consultation about format – preferably at the beginning of the semester but at least 3 weeks before the date of the event.
- Submit a [Zoom Event room reservation request](#) to the Events Coordinator, preferably at the beginning of the semester but at least 3 weeks before the date of the event.
- Advertise the speaker(s)/event through the law school's announcements account at least 2 weeks prior to the event (announce@lclark.edu), after receiving confirmation from the Events Coordinator. This is required. Also recommended: post flyers (posting approval given by Events Coordinator), list on class Facebook groups, and post in LiveWhale Events (creating a LiveWhale event in your student group LiveWhale account creates an entry on the Law School [Events calendar](#)).

Except as discussed below, failure to comply with these requirements may result in denial of promotion of the speaker/event. A Zoom room reservation request made within 3 weeks of a requested speaker/event date must be approved by the Associate Dean of Student Affairs. (Note that it is unlikely that late requests will be approved, and no more than 1 late request per group/year can be approved.)

Alternative or Responsive Events:

Students who wish to schedule an alternative event in response to an announced speaker invited by another student group are not required to comply with the three-week time frame. Students who wish to schedule an alternative event should contact their faculty advisor and the Associate Dean of Student Affairs as soon as possible to request expedited processing of their event. Unless extraordinary circumstances exist, students should initiate this process at least one week before the event. Note, as well, that space may be limited or unavailable for expedited requests.