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.
  - 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.
Office of Campus Life

Publishing Events on the Campus Life Newsletter

- Once the event is approved, the student organization is able to request the event be included in the upcoming Office of Campus Life Newsletter.
  - To have an event published in the newsletter an email can be sent to welcomedesk@iit.edu, including promotional material.
  - 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.
  - Submissions will need to include how long you would like for the promotional material to be included in the OCL newsletter.