

# Planning and Event at DUSP – Revised Fall of 2021

For the most up-to-date information regarding MIT's policies events, visitors, travel, and more please visit: [MIT NOW](#) and [MIT NOW Policies for Events](#).

In brief, the policies allow for the resumption of in-person events, including meetings, panel discussions, speakers, clubs, tours, and the like, subject to a certain restrictions and procedures. A number of support staff have recently attended a training on this topic as well — if you have questions, you might start by asking them at [HQhelp@mit.edu](mailto:HQhelp@mit.edu).

## Fall 2021 DUSP General Guidelines

**Food:** For events this fall, we are requesting that no food be served unless the event is outdoors. Please note that for our usual "lunch-time" events, it may make sense to shift the time to 1:00-2:00, to provide time for people to eat prior to attending.

**Attendance:** The official MIT policies on events require organizers to keep track of all attendees (name and contact info), to be used if contact tracing is required. Please be sure to be familiar with this requirement, and have a plan in place to collect information during the event. At the end of each event, we request that you provide a copy of the attendance list to DUSP HQ.

**Meetings:** For the fall, all faculty meetings and committee meetings will be remote via zoom, to allow participants to continue to call in from wherever they are, while also allowing people to eat in their own private spaces, consistent with the recommendations about food.

**Flexibility and Consideration:** Different members of our community — students, staff, and faculty alike — may have different feelings about exposure, risk, and the importance of in-person meetings; we each have different constraints and situations at home to consider as we balance these concerns. Given this, please be considerate and mindful of the concerns of your students, staff, and colleagues as you plan events and meetings. Beyond the basic needs for in-person learning and instruction, nobody should be required to participate in an in-person event or meeting if they do not feel comfortable doing so. If you are coordinating events with others (including support staff, student assistants, and colleagues), be sure to discuss logistics well in advance, to be sure things run smoothly and that people are given the option of not participating.

**Coordination:** Lastly, please be sure to continue to check the DUSP Google calendar (<https://dusp.mit.edu/department/social-media-events>) and MIT events calendar ([http://calendar.mit.edu/department/urban\\_studies\\_planning](http://calendar.mit.edu/department/urban_studies_planning)) to avoid conflicts, and list your events on these calendars as well. (For help listing events and other logistics, please email [hqhelp@mit.edu](mailto:hqhelp@mit.edu).)