

## COVID-19 EVENT CANCELLATION GUIDELINES

### Key Messages

#### IF YOUR EVENT IS BEING POSTPONED:

Western University, in consultation with the local Middlesex-London Health Unit, has announced that all discretionary events on campus and in the community with more than 50 people currently scheduled until April 30, 2020 must be cancelled, postponed or offered virtually. This is due to the changing nature and spread of COVID-19, and in an effort to minimize the potential risk to our faculty, staff and learners as well as community members.

This means that **EVENT NAME** on **EVENT DATE** at **EVENT LOCATION** has been postponed.

We will identify a new date for the event and communicate it out to everyone once operations return to normal.

This is one of many events in the coming weeks that the School now has to postpone or cancel. While it is disappointing to make this change, it is important that we minimize the risk for our people and the greater community.

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This means that **EVENT NAME** on **EVENT DATE** at **EVENT LOCATION** has been cancelled.

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## Cancellation Checklist

- Identify the stakeholders who need to be notified (ex. speakers, sponsors, vendors, attendees, School/hospital leadership)
  - Cancel travel/accommodations for speakers where necessary
  - Postpone or cancel vendors where necessary
- Compose a message (or multiple messages) using the key messages provided and send as soon as possible to all relevant stakeholders
- If this is a ticketed event, stop selling tickets immediately, turn off any ticket options on the event registration website and refund tickets where possible
- Advise [comms@schulich.uwo.ca](mailto:comms@schulich.uwo.ca) and have the word CANCELLED or POSTPONED added to your event on the Schulich Events Calendar
- Remove all marketing materials for the event (ex. visix slides, posters, etc.)
- If you have an existing departmental/program social media account, please share the news via social media and the School account will support