

NIH Institute, Center, Office (ICO) Information			
ICO		Office	
Event Description			
Title/Topic			
Purpose of Event			
Description of the mission-critical need for the event to occur in person, including justification for why it could not be held virtually			
Event Dates			
From:		To:	
Event Location			
Venue (if NIH space, list Building/Room(s))			
City and State or Country			
Audience			
Estimated Total Number of In-Person Attendees (cannot exceed room capacity)		Virtual option being offered? (yes or no)	Yes No
Room capacity at current space requirement based on community level			

Safety Plan Questions	
Describe any specific cleaning requirements for this event.	
Will eating be allowed? If so, explain how mealtimes, and food/beverage services will be handled.	
Please describe any other safety procedures you have in place for your event.	
The sections below must be completed if community level is HIGH or if the meeting planner is requesting exceptions to safety requirements. If not applicable, please indicate.	
How will you enforce any mask policy that may be in place?	
How will the venue's density limit and physical distancing be enforced?	

How will the density levels of the meeting room be affected if we move to high? Please describe the measures by which room occupancy was determined.	
If there are requests for an exception to a safety requirement (e.g. no masks at high) listed in corresponding community level section, please explain here and include details as to how the attendees' safety will be maintained.	
Event Planner/Coordinator Information	
<i>By signing below, I am agreeing that all onsite attendees will be notified of the NIH COVID-19 safety requirements and will ensure these are enforced during the meeting.</i>	
Name/Title	
Contact Information (email and phone)	
Signature	
IC Executive Officer Approval (required for all 50+ meetings, and for all in person meetings when site is in high community level)	
Name/Title	
Signature	
ORS DOHS Safety Review & Approval (when required based on community levels)	
Name/Title	
Signature	