

“Events at Mason” Video Transcript (no links read)

Recorded on September 25, 2020

3 minutes 9 seconds

(Please note: Links are shown on the video, but not read aloud in this version.)

SLIDE 1:

0:00

Welcome back Patriots! We’ve missed you.

We hope this video will help answer questions you may have about hosting events at George Mason University’s Northern Virginia campuses this Fall.

SLIDE 2:

0:12

Given the rapidly evolving nature of the COVID-19 pandemic, these guidelines may change at any time. For the most up-to-date information, go to Mason’s home page and click the link to “Safe Return to Campus”. Or navigate to the following website:

www2.gmu.edu/safe-return-campus/meetings-and-events

0:35

This information is current as of September 25, 2020 and applies “to any indoor or outdoor meeting or event organized by a Mason department, student organization or external group.”

SLIDE 3:

0:50

All event requests should be formally submitted. Internal users should submit a reservation request via 25Live at 25live.gmu.edu.

1:00

External users should visit the following website for more information and links to our campuses:

events.gmu.edu/scheduling/external-clients/

1:12

Room layouts will account for physical distancing and customization will be limited. Internal users should choose the “Physical Distancing” room layout when requesting space in 25Live for accurate room capacities.

1:26

Due to expanded needs for classroom space, some event and meeting spaces are currently offline. For information on current venue setups and capacities at the Fairfax, Arlington and SciTech campuses please visit the following website:

events.gmu.edu/venues/

SLIDE 4:

1:48

It is imperative that all host organizations be responsible for enforcing the use of face coverings, [Mason COVID Health Check](#) status, and registration for all attendees. For more details, please visit the following website:

www2.gmu.edu/mason-covid-health-check

2:09

Internal hosts should be prepared to communicate your compliance with COVID-19 related event guidelines to your Event Scheduler or Manager. Contracted events should refer to their contract addendum C, and direct questions to their Event Scheduler.

SLIDE 5:

2:25

We are looking forward to helping you host your meeting or event in a safe and successful manner. If you are interested in more information about virtual and hybrid events, please visit this website:

events.gmu.edu/virtualevents/

SLIDE 6:

2:42

We are ready to assist with your event scheduling, event coordination and event services.

You can reach us directly via email using the following addresses on the slide related to the preferred campus of your choice.

- University Events (Fairfax, VA) gmuevent@gmu.edu
- Arlington Events (Arlington, VA) arlevent@gmu.edu
- SciTech Events (Manassas, VA) eventsst@gmu.edu
- Potomac Science Center events (Woodbridge, VA) pscevent@gmu.edu
- Point of View (Lorton, VA) pov@gmu.edu

SLIDE 7:

2:58

For more information on the university's COVID-19 response, please visit the following website:

www2.gmu.edu/safe-return-campus

Thank you very much for watching and we look forward to hosting your event soon!