Follow-up Questions & Answers from “Plan Your Comeback”

Nov 10, 2021 chat thread

**General Questions:**

Will the recording of this meeting be emailed to attendees?

Yes, the recording of the meeting can be found [here](#). You must sign into your Stanford Zoom account to access the video recording.

Will you be sending us a PowerPoint or some other resource from this meeting?

Yes, we will send folks the recording and some resources after the meeting!

**Stanford Conferences Questions**

Is it possible to get a copy of virtual/hybrid best practices?

[https://rde.stanford.edu/conferences/virtual-events](https://rde.stanford.edu/conferences/virtual-events)

For folks hosting hybrid events, do you have any platforms/apps to recommend that help connect the in-person/remote audiences together that help build engagement?

UIT has a list of vetted platforms for use in virtual and hybrid events.: [https://itcommunity.stanford.edu/virtual-events-technology-guide](https://itcommunity.stanford.edu/virtual-events-technology-guide)

**Catering Questions:**

How far in advance should we connect with you to discuss catering?

While groups are encouraged to submit catering requests early, Stanford Catering cannot commit to events greater than 6 months out. At this time, Stanford Catering cannot guarantee they can accommodate catering requests made within 7 days of an event.

How can we request Stanford Catering?


What if our event needs to be cancelled due to low attendance?
For events cancelled within seven (7) days, Stanford Catering will assess a 50% fee of all services. Cancellations made within 48 hours of the event will be assessed with a 100% fee of all services.

Are Food Trucks allowed?
Yes. Please refer to this page for guidance on using food trucks for events: https://osep.stanford.edu/policies/food-trucks-campus

EH&S Questions:
If we need individuals to COVID test, does the test have to be from Stanford, or can individuals use local testing near their residence?
Visitors (aka: anyone without a Stanford affiliation) will need to arrange their own COVID test. Stanford affiliates (faculty, staff, students) with access to Color testing may use a Color test. Stanford affiliates do not need to use a Color test but this is likely the most convenient option for most. You are also free to test through your healthcare provider.

Can you share a link to the new Minors on Campus policy?

Are there resources about holding off-campus events, how to abide by Stanford rules, or whether you have to?
If you are holding an off-campus event, we do not have any restrictions. We typically just remind individuals to follow best practices which we know to be effective (such as mask wearing, outdoors being better than indoors, etc.)

If we are holding a holiday party, do we need to notify EH&S?
You only need to notify EH&S for events with more than 500 people. When in doubt, we recommend first visiting the Health Alerts events and gatherings page: https://healthalerts.stanford.edu/covid-19/prevention-care/overview-of-gatherings-and-meetings-at-stanford/

Are there no room capacity restrictions for events anymore?
No. There are no longer room capacity restrictions (other than those from the fire marshal).
Office of the Registrar Questions:

If we need to cancel a 25Live reservation, how do we do that?

If you need to cancel a 25Live event please email reg-events@stanford.edu