



Event/Meeting Guest Approval for Approved UCSF Event

Request
Date:

*Instructions: **This form is for non-UCSF guests invited to a UCSF-sponsored event or meeting, on or off campus.** Please fill out this form in its entirety. Incomplete forms will be returned. Once complete, the requestor should email the form to the appropriate reviewer listed at the end of the form, based on the requestor's school or unit. **Requestors are required to retain a copy of this approval for three months.***

Note: Approval of this guest list is separate from the approval of the meeting or event.

- Approval of the meeting/event is not always required, but depends on the COVID level; the number of participants, staff, and servers at the event; and public health requirements. For details on the current process for approval of the meeting/event, see the [Guidance for Hosting Meetings and Events](#).
- Approval of the guest list for a meeting/event is submitted after the meeting/event is approved, or—if no approval is required—when the meeting-event is being planned and the guest list is known. It must be submitted at least a week before the meeting/event.

PART I: UCSF REQUESTOR DETAILS

Name:	Phone:	UCSF Email:
UCSF School or Unit:		UCSF Department:
Faculty <input type="checkbox"/>	Student, Resident or Fellow <input type="checkbox"/>	Staff or Post-Doc <input type="checkbox"/>
Name of Program Supervisor or Chair who agrees with this request: (Final approval must be requested through approver listed at end of document)		

PART II: CAMPUS ESSENTIAL GUEST DETAILS (on attached sheet)

Name, email, event date, and campus location of each non-UCSF guest must be listed on the attached sheet		
Are all guests fully vaccinated*?	Yes • No •	List any non-vaccinated individuals on attachment
Have any guests traveled outside of California in the past 10 days?	Yes • No •	List travelers from outside California on attachment

* Non-UCSF guests must be up-to-date on vaccinations to attend or support an in-person meeting or event. Up-to-date vaccination status is defined as meeting criteria in A or B:

A. COMPLETED an initial [FDA- or WHO-approved two-dose vaccination series](#) more than 5 months ago (or one-dose Johnson & Johnson more than 2 months ago) and you have **RECEIVED** your booster.

B. COMPLETED an initial [FDA- or WHO-approved two-dose vaccination series](#) less than 5 months ago (or one-dose Johnson & Johnson less than 2 months ago), and more than 14 days since you completed your vaccination series (i.e., **NOT YET** booster eligible)

*Examples of individuals who are **not** up-to-date:* have not completed the dose requirements of a COVID vaccine, or have not had the booster if eligible, or have not received an FDA or WHO-approved vaccine.

PART III: ESSENTIAL VISIT DETAILS

Name of Event:	
Event Date(s):	Event Location:

Once the above sections are complete, please email the form to the appropriate reviewer listed below, based on your school or unit. Note: per standard university procedure, the listed approvers below may not sign their own form, but must be approved by the person to whom they report, or his/her designee.

Approvers for Requests for Faculty, Research-Related Staff, and Administrative Staff:

- School of Dentistry: [Michael Reddy](#)
- School of Medicine designee for the Dean: [Simon Schuster](#)
- School of Nursing designee for the Dean: [David Rein](#)
- School of Pharmacy designee for the Dean: [Alesia Woods](#)
- Graduate Division: [Nicquet Blake](#)
- Institute for Global Health Sciences: [George Rutherford](#)

Approvers for Requests Pertaining to Other Not-Up-To-Date Administrative Staff or Recruitments:

- Chancellor's Office
 - Chancellor's Immediate Office designee: [Terri O'Brien](#)
 - Office of University Development & Alumni Relations: [Erin Hickey](#)
 - Office of Communications: [Won Ha](#)
 - Office of Community & Government Relations: [Francesca Vega](#)
 - Office of Diversity and Outreach: [Renee Navarro](#)
 - Office of Legal Affairs: [Greta Schnetzler](#)
 - Office of Science Policy & Strategy: [Keith Yamamoto](#)
 - Office of Chief Ethics and Compliance: [Brian Smith](#)
- Executive Vice Chancellor & Provost designee: [Clarice Estrada](#)
- UCSF Health CEO designee: [Cynthia Chiarappa](#)
- Finance & Administration designee: [Stephanie Mackler](#)
- Director of Talent Acquisition for recruiting visits: [Steven Wiseman](#)

APPROVAL AUTHORIZATION FOR VISIT REQUEST (completed by approver)

Approver Name:	Approver UCSF Email:
Approver Title:	
Approver Signature:	Date:

I have reviewed this Event/Meeting Visit Request, and it is:

APPROVED

NOT APPROVED

Additional Approval or Not Approved Details

If UCSF disallows the entry of event/meeting visitors after this approval, the requester must arrange cancellation of visit and substitute remote connection if desired.