UTSA.
College of Business

Event Policy

The College of Business has developed this Event Policy to clarify for college faculty, staff and students the proper procedures to follow when hosting virtual or on campus events.

This policy applies to all co-curricular or co-sponsored events, even those that are not open to the public. Examples of such events would be guest lectures (not associated with an academic class), academic presentations (outside of the classroom), information sessions, etc. Department and office meetings would not be included in this process.

<u>Event Reservations</u>

Individuals that schedule and host college events will need to be given access to the College of Business RowdyLink account. Contact Maureen Bird to be added to the college account. For detailed steps on how to put events in RowdyLink, please refer to the *COB RowdyLink Event Guide*.

Virtual Event Scheduling
As you prepare for a virtual event, your first step is to enter your event into UTSA's RowdyLink system (even for College of Business spaces). UTSA requires the use of RowdyLink so that all event information is centrally located.

In-person Event Scheduling
If your event will be held on campus, the first step for faculty, staff and registered student organizations is to request university and event space through UTSA's 25 Live event reservation system. This process streamlines the event planning process and ensures the safe use of UTSA facilities.

If you need to reserve space controlled by the College of Business, the Executive Conference Room (BB 4.02.10), 4th Floor Seminar Room (BB 4.02.02) and 3rd Floor Seminar Room (BB 3.03.16) can be reserved by contacting Shelly Dotson in the Dean's Office at (210) 458-4313.

Space in the Center for Professional Excellence (BB 1.01.20) can be reserved by contacting CPE staff at (210) 458-4778.

Once your room reservation has been confirmed, then you enter your event into RowdyLink (even for College of Business spaces).

Event Attendance Tracking

As part of enhanced efforts to better track engagement opportunities for our students for both accreditation reporting as well as to allow students to develop experiential transcripts, the UTSA College of Business will require event tracking for all college events through RowdyLink.

For detailed steps on how to establish attendance tracking in RowdyLink, please refer to the *COB RowdyLink Event guide*.

Virtual Events
When an event is created via RowdyLink, an attendance link will be displayed on the event page. At the start of your virtual event, have student participants check-in by using the link. Before each event, you can shorten the long URL link into a short bitly link for a cleaner look. (Please see bitly creation guide for details on how to create a bitly). Use the COB Attendance Tracking Slide to help instruct students on how to check in.

On Campus Events
When hosting an event on campus, students will check in using the campus labs check-in app. (Please see campus labs check-in app guide for details on how to us the app.) If for some reason the app is not working, have a laptop or iPad on hand to check-in the students using their abc123.

Off Campus Events
Off campus events will use the same check- in process as on campus events.