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MEMORANDUM CIRCULAR NO. 47

Series of 2021

T O: Vice Presidents, Chancellors, Directors, College Deans, Department and Unit Heads

R E: Conduct of Webinars and other Virtual Events with the University Integrated Media Center

Many of our university activities have shifted to virtual alternatives, such as webinars, because of the limitations on mass gatherings due to the pandemic. We believe the conduct of these events should reflect our university's commitment to excellence and professionalism.

I am instructing the **University Integrated Media Center** and the **VSU Web Team** to formulate implementing guidelines for the conduct of webinars or online events that meet any of the following criteria:

- Involves university students and external participants
- Involves external guests (except for meetings)
- Livestreamed publicly on video and social media platforms
- Organized by the university or any of its units

Currently, requests to conduct these events go directly to my office for approval. Starting May 2021, all such requests must be coursed through the Head of the UIMC for clearance before final approval. This is to ensure the feasibility of the event and the availability of multimedia facilities and staff that will provide technical assistance to make the program happen.

The UIMC will also organize a training for units interested in organizing and hosting webinars and other virtual events on their own.

For your guidance and cooperation.


EDGARDO E. TULIN
President