Instructions for Proposing an IAP Activity Not Affiliated with a DLC or Student Group

The ability to post an IAP activity to the Events Calendar and reserve most on-campus space is restricted to designated staff or group officers within Departments, Labs, or Centers (DLCs) or ASA-recognized student groups. Because some IAP activity organizers do so as individuals rather than on behalf of a recognized group, the Office of Experiential Learning (OEL) can assist with posting activities and reserving space for activities deemed appropriate for IAP. We use the term "activity" to refer to all non-credit classes, workshops, and events offered as part of IAP. Current MIT students, staff, and faculty are welcome to propose activities.

Proposals must be submitted by **December 1** and will be considered on a rolling basis. Proposing an activity does not guarantee that you will be able to offer your activity, and you may be asked to supply additional information before your activity is approved.

Proposals must address **all** of the following items:

1. What is the name of the activity you are proposing?

2. Please describe the activity in 2-5 sentences

3. Who is organizing the activity and how are they affiliated with MIT? Please list all organizers' names and email addresses and provide a phone number for one primary point of contact.

4. Why are you proposing this activity to OEL rather than offering it through another DLC or student group? We strongly encourage IAP activity organizers to work through a DLC or student group if possible but recognize that is not always feasible.

5. What dates/times do you plan to offer the activity? If multiple sessions are offered, are participants expected to attend all sessions?

6. How many participants do you expect? (Rough estimates are okay)

7. Where do you intend to host the activity? Note: OEL can assist with booking space, but activity organizers may incur a fee for using certain spaces. You can find an overview of on-campus spaces here: https://institute-events.mit.edu/plan/venues

8. Does this activity meet any of the conditions that require event registration: https://institute-events.mit.edu/plan/event-registration?

9. Does this activity meet any of the conditions that would require a safety plan: https://ehs.mit.edu/campus-workplace-program/event-exhibit-safety/?

Please email your answers to items #1-9 to Kate Weishaar (katew@mit.edu). We will follow up within 1 week. Additional information may be required before your activity is approved and posted.