Guidance for departmental convocation events:

1. In-person convocation events.
   1. In-person events must be held in one of the approved outdoor spaces at UNM
   2. Guests (including non-graduating students) are not allowed at in-person events
   3. Departments are encouraged to live-stream (facebook, youtube or zoom) or record ceremony, so family members and friends can watch online
   4. In-person events must conform with 6’ physical distancing between all attendees
   5. Masks must be worn at all times by all attendees, including while speaking, crossing stage, and receiving items.
   6. If a professional photographer is on-site, a graduate’s mask may be only removed for a photo in an isolated space separate from the stage
   7. Contact with individuals should be minimized to distributing items (diplomas, certificates, hoods). Hooding by another individual is not allowed. Pinning is allowed. Hugs and embracing should be avoided
   8. Event locations must have a perimeter to control entrants to the space
   9. Event locations must have sanitation stations and be sanitized between ceremonies if being used by multiple departments
   10. Event locations must have access to restroom facilities
   11. Event locations must be accessible to those with disabilities
   12. Musicians may perform at in-person events while wearing masks at all times and at an enhanced distance of 9’ from another individual
   13. Food and drinks are not allowed
   14. Costs for events must be paid for by the department/college
   15. All in-person events are subject to NM DOH health orders at time of event
   16. Please reach out to Ryan Lindquist at [depar@unm.edu](mailto:depar@unm.edu) for information on location scheduling, costs, walkthrough, and other details
2. In-person convocation event venues
   1. Small department ceremonies (50 total individuals or less)
      1. Centennial Engineering Building Courtyard
         1. Equipment Available
            1. 16’ wide by 12’ deep stage
            2. Lectern
            3. Public Announcement System
            4. Tables
            5. Chairs
            6. Sanitation Stations
            7. Restrooms
         2. Streaming must be arranged by department
   2. Medium department ceremonies (150 total individuals or less)
      1. Law School Lawn
3. The venues are being scheduled from 5/10-5/15
   1. Keep in mind the University Wide Commencement is 5/15 from 9:00 am through 12:00 pm
4. The number of students participating will = time allotted for event
   * 1. 50 or less = 45 minutes
     2. 51 to 150 = 1 hour
     3. 150+ = 1 ½ hour
5. Units should be prepared to adjust plans in response to changes in University policy, DOH guidance, or adverse weather as of the date planned.