

Any KSRE employee who plans to hold a face to face event, must submit the following information as soon as planning begins. Send this information immediately for any events already on the calendar. All submissions will go to Dr. Gregg Hadley, Director for Extension.

Your Name:

Gregg Hadley

Your Email:

ghadley@ksu.edu

Unit/Department/PFT Name:

Extension Admin

Name of Planned Program/Activity:

The Succession Planning Series

My role in this program/activity is:

Agent

Specialist

Researcher

PFT Leader

KS Forest Service or Other

Brief description of proposed program/activity, including educational objectives.

Participants will build a succession plan.

Date of program/activity:

Ongoing

Press **F11** to exit full screen

Justification for face-to-face mode of delivery (1000 words or less):

Some of our participants do not have the capability of using technical tools like Google Docs that would be needed to do it completely virtual. Additionally, our collaborating partner, HBK Financial, insists on having face-to-face options.

Describe in detail your plan for COVID-19 mitigation during this event.

Masks, social distancing, boxed lunches, hand sanitizing stations, less than 50 people (12 targeted), room capacity = 40

Will you offer a virtual option to make this program accessible for those who do not feel comfortable in a face-to-face environment? (Can be live or recorded)

I have reviewed my proposed event plans with my Department Head and have their approval to proceed with a face-to-face event.

Yes

