



Student Success & Leadership Centre

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University of Windsor Welcome Week 2021

Welcome Week Event Cancellation Plan

During Welcome Week (Saturday, September 4th – Friday, September 10th), all events must run as scheduled unless notice is given.

In case of special circumstances, all event cancellation decisions must be made at least 3 hours prior to the event.

However, if an event takes place before 12:00 PM (noon), the cancellation decision must be made by 6:00 PM the night before.

If a decision is made to cancel an event, it is the responsibility of the event planner to immediately e-mail eventregistration@uwindsor.ca or uwindsorwelcome@uwindsor.ca with the decision.

The decision will then be communicated to the students through the following social media outlets:

- Welcome Week Website - uwindsor.ca/orientation
- Facebook - University of Windsor Student Experience
- Instagram - UWinStudentExp
- UWinConnect App

This will be communicated to the students no less than 2 hours before the original event start time.

Event Rescheduling or Relocation

Rescheduling or relocation of an event can only be made for extraordinary circumstances. The decision to reschedule or relocate an event must be made at least 3 hours prior to the event, or, if an event takes place before 12:00 PM (noon), the decision must be made by 6 PM the night before.

After the decision is made, the event planner must immediately e-mail eventregistration@uwindsor.ca or uwindsorwelcome@uwindsor.ca. It will then be communicated to students through the Welcome Week website and Facebook pages.

NOTE: It is the responsibility of the event organizer to contact all other people or services that were scheduled for the purposes of the event (room bookings, catering services, etc.) regarding the cancellations or event changes. For this year, ALL of the Student Success and Leadership events are being held fully online.