

Dear ASEE Members and Stakeholders,

One of our primary concerns is maintaining the health and safety of those attending our conferences and meetings; we are thus monitoring the Coronavirus (COVID-19) situation and how it may affect ASEE events (e.g., Research Leadership Institute, CoNECD, Engineering Deans Institute, and the Annual Conference and Exposition).

All four meetings are scheduled to proceed. As the situation progresses, we will update you about changes or contingency plans on the ASEE website, via our Twitter and Facebook feeds, and in email.

In addition, we are taking the following steps directly to ensure the health of our event attendees:

1. Our hotel/convention centers will have hand sanitizer stations around the venues.
2. We're instituting a "no handshake rule," with attendees encouraged to be creative (elbow bumps, bows, hand on heart gestures, etc.).
3. We are implementing the [CDC recommendations to businesses](#).
4. We will provide disposable thermometers.
5. We are inserting [CDC guidelines](#) to individuals into conferee bags.

In recognition of the challenges faced by our overseas stakeholders, we are extending our refund request deadline indefinitely to those residing in countries that:

- The [CDC recommends avoiding nonessential travel](#), categorized as Warning Level 3 or Alert Level 2. This currently includes China, South Korea, Iran, Italy, and Japan.
- Are restricting the movements of their citizens due to a large-scale quarantine. To the best of our knowledge, this currently includes China, Italy, and Japan.

If you reside in one of these countries and would like to cancel your registration and request a refund, please email [conferences@asee.org](mailto:conferences@asee.org).

At this time, press reports indicate that persons with certain underlying health conditions such as cardiovascular disease, diabetes, chronic respiratory illness, high blood pressure and cancer are most at risk. If you have one of these conditions and would like to cancel your registration and request a refund, please email [conferences@asee.org](mailto:conferences@asee.org).

General information is available at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

Sincerely,

Stephanie G. Adams, Ph.D.,  
President  
American Society for Engineering Education