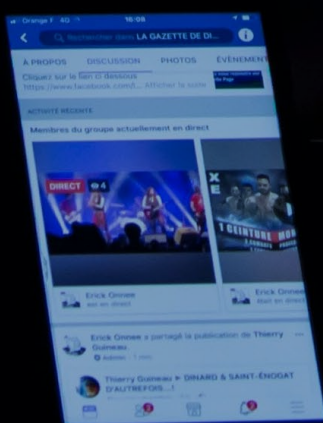


meet
events

Meet Events – Keeping you
and your guests safe





Mission Statement

At Meet Events, we are working hard to help our clients stay connected and keep safe.

Through careful research, we have developed a clear understanding of government guidelines. We're ready to help you follow industry-leading standards and deliver Covid-safe events in 'the new normal'. Whether virtual, face to face or a hybrid of the two, we can help you plan and execute safe, low-risk events that are creative, meaningful and inspire real connections.

The guidelines below have been designed to help you navigate some of the new protocols put in place to keep events safe and ensure best practice at every touchpoint of the guest experience.

Guidance BEFORE your event

- It's recommended you complete a COVID-19 Impact Assessment (CIA) for each event, in the same way you complete a Privacy Impact Assessment (PIA) in relation to data privacy.
- Check and follow the advice from local authorities in the community where you plan to hold your event.
- Create checklists for each stage of the project (pre-event planning, onsite operations, post event communications) so that the project manager can make sure the risk measures are being assessed and the relevant levels of controls are being implemented. These should be documented for your records.
- Verify information and communication channels in advance with key partners like public health and healthcare authorities.
- Pre-order sufficient supplies and materials, including tissues and hand sanitiser, for all participants.
- Actively monitor COVID-19 outbreaks. In advance, advise guests against attending your event if they have any symptoms or feel unwell.
- Make sure all organisers, participants, caterers and visitors at the event give you their contact details: mobile phone number, email and the address where they're staying. State clearly that their details will be shared with local public health authorities if any participant falls ill with a suspected infectious disease.
- Develop and agree on a response plan in case someone at the meeting becomes ill with symptoms of COVID-19.

Venue Sourcing/Management

- All venues must have a thorough and robust published policy to work with Meet Events, including evidence that they have carried out a COVID-19 risk assessment which meets with all aspects of government and PHE guidance. This provides the assurance that minimum cleaning protocols under COVID-19 measures are being met.
- Preferred venues will be those which:
 - Are fully air-conditioned.
 - Have specialised air filtration systems.
 - Have ample outdoor space for your event, and for other guests and events which may be taking place at the same time.
 - Ensure that room designs meet current government social distancing requirements.
 - Use an exam room layout if tables are needed, or theatre-style with required distance between chairs and rows. Depending on the event date, prepare alternative plans based on 2m, 1.5m and 1m distancing. In all cases, review guest flow to manage potential cluster points and crowding.
 - Ensure event crew (such as graphics operators, technical crew etc.) have enough space to socially distance behind the stage set.
 - Segregate, where possible, conference spaces from public areas and any other events taking place at the same time to ensure processes cover all involved. Event attendees should have separate entrances and facilities (e.g. car parks/bathrooms etc.).
 - Keep all areas well ventilated, using open windows, air conditioning and air filtration as appropriate.
 - Use outdoor spaces for catering and for breakouts if possible.

Our Staff/Contractors

- We make sure that all contractors and suppliers have submitted their risk assessment documents detailing how they're minimising the risks for event attendees and their own staff in relation to COVID-19.
- All contractors and suppliers must be familiar with the specific control measures as outlined in your risk assessment and will receive copies of your documentation before they arrive onsite.
- Our staff and suppliers will undertake training on social distancing and increased hygiene measures.
- Our staff and suppliers will be given appropriate personal protective equipment (PPE).

Registration

- Registration for all events must be mandatory. We recommend using a registration platform which allows you to access live data and communicate with all registered attendees before, during and after your event across multiple channels of communication.
- Attendees should be asked to:
 - Confirm their travel history (if applicable).
 - Complete a Health Declaration.

- Assess which communication channels will work best for you to send updates to all event attendees, crew and contractors quickly and in real time with specific COVID-19 related messages: through text, WhatsApp, event websites, registration or ticket sites, email, social channels, event apps and onsite signage.

Technology

- With your help, we'll aim to digitise events as much as possible: no lanyards, badges, paper printouts etc.
- We'll avoid manual check-ins if possible, and use QR codes for contactless check-in. If manual check-in is unavoidable, we'll use a dedicated person to avoid multi-touch device handling and provide sneeze screens where possible.
- For those unable to attend your event, we can offer virtual access. Well-designed hybrid events offer an equally valuable experience to guests whether they're onsite or online. Hybrid events are inclusive and sustainable, and they let you engage with far larger audiences safely. We marry the best venue with the best technology to achieve a rewarding experience for all your attendees.

Catering

We'll work with the venue to manage social distancing onsite, including:

- Considering where cluster points will be (check-in/registration, toilets, catering etc.) and implementing solutions to limit them.
- Communicating with guests through signage (e.g. floor graphics) to help them maintain social distancing.
- Making sure a robust cleaning schedule is followed during the event, including sanitation of all equipment and high-touch areas.
- Making sure all public and high-touch areas have anti-bacterial gel and/or barriers available (e.g. toilets, taps, door handles etc.).
- Exploring catering provisions, such as mobile ordering, contactless collection, pre-packed options and pre-plated individual dishes, as well as staggered catering times and socially distanced seating.
- Offering individually wrapped cutlery, condiments and confectionery where possible.
- Replacing large bottled water with individual bottles of water.

People Movement

- Event timings should be staggered to reduce the number of guests at the event at any one time and reduce stress on cluster points (such as registration or during catering).
- Consider creating arrival time slots and communicate with guests via an event app.
- We'll include floor markings to mark social distancing and movement e.g. one-way systems, corridor systems, guidance to walk on the left etc.
- Signage should be used to remind guests to uphold current government social distancing requirements at all times and to wash hands regularly for 20 seconds – especially on arrival, before and after eating or drinking, after using the toilet, before and after smoking, before leaving the event and on arrival at home.
- Additional graphics, such as floor graphics, can be used to support social distancing requirements.



Cleaning and Hygiene

- We'll introduce hand sanitiser stations at each touch point.
- Wipe stations will be available for guests to wipe down phones, laptops etc.
- An enhanced cleaning schedule will be implemented throughout any venue we contract.

Guidance AFTER your event

- We'll help you to implement a post-event debrief with your team, the venue and suppliers, to assess the effectiveness and suitability of control measures and review your procedures going forward.
- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace participants who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- If someone at your event was isolated as a suspected COVID-19 case, let all participants know and advise them to monitor themselves for symptoms for 14 days. If they start to feel unwell, they should stay at home and contact the relevant public health authority.
- Advise all guests, clients, staff and contractors that if they develop any COVID-19 symptoms after returning home, they should stay at home and self-isolate, avoiding close contact with other people. They must also contact NHS 111 and your Infections Mitigation Coordinator so that anyone else they came into contact with during the event can be notified and offered the appropriate advice.
- Advise all guests, clients, staff and contractors that if a case of infection occurs during or after your event, an approved test, track and trace service may be in touch. They must give any requested information and follow advice.