



PHYSICAL DISTANCING

Events will maintain a maximum capacity and density of participants in accordance with relevant official government and regional guidance.

In most cases this will mean that events will be set up in such a way to allow physical distancing. For example we may introduce barriers or floor markings to indicate required spacing and for our larger events there may be increased spacing between exhibition booths and between seats in meeting rooms.

- ✓ All attendees should check they can travel safely to the event before making the journey. Event registration will be low touch and set up to ensure social distancing
- ✓ To make sure you are making the most of your time at the event, we may ask you to use our online event tools and apps to arrange meetings in advance
- ✓ Where possible, we will ask you to register online and print your badge at home
- ✓ Our suppliers will be required to comply with our Events Shield to ensure social distancing and hygiene requirements are maintained throughout the event (including set-up and dismantling post-event)
- ✓ Please follow entrance/arrival instructions: we may use staggered arrival times, capacity limits, designated time slots and other measures to manage the flow of attendees
- ✓ We will work with the venue to ensure the required distancing and capacity measures are put in place and that enhanced food safety is introduced for restaurants and any other food or drinks areas
- ✓ We may manage the flow of participants through the event space with the use of one-way systems and clearly demarcated walking routes
- ✓ Where required, we will offer pre-packed food and drinks options and reduce the use of buffet-style self-service stations
- ✓ If appropriate, we will make sessions available digitally to allow all participants to take part even if they can't be in the same room