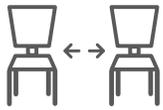


# A Guide to Planning Your Next Event or Meeting



The following are some helpful suggestions to consider for your next event.

## CAPACITY



Reduce and customize capacity and layout per room to adhering to physical distancing guidelines and attendee flow. Create time slots across event days. Reduced capacity in room sets will still offer enough accessible seating, including companion seats, to comply with disability laws.

## ATTENDEE FLOW



Establish entrance/exit traffic plan in one direction with aisles clearly marked and easily identifiable for attendees to assist with traffic flow.

## LAYOUTS



Adhere to physical distancing guidelines with wider aisles and cross-aisles, buffer space in between booths if no protective barrier is present. Create “huddle rooms” – small and private meeting areas, capable of seating 3-6 people spaced out, equipped with teleconferencing and collaboration technologies.

## EXHIBIT BOOTHS



Establish booth density numbers ensuring exhibitors and attendees can maintain 6' of distance from each other, install dividers, and provide contactless alternatives to physical engagement.

## CONTRACTORS & LABOR PARTNERS



Provide dedicated labor entrance/exit, check in stations with 6' queue separations and floor markings, health screenings, temperature checks, PPE, and safety briefings each morning.



## MATERIAL HANDLING

Equipment should be wiped down prior to use and not shared throughout a shift. Spray down all furniture with tags indicating when it was last sanitized.



## CONCESSIONS/CATERING

Provide physical distancing seating and waiting lines, hand sanitizers or sanitizer touch pads at entrance and around service areas. Offer contactless concessions to minimize human contact points, provide only individual servings and beverages, plated with lids, boxed or action stations with sneeze guards and attendants.

## ARRIVAL/DEPARTURE



Provide health questionnaires and temperature screening services at entrances crafted by an approved EMT service provider or certified medical representative position. Shuttle bus pick-up/drop-off locations stationed sufficiently apart to allow for physical distancing. Set up registration areas with physical distancing based on current CDC guidelines. Provide digital credentials instead of physical badges and lanyards and scan at entry and exit doors to allow for contact tracing.



## SIGNAGE

Set up throughout to promote physical distancing, elevator capacities, and hygiene reminders.

**The above are just a few thought starters for consideration for your next meeting.**

## EXPERT ADVICE FOR CUSTOMERS

Meeting planners can tap into the knowledge provided by Philadelphia Convention & Visitors Bureau Chief Health Advisor Dr. David Nash. An acclaimed national leader in population health, Dr. Nash provides guidance on best practices for safe events.

