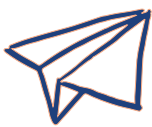




# Conference Considerations:

## Planning for meetings in a post-quarantine society

### Starting here...



Are there **travel restrictions** impeding the arrival of your speakers, exhibitors or attendees?



What are the **group size limits** mandated by the venue, state or federal government?



Will attendees be required to **wear a mask** or gloves?



Will you require **health screenings** to enter the venue (and to what extent)?



Is there access to **hand sanitizer or disinfectant wipes** during the event?

### Keeping Safe Distance



Do you have a **staggered seating** arrangement?



Can you **simulcast** the keynote or plenary session in multiple spaces?



Have you **alternated breaks and lunch times** to accommodate smaller groups?



Do you need **taped lines** for registration, exhibits, etc.?

### Ask the caterer...

- If they have no contact, or low contact options for food service.

**Are you interested in participating in a virtual discussion on this topic?**

### Minimizing Touch Surfaces

- Can attendees be checked in electronically, or without sharing a writing utensil? (Great time for a promotional pen!)
- Can you provide digital training information instead of paper?
- Make sure to wipe down laptops and slide advancers between speakers if they're sharing.
- Try not to share microphones, and if you have to... disinfect.