

# COVID-19 MEASURES



## Venue

- ✔ Seating to be adapted as per government guidelines
- ✔ One way walking systems will be introduced where possible
- ✔ Signage specifying venue and event-specific social distancing measures will be displayed around the venue
- ✔ Complimentary use of registration software system – Giving the ability for track and trace of all attendees
- ✔ We will work with our clients to prevent congestion such as staggered arrival / departure times and catering breaks
- ✔ Hand sanitisers available throughout the venue
- ✔ Protection screens fitted at reception desks
- ✔ Complimentary face masks provided where necessary
- ✔ Clinical waste bins provided specifically for PPE to be disposed of at exit points
- ✔ High touch points frequently cleaned throughout the day
- ✔ Elevators are reserved for use by delegates with mobility requirements
- ✔ Toilets frequently cleaned and monitored
- ✔ Enhanced cleaning regime carried out each evening
- ✔ Zoono anti-microbial protection technology used throughout venue. This is a fogging spray that once has

bonded to a surface, it provides continuous protection and kills any new pathogens repeatedly for up to 30 days

- ✔ A full service and changing of filters has been carried out on all the building fan coil units
- ✔ Cloakrooms are currently not in use

## AV

- ✔ Hybrid events available with in house technician team
- ✔ No roving or lapel microphones will be available for Q&A, however complementary Q&A and polling platform software will be offered for delegates to raise questions using their mobile phones

## Catering

- ✔ Individual water bottles will be provided for each guest
- ✔ The catering team will be equipped with Personal Protective Equipment which must be worn at all times
- ✔ The catering area will be controlled to reduce overcrowding and ensure social distancing is maintained
- ✔ Condiments, milk, sugar and biscuits will be individually packed
- ✔ Individually packed lunch offering
- ✔ Where necessary, queuing systems will be put in place to maintain social distancing
- ✔ Increased cleaning of frequently touched objects and surfaces

	Dimensions (Metres)	Normal	Social Distancing 2 Metre	Social Distancing 1 Metre
<b>Constellation</b>	22.10 x 12.95	300	Theatre 46 toptable for 2	Theatre 96 toptable for 2
<b>Alexander G. Bell</b>	12.00 x 7.00	80	Theatre 15	Theatre 28
<b>Copernicus</b>	10.6 x 6.10	60	Theatre 12	Theatre 24
<b>Isaac Newton</b>	9.79 x 6.01	45	Theatre 12	Theatre 20
<b>Apollo</b>	12.06 x 7.97	60	Theatre 11	Theatre 24
<b>Marconi</b>	11.83 x 6.53	50	Theatre 11	Theatre 20
<b>Galaxy</b>	24.1 x 5.7	168	Theatre 33	Theatre 56
<b>Halley</b>	18.59 x 8.00	110	Theatre 23	Theatre 44

## 99 CITY ROAD CONFERENCE CENTRE

99 City Road, London EC1Y 1AX T: +44 (0)20 7728 1106 E: conference.centre@inmarsat.com