



CONGRESSES AND MAJOR TRADE FAIRS

These instructions apply to: conferences, congresses, major trade fairs, company conventions and similar events. Depending on the specific context, these instructions will be supplemented with those relating to catering (with particular reference to procedures for buffet service).

1. The maximum number of participants at the event must be assessed by the organisers based on the capacity of the spaces chosen, in order to reduce crowding and allow social distancing.
2. Reorganise spaces to guarantee orderly access, so as to avoid people gathering and to ensure they can maintain a distance of at least 1 metre from each other, with the exception of people who are not required to social distance according to current regulations. This is a matter of personal responsibility. Where possible, provide separate entrances and exits.
3. Provide appropriate information on prevention measures, which can also be understood by foreign visitors, either using appropriate signs and posters and/or audio/video announcements, or through staff responsible for monitoring and promoting compliance with such measures. These staff members should also encourage the visitors themselves to take responsibility for complying with these measures.
4. Promote the use of digital technologies in order to automate processes relating to organisation and participation (e.g. booking and ticket payment systems, completing forms, printing out means of recognition, entry registration systems, conducting assessment and approval tests, delivering attendance certificates) in order to avoid the usual gatherings; keep an attendance register for a period of 14 days, in accordance with privacy regulations. Where not already equipped with physical barriers (e.g. screens), the secretariat and reception desk will have to be adapted. Access should only be granted to properly registered users.
5. Body temperature measurements may be taken, with access denied to those with temperatures above 37.5 °C.
6. Clothing and personal items must be stored in appropriate garment bags in the cloakroom.
7. Hand sanitiser must be made available to users and staff in various places (e.g. ticket office, meeting rooms, conference halls, toilets, etc.), and their frequent use should be promoted.
8. In the conference halls, ensure seating is arranged so as to enable the minimum distance of at least 1 metre to be maintained; this distance may only be reduced with the use of appropriate physical barriers that can prevent droplet transmission. The speakers' table and presentations podium must be rearranged to allow for a safe distance that enables speakers/moderators to speak without wearing a mask.
9. The devices and equipment made available to speakers, moderators and the audience (e.g. microphones, keyboards, mice, laser pointers, etc.) must be disinfected before initial use, checking that they are disconnected from the power source. Subsequently, they must be protected from possible contamination by a food- or medical-grade film, which may be replaced for each user.
10. As they share the same environment for prolonged periods of time, all delegates and support staff (e.g. reception and technical staff, conference hall tutors) must wear airway protection masks for the whole duration of activities, and wash their hands frequently with sanitising solutions.
11. Reorganise the spaces in the poster areas to encourage the observance of social distancing. Consider limiting access and promote the remote use of material by participants. Any information or scientific documents should preferably be made available in self-service display units (which visitors can access after appropriate hand hygiene measures) or digitally.



12. In the exhibition areas, reorganise the areas between the spaces for individual exhibitors in order to encourage the observance of social distancing, and consider limiting access to individual stands. Any information or promotional material or gadgets should preferably be made available in self-service display units (which visitors can access after appropriate hand hygiene measures) or digitally.
13. Spaces must be cleaned and disinfected regularly, in any event after every group activity, with particular attention to the surfaces touched most frequently, the toilets and communal areas (e.g. refreshment areas, buttons on drink and snack vending machines).
14. Internal spaces should be regularly aired. Given the numbers of people and time they spend within the premises, systems must be checked to ensure they provide adequate ventilation with fresh air in accordance with current regulations. In any event, the number of people attending must be correlated to the actual supply of fresh air. For air conditioning systems, if technically possible, the air recirculation function must be completely disabled. In any event, measures to ensure adequate ventilation, using fresh air and/or the air-conditioning system, must be further strengthened, and recirculating air filters must be cleaned with the system turned off to maintain adequate levels of filtration/removal. If technically possible, the filtering capacity of the recirculation unit must be increased, with existing filters replaced by higher quality filters, ensuring air flow rates are maintained. Air extractors in the toilets must be in operation continuously.

