

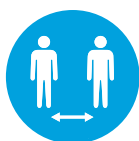


# ARE YOU READY TO MEET AGAIN?

During the initial phase of recovery, physical distancing will hugely impact the meeting room requirements and capacities. Eventeam will assist you in implementing the new guidelines and in adapting your event needs to the new reality.



**HEALTH  
& SAFETY**



**MEETING  
DESIGN**



**TRAFFIC  
FLOW**



**HYBRID  
EVENTS**

MEMBER OF





## HEALTH & SAFETY

Eventeam has adopted an increased engagement strategy incorporating risk assessment and method statements, plus a new contingency plan for events today.



Every day, at our **warehouse** and **offices**, high-touch items and equipment are regularly cleaned using disinfectant. Any cross-use of equipment is avoided as much as possible.



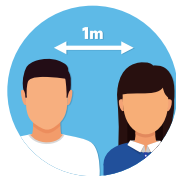
Hand sanitizers and disinfectant are available at events for the whole team at the technical desk.



The use of **face masks** is mandatory at all times.



Staff have their **temperature** checked twice daily.

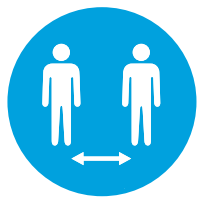


Physical contact is avoided and recommended distancing is observed at all times.



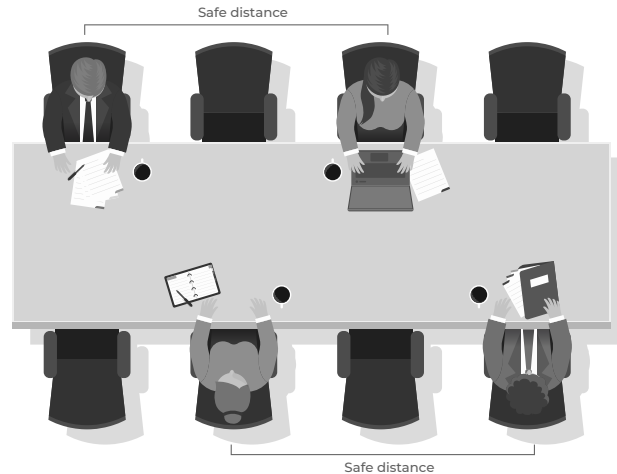
High-touch items are cleaned prior to the start of each event, and are cleaned after use throughout the event. Such items include the following:

- ✓ *All types of microphone*
- ✓ *Lecterns*
- ✓ *Polycom /StarPhone Unit*
- ✓ *Radios and other comms equipment*
- ✓ *Laptop/computer, keyboard and mouse*
- ✓ *Wireless presentation accessories*
- ✓ *Power strips*
- ✓ *Monitors and tablets*
- ✓ *Flip chart markers*
- ✓ *Tech table Equipment*



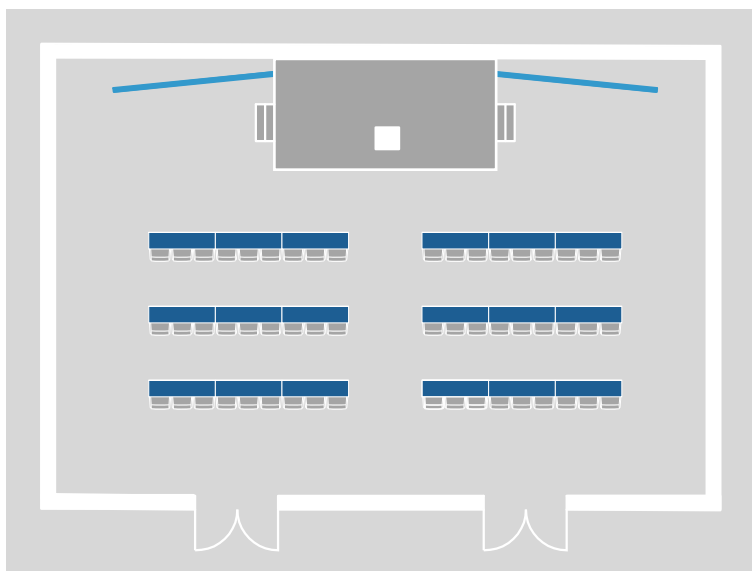
# MEETING DESIGN

More space between delegates means a massive reduction in meeting room capacity! Let's re-design the floorplans!

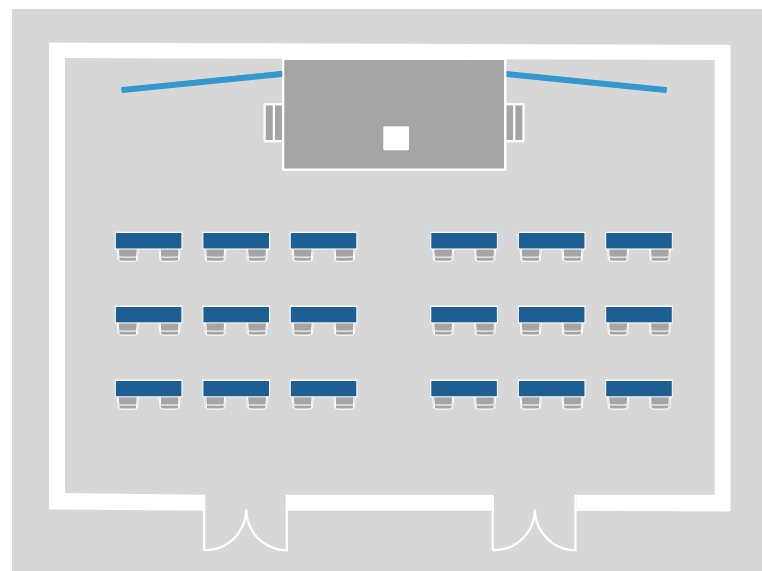


## Meeting (re)Design

- ✓ *Smaller audiences in larger meeting rooms*
- ✓ *Review audio-visual needs*
- ✓ *Consider new layouts such as 'lounge' or 'café terrace' seating*



*Tradicional setup*

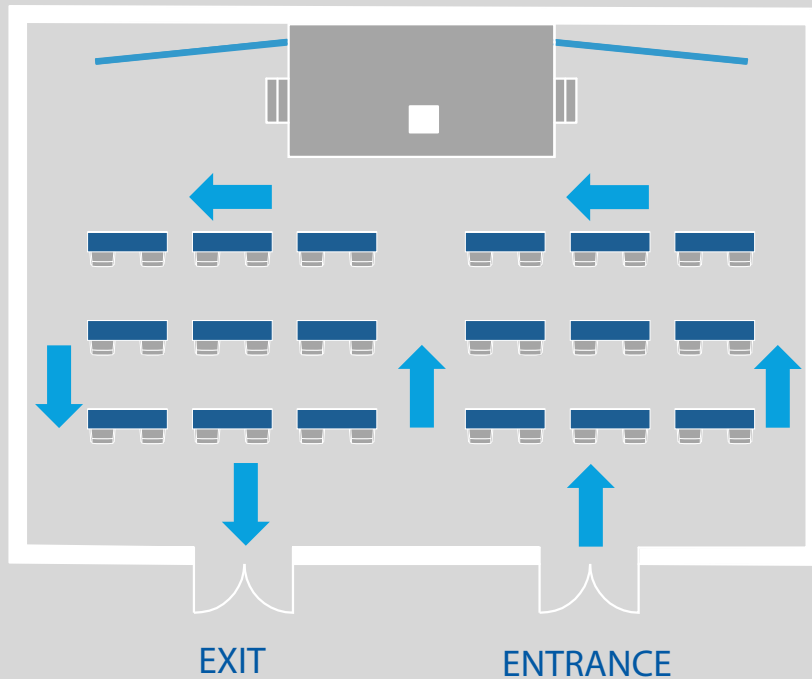


*NEW setup*



# TRAFFIC FLOW

Help your delegates to maintain the recommended physical distancing! Eventeam will optimize the traffic flow according to the room layout and audience by working closely with the venue and the client.



Signage becomes essential to facilitate traffic flow:

- ✓ *Digital signage with recommendations*
- ✓ *Decals on the floor indicating directions and distances*
- ✓ *Vertical printed signage*



# HYBRID EVENTS

Do you have many attendees not travelling, or speakers who cannot physically attend? Or you are holding the same conference in different regions and want to integrate the sessions online?



## From Chroma Studio to the virtual presentation

- ✓ *Is your event too large, or is it impossible to welcome all attendees at the same location ?*
- ✓ *Host your event in our customizable virtual stage.*
- ✓ *Live streaming features enable to broadcast your event around the world.*
- ✓ *Integrate any app including live polls, Q&A's, simultaneous interpretation for real live audience response.*
- ✓ *From safe check-in to managing their interaction, you are on control of your attendees' activity!*
- ✓ *Monetize your event by selling remote attendance to plenaries and breakout sessions, and offering exposure to your sponsors.*

