

# Reopening for business



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to protect us all.**

# CHECKLIST

## Pre-Event

### Planning measures

	Complete a detailed Risk Assessment for your event, check your insurance and liability.
	Complete individual role risk assessments for your team and ask production company / contractors for their risk assessments.
	Review overall event timings to allow for staggered arrival into the venue, consideration to staggered and controlled breaks.
	Consider whether you will introduce further mitigation measures such as temperature checking, additional sanitiser gel stations, wearing of face coverings being mandatory.
	For site rules for build and break – make sure you add in a COVID-19 section.
	During the planning phase of your event, consider whether any elements of your event or exhibition will be virtual to gain a greater audience reach and open up more revenue streams for your event? Talk to the venue team to discover the possibilities and visit <a href="http://theicc.co.uk/hybrid">theicc.co.uk/hybrid</a>
	For CDM checks/sign off - make sure you add in a COVID-19 section.
	Complete medical needs analysis and identify medical requirements for event.
	Review items bringing to site/offices such as additional PPE, wipes, masks etc.
	Have you considered what your aims & objectives are for your event and / or do these need revisiting?

### Event and venue

	For all conference layout plans – discuss Hall layout styles and capacities with the venue to account for social distancing requirements.
	For Exhibition layout plans, discuss requirements for social distancing, aisle widths, stand layouts, shell scheme / space only and agree sign off approval.
	Have you considered adding a hybrid solution to your event to expand your reach and create new revenue stream opportunities? Discover more on our venue hybrid event offerings at <a href="http://theicc.co.uk/hybrid">theicc.co.uk/hybrid</a>
	When planning your event, work with the venue to discuss the most suitable hall, capacities and layout styles
	Consider how to monitor visitor numbers in the hall as well as any entry and exit points - discuss your plans and ideas with the venue.
	Discuss delivery process for ICC. Delivery schedules need to be in place. Consider staggered / phased delivery of goods
	Discuss queuing plans/arrangements with the venue - are additional staff required to manage?
	Review your cleaning regime and discuss with the venue to identify any areas where additional cleaning may be required. Consider if there will be any specific part of the event or exhibition that may have a touch point area.
	Review and discuss catering requirements with your dedicated event catering manager.
	Consider your Organiser Office space if applicable – will this be open to all or restricted to your team? Social distancing will need to be maintained.
	Consider additional plans for speaker rehearsals and if required, allocate stagger times.
	Allow time in the programme for the sanitisation of technical equipment in between session and speakers.
	Discuss all your technical requirements for each space with the venue and also consider the options for a hybrid solution.
	For exhibitions, consider staggered/phased delivery of products by exhibitors.
	Remember a consideration for Exhibition plans on waste management requirements.

### Exhibitor / Contractor

	Discuss build and break down schedules with your appointed contractor / production company and the venue. All agreed details relating to the event must be outlined in the exhibitor / event manual, as it's important that all parties are clear on the timings.
	If a third party is responsible for drawing your exhibition / production plans, these must be drawn in line with current guidance. Remember to share these with your Event Management & Production Management team for approval.
	Agree the method to validate all event contractors that are on-site to ensure they have gone through the registration checks.
	Review H & S declaration for exhibitors – add a new section on COVID-19 and ensure exhibitors and contractors aware of their responsibilities – staff informed and trained.
	Exhibitors to consider volume of product they bring – is everything necessary or can this be displayed in an alternative format?
	Exhibitors to consider how they clean their stands and sanitise high touch points, handling of products etc.
	Consider staggering exhibitor arrival and departure times.

# CHECKLIST

## Registration and delegates

	Discuss registration process with your provider and the venue to implement a touch less experience.
	Pre-advance registration to be promoted as there will be no on the day registration. This will assist with test and tracing. NEC Group will require access to registration data in accordance with data protection rules - details of which will be confirmed with you during the planning process.
	Discuss delegate registration set up along with location.
	Consider if a health declaration advising that all delegate groups are fit and well to attend which will be required 2 days before event. This may be provided by your registrations provider / system.

## People

	Consider if you require to a dedicated Hygiene/Social Distancing Manager
	Identify and order any PPE requirements for staff
	Consider how your organiser team operates – is it possible to have a blue and a red team? Consider different office space and separate hotels to build resilience.
	Create briefings for teams, consider how this is delivered as face to face may not be practical based on numbers and space available.
	Consider how teams respond to an incident/emergency - who needs to attend and how do all parties communicate? Encourage the use of Teams/Zoom and ensure only essential personnel attend the incident.
	Daily meetings are still important but review format and channels to maintain social distancing measures

## Communication

	For Exhibitions, ensure all exhibitors are aware that their stands should be large enough to accommodate their team and visitors taking account of guidance on providing a safe environment. They should consider the number of staff that attend the event as well as the stand design to assess how visitors enter and exit safely.
	Remember to share a link to ICC website and all relevant information on travel & parking arrangements prior to your event.
	Our cloakrooms will accept coats only therefore we suggest to communicate to attendees that luggage brought to the event should be minimal or advise for it to be deposited and collected from overnight accommodation.
	Communicate any additional site rules for build and break to all relevant parties.
	Communicate added COVID-19 information into H&S declaration and ensure exhibitors and contractors are aware of their responsibilities and all their staff attending have been informed and trained.
	Remember to inform to exhibitors and delegates that masks will need to be worn within the ICC public spaces.

## During event

	Organise daily check ins/meetings and updates with your team and log any actions.
	Monitor/check progress across all key areas of build and open periods of the event along with delegate flows
	Continue to assess delegate numbers and flows around break times
	Ensure to check on the welfare of your team throughout the event period
	Log number of breaches linked to social distancing measure during build, open and breakdown.
	Organise and host end of event debrief session
	Log all feedback including trends, actions and lessons learnt
	Put safety measure in place for breakdowns
	Plan and prepare for the breakdown of your event

**We hope you've found this useful. If you have any questions, please speak to a member of our team.**

For more information, please visit:

**[theicc.co.uk/protect](https://theicc.co.uk/protect)**



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