

# Regional Events Health & Safety Overview

Producing live events under normal circumstances is a monumental undertaking. Doing so in the wake of the COVID-19 pandemic presents challenges no one could have ever imagined. That's why months ago, The Channel Company's live events division decided to take a leadership position to protect the well-being of the IT professionals who attend our in-person gatherings. Part of our initiatives is a focus on small-scale, regional events where participants can gather in settings designed to minimize physical contact and feel comfortable.

Below is an overview of the key elements that we have implemented with respect to our regional events as a result of COVID-19 for our participants' health and safety. For each category below, the details provided reflect federal, state and local guidelines, as well as the extra precautions we have taken as the event host.



## SMALL-SCALE REGIONAL EVENTS

These small-scale regional events are designed with the well-being of our participants in mind. The nature of these gatherings of 20 or fewer participants allows peers to connect, and participants to engage with sponsors, identify new business opportunities and enhance skills—all within a meeting space environment that enables physical distancing for comfort and safety.



## EVENT COMMUNICATIONS

Everything must start with transparent, honest, and frequent communication so participants feel comfortable at one of our regional events and confident about their safety and well-being. Pre-event, on-site, and post-event communication is critical when attending an in-person event in the COVID-19 era. As a result, participants will hear about all new protocols and updates throughout our event communications. In addition, all participants will receive a health and safety waiver in advance.



## EVENT REGISTRATION

As you prepare to enter and participate at our regional events, each participant will discover a limited-contact environment. Signs will be visible to remind participants of physical distancing and temperature scans will be conducted at or near the registration area. Participants will also receive a health and safety kit upon arrival. As always, The Channel Company staff will be available throughout the day to answer any health and safety questions.



## MEETING ROOMS & EVENT SPACE

Meeting and event space modifications are a high priority given the nature of our events. We have worked with our venues to modify these spaces for limited contact and physical distancing, while expanding efforts to maintain a clean and safe environment for all. If you have any questions regarding our health and safety initiatives, please see a staff member from The Channel Company.



## GUEST ROOMS

For those regional event attendees who have decided to independently book their own hotel stay, please check the hotel's website for their latest health and safety guidelines.



## PUBLIC SPACES

Hotel staff will continuously clean and disinfect high-touch points throughout the public spaces and hand sanitizing stations will be placed in high-traffic areas. Please refer to the health and safety documents on the hotel's website for further details.



## FOOD & BEVERAGE

The hotel has implemented practices and protocols for food and beverage distribution to accommodate physical distancing, reduce overall contact where possible, and maintain the venue's new food service guidelines.



## ON-SITE ANNOUNCEMENTS & UPDATES

Throughout the day, important announcements will be made to help remind participants to practice physical distancing, wash hands frequently and suggest actions to take if they are not feeling well. These reminders will be made by your regional event hosts.



## MASKS

Wearing a mask is mandatory when participants are not seated in their assigned seat at all regional event locations.



## RESPONSE & PROTOCOLS

We encourage anyone who is not feeling well, has symptoms of, or has been in contact with anyone that might have COVID-19 to please stay home. Should you become ill during the event, please notify The Channel Company event host right away so that the next steps to keep you and others safe can take place.

\*Subject to Change: The Channel Company will continue to update this document to reflect the most up-to-date health and safety guidelines.