



28TH ANNUAL

**GLOBAL**

**MADRID**

25-29 October 2020

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# ITIC MADRID PROTOCOL SAFE EVENTS

**Last updated: June 2020**

# What is Spain doing to achieve health security?

## First impact measures

- From 14 March to 3 May
- Strict quarantine of population
- Closure of shops, hotels, restaurants
- Increasing capacity of healthcare infrastructures



## Phase 0

- Preparatory stage
- From 4 May
- Start of economic activity on small scale
- Premises open "by appointment"
- Restaurants open for takeaway purposes only
- Individual sports permitted



## Phase 1

- From 11 May
- Partial reopening of small businesses in some provinces following strict safety restrictions
- Opening of terraces (occupancy up to 30%)
- Opening of hotels and tourist accommodation excl. common areas
- Small shops may open
- Use of masks highly recommended

## Phase 2

- Opening of restaurants for table service, with limited capacity
- Cinemas and theatres open with max. one-third capacity. You can visit monuments and exhibitions halls
- Cultural activities (seated): max. 50 people indoors, max. 400 people outdoors
- Educational centres (reinforcement, care for children under six)



## Phase 3

- In hospitality sector: flexibility of capacity restrictions but with strict social distancing
- General mobility made more flexible
- The occupation of outdoor spaces is increased to 50% of normal capacity

## New Normal Situation

- From 21 June until a vaccine is available
- From 1 July Spanish borders are open to international arrivals
- Government is working on new H&S procedures for New Normal



# What is ITIC doing to deliver a safe event?



ITIC has designed a checklist system in order to:

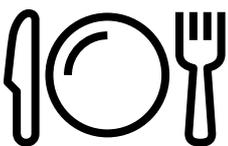
- Update our attendees on the current (travel, hotel, checking in) procedures
- Ensure all suppliers apply the procedures established by H&S authorities
- Ensure internal and external staff apply specific Covid-19 protocols



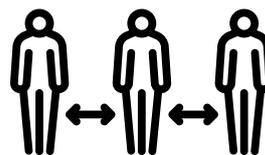
Checking transportation protocols



Checking hotel protocols



Checking F&B protocols



Social distancing & capacity monitoring



H&S protocols for suppliers and staff including PPE (Personal Protective Equipment)

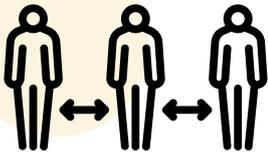


24/7 Covid-19 emergency number

# Supplier and staff protocols to prevent Covid-19



Team ITIC will ensure that protocols for all suppliers are adhered to, ensuring the health and safety of all attendees throughout the conference programme.



## Social distancing & capacity monitoring

- Registration, sessions, outside venues, queues



## H&S protocols for suppliers and staff

- Compulsory PPE
- Cleaning teams sanitising all areas regularly
- Temperature check before entering conference areas



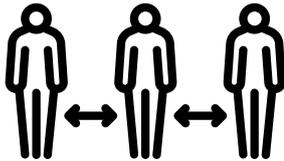
## 24/7 Covid-19 emergency number



## Registration desk protocols

- Protection measures/ITIC staff PPE
- Timed registration to avoid queues
- Hydroalcoholic gel

## Logistics and transport for outside venues



### Social distancing & capacities

- Meet & greet procedures
- Passengers per vehicle
- Entrance and exit procedures



### H&S protocols for suppliers and staff

- Compulsory PPE
- Temperature check
- Back-up driver if required



### Upgraded cleaning & sanitising protocols

- Reinforcement of cleaning rules and hygienic procedures
- Systematic cleaning



### Personal safety equipment & protocols

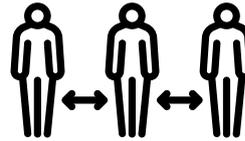
- Compulsory use of masks
- Frequent use of hydroalcoholic solution

# Hotel protocols to prevent Covid-19



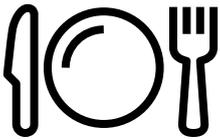
## Upgraded cleaning & sanitising protocols

- Common areas and accommodation
- Systematic cleaning of meeting facilities after each session



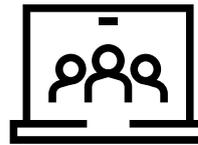
## Social distancing & capacity monitoring

- Check in and check out
- Public areas



## F&B services

- Capacity monitoring
- Adapted menu and service



## Conference services

- Capacity monitoring
- AV protocols
- Protocol and coordination of suppliers during set-up and dismantling



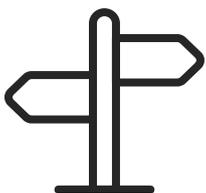
## Personal safety equipment & protocols

- Temperature check of all guests on arrival
- Compulsory use of masks and frequent use of hydroalcoholic solution



## H&S protocols for employees

- Compulsory PPE
- Temperature checks



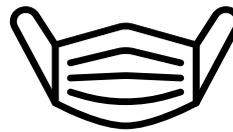
## Visible H&S signage

## Restaurants and venues protocols to prevent COVID-19



### Upgraded cleaning & sanitising protocols

- Systematic cleaning after each service



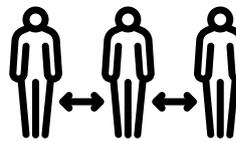
### Personal safety equipment & protocols

- Whenever possible recommended use of masks
- Frequent use of hydroalcoholic solution

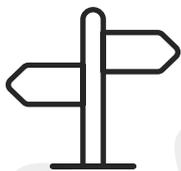


### F&B services

- Adapted menu, seating and service



### Social distancing & capacity monitoring



### Visible H&S signage



### H&S protocols for employees

- Compulsory PPE
- Temperature checks

# Attendee protocols - what is expected of you?



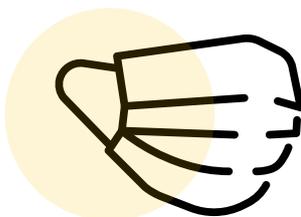
## Allow extra time and be patient whilst observing social distancing

- Check in, check out of hotels
- Registration
- Access to meeting rooms
- Transportation logistics



## Additional staff to ensure the accomplishment of H&S procedures

- Reduced number of guests per bus, on dinner tables and in the exhibition booths



## Additional equipment

- Although provided, ensure you have your own PPE back-up options (mask, gloves)
- Extra cleansing (hydroalcoholic gels, individual hygienic wipes) to be used throughout the conference programme



## Protocol

- Will be adapted to the current situation
- ITIC will keep you updated regularly as protocols develop and situations change before the event (We'll send a final update two weeks prior to the event)
- ITIC will reconfirm with the attendees all new protocols and requirements expected of them, provided by us and from the local venues and suppliers