

## COVID-19 Secure Compliant Meeting Organiser's Responsibilities

As the organiser of the meeting / interview or event, we require you to look through this document as you will **need to strictly adhere to the guidelines** that have been set.

The 15Hatfields team are committed to delivering a COVID-19 secure meeting experience for you and your meeting attendees.

We are readily available to advise and assist you in understanding and complying with the responsibilities that are listed below.

- Talk through your plans for the meetings or interviews with the management team at 15Hatfields so that you can be fully apprised of the procedures that are in place and to ensure that any additional risks are identified along with required mitigating actions to appropriately manage identified risks.
- Rate where meeting attendees are coming from i.e. is it a high, medium or low risk area and provide details on the mode of transport that attendees will use to get to our meeting venue.
- You will **need to warrant that no meeting attendees are travelling from any lockdown areas of the country** that are in force from time to time.
- You will **need to warrant that no meeting attendees have visited any high-risk countries within 14 days of their entry into the United Kingdom and within the 14 days leading up to the meeting at our venue.**
- A **meeting attendee preference sheet must be completed and submitted** to the management team at 15H **at least 7 working days prior to the planned meeting.**
- You will **need to collect all contact tracing details for your meeting attendees**, providing this information to the management team at **15H at least 7 working days prior to the planned meeting.** We will cross check the contact tracing information provided with your meeting attendees on their arrival and we will then retain this information for at least 14 days after your meeting.
- Please ensure that you communicate with and instruct **meeting attendees to arrive at our venue no more than 5 minutes before the meeting is due to start.**
- Meeting attendees will **need to follow reception and registration procedures** that are in place. You will need to ensure that as the meeting organiser you have enough staff present on site to escort meeting attendees (socially distanced) from the reception to the meeting room.

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- We will share detailed flow, floor plans and meeting room procedures with you in advance of the meeting. You will need to confirm that you understand the procedures and **provide your written undertaking to ensure that you and meeting attendees fully comply with the COVID-19 secure measures** that we have put in place.
- You will need to **provide a written undertaking to us that you will not create any breakout spaces or networking before, during or after the meeting.**
- You will need to **provide a written undertaking to us that you will ensure that meeting attendees do not create any breakout spaces or networking before, during or after the meeting.**
- On-site exhibitors are strictly prohibited

**Please note that all meetings are from time to time subject to change or cancellation at short notice in line with prevailing government advice.**

We will endeavour to notify you and your meeting attendees of any changes that may happen in the lead up to your meeting as soon as practically possible.

If we need to speak with you on any aspect of the dynamics of your planned meeting, a member of the venue team will reach out via the appropriate communication medium such as video call.

We can offer a guided tour of the venue facilities to show you the measures that we have put in place. This will have to be arranged in advance and will be limited to a maximum of 2 people.

The venue team are available to answer any questions you may have. We look forward to hosting your meeting soon.