

Overview

Meetings and events support more than ten million jobs worldwide. Getting the live event industry, event planners, and our teams back to work and begin the road to recovery following the COVID-19 pandemic, meeting safely is undoubtedly a priority.

Encore is at the forefront in safe meeting practices related to the services provided by our industry leading brands. As health and safety guidelines permit groups to once again gather in person, enhanced cleaning procedures and options to provide physical distancing will remain an essential part of making people comfortable with meeting.

Although people are once again getting together to meet, risk and health will continue to be key considerations for business and associations. As state and local guidelines are clearing the path for more meetings and larger event sizes, Encore will continue to uphold a commitment to cleaning and accommodating different seating arrangements to meet any level of concern as our industry returns to live events. Encore will also continue to offer multiple options for those that cannot attend the meeting to still actively take part via a robust offering of virtual meeting platforms and in-room solutions to bring people together.

How will meeting safely during the current stage of recovery look?

Working alongside venue partners, Encore has designed a series of meeting formats, equipment packages, and recommendations that address how to reduce risk, increase confidence, and promote health within the meeting space. Meeting design, room layout, technology considerations and enhanced cleaning procedures are at the heart of this offering with the goal to make the meetings and events industry strong, and healthier than ever.





Meeting Design and Room Layout: Local to Global Solutions

As people return to in person meetings, smaller groups could potentially fall into three meeting designs:



Design 1

Hybrid Boardroom Meetings

A small in-person gathering in a huddle room, boardroom, or similar collaboration pod with remote participants. A single webcam (including one built-in to a personal laptop) could provide capture coverage for a small group.



Design 2

Hybrid Small Meetings

An in-person conference in a small meeting room with remote participants. The room can be set in a U or traditional conference table configuration.

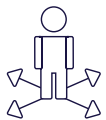


Design 3

Hybrid Mid-size Meetings

An in-person gathering in a traditional meeting room or similar with remote participants. The room can be set in a classroom style, rounds or designed to meet your specific event needs. Remote attendees can join on their own from an office or as a group from another meeting room.

*Hybrid: All three meeting designs can incorporate a virtual stream for attendees or presenters that are not able to make the in-person meeting.



Room Layout

With the meeting design in mind, room layouts may look different. Incorporating physical distancing will reduce risk and promote health within the meeting environment. Tables and chairs may be spaced to meet best practices and floor decals, and other forms of signage may inform attendees on the best way to move through the space to limit contact. Technology equipment will be sized according to the new space with the addition of virtual components as necessary.

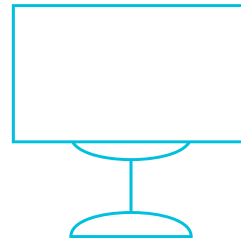


Technology Considerations: Local to Global Solutions

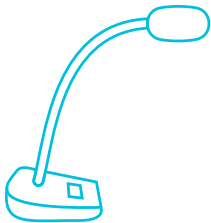
This illustration highlights technologies that can help support these meeting designs. Beyond traditional items like projectors and screens, items to support sound reinforcement, recording, web-conferencing and digital tools for polling and Q&A should be considered.



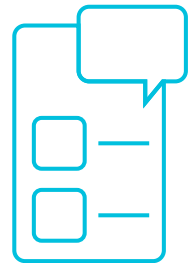
Web Camera is the primary method of visually connecting virtual participants to a meeting or gathering



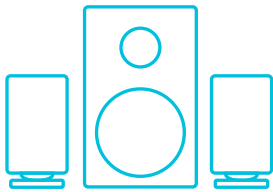
Delay Monitors for those in the back of the room.



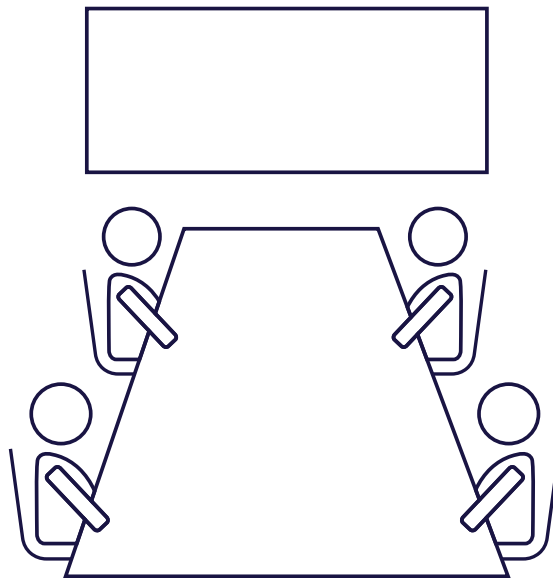
Push to talk MICs to assist with everyone being heard.



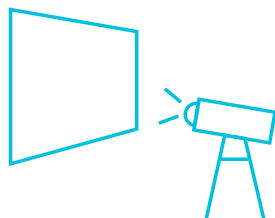
Digital Q/A or Polling Devices to assist with physical distancing measures.



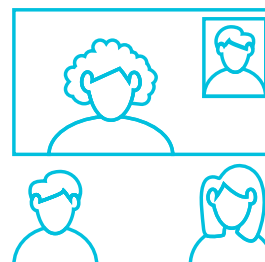
Add sound reinforcement when appropriate.



Record your event for those not able to attend.



Traditional Projector and Screen.



Leverage web-conferencing to bring in remote participants.



Cleaning Guidelines

As the event space changes, it will be more important than ever to create a space that continues to promote collaboration and engagement while focusing heavily on hygiene.

Encore is educating our team members on enhanced cleaning procedures. We are doing this to help stop the spread of germs as we strive to build upon our commitment to safety. Tent cards will indicate when equipment has been cleaned, with particular attention to high-touch items such as microphones, keyboards, wireless presenters and markers.

High Touch Items Cleaned For Your Safety

- > Lavalier Microphone
- > Handheld MIC
- > Head Set MIC
- > Headphones
- > Push to Talk MIC
- > Polycomm Unit
- > Radios and Other Comms Equipment
- > Laptops/Computer
- > Keyboard and Mouse
- > Tablet/iPads
- > Slide Advancer
- > Wireless Presentation Accessories (i.e. Clickshare)
- > Power Strip
- > Cable
- > Monitor
- > Projectors and Cart
- > Flip Chart Easel
- > Flip Chart Markers
- > Tech Table Equipment

MeetSAFE™ encore

At Encore, we value the safety of our customers and our team members above all else. For your safety and to limit the spread of germs, we have ensured that all high-touch, Encore-owned equipment has been cleaned prior to your use each day. In addition to enhanced cleaning procedures, our team members will wear masks and will be washing their hands regularly, while observing safe distancing. Prior to arriving on-site, our team members verify that they are symptom-free. This practice is consistent with CDC and OSHA guidelines and we are happy to do so because this is how we safely get meetings and events back and ideas shared.

Some of the high-touch items that will be cleaned prior to initial use include but are not limited to:

- > Microphones
- > Remotes
- > Markers
- > Projector control panel
- > Audio Mixers
- > Lighting Controls
- > Computers / Office Equipment
- > Power strips / charging stations

_____ has verified that this room has been cleaned and tested and is ready for use.

Signed by: _____

Date: ____/____/____

Time: ____:____ M



For more information about what Encore is doing within our industry to safely support meetings and events, please check out our MeetSAFE™ program by scanning the QR Code, or visit <https://encoreglobal.com/meetsafe-guidelines/>