



## A Covid Safe Event

AutoSens organisers, Sense Media Group, our venue Autoworld and our supplier partners, together have a vast experience in organising events under highly varying circumstances. Your health, security, and well-being are always our highest priority.

During AutoSens full compliance with Covid regulations will be assured; we will conform to all hygiene, social distancing and directly relevant guidelines and regulations as required by Belgian Law to guarantee your well-being and to ensure your participation is in a safe and secure environment.

Sense Media Group Ltd., as the organiser of this event, will take all reasonable steps to ensure the safety of all attendees and staff onsite at the event. However, the safe running of this conference and exhibition relies on individual attendees also acting responsibly. By attending this event, you agree to abide by all guidance issued by the organisers, and also accept that the organisers may not be held liable in any way for any health-related issues arising either directly or indirectly following your attendance at this event. All attendees participate in this event at their own risk and should ensure they have read in full all guidance and documentation.

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## Covid Safe Ticket

- All attendees will be required to provide proof of one of the following in order to be able to access AutoSens:
  - Vaccination proof – your national (EU) certificate or App to show full vaccination.
  - If you are not fully vaccinated, or do not have an EU certificate:
    - A negative PCR test in the last 48 hours.
    - A negative Antigen test in the last 24 hours.
    - A recovery certificate not older than 180 days.
  - Full Information will be provided in the attendee guide regarding how to access your Covid Safe Certificate
- If you feel unwell before attending the event, please do test yourself, even If vaccinated and do not attend If you receive a positive result
- If you receive a positive test result, or are showing symptoms of Covid after visiting the event please contact us immediately on [info@sensemedia-events.com](mailto:info@sensemedia-events.com) with details.
- If any visitors / staff are feeling unwell, showing any symptoms of Covid or receive a positive Covid test, they must not attend the event. AutoSens have the right to refuse entry to anyone displaying Covid symptoms.
- If you start to feel unwell during the event, please make your way to the outside of the building under the veranda and contact Carrie on +44 1403 283680 and we will be able to assist.
- Should a delegate be unable to attend the event due to contracting Covid, they will be entitled to a refund (minus an admin fee) – proof of a positive PCR test will be required.

## Crowd Management Plan

- We have chosen to make AutoSens a Covid Safe Event. This means that, once inside, everyone will be able to learn, discover and connect like we used to, without masks, without social distancing, without worries. However, we have created enough space throughout the event to allow for free movement.
- All adjacent stands facing the same direction have a gap of a minimum of 1.5m to allow plenty of space.
- Please follow the directional signage to allow for an 'in' and an 'out' pathway.
- A registration arrival time of 8:45am onwards for visitors should be followed to prevent a bottle neck of people arriving at 09:30 for the conference.
- Exhibitor should arrive at 08:30am. To allow visitors to come after.
- Using the independent badge printing will eliminate the need for one-on-one contact. However, a staff member will also be available for cleaning the machines in between each use.
- Copies of the event floorplan and agenda to be available online to limit crowds forming around displays. They can view on their phones, in their own space using QR codes for quick and easy viewing.

## Audiences

- Since we are using the Covid Safe Ticket, masks are not required, and mask wearing is a personal choice.
- A traffic light lanyard system to communicate individual networking preferences eg wave hello, elbow touch or hand shaking.
- All attendees and exhibitors are required to provide an email address and contact number in case we need to reach them during or after the event due to a Covid case.
- Lanyards will be handed out by a member of staff to prevent delegates from touching any others.
- No Swag bags or giveaways will be distributed as part of the registration.
- There will be hand sanitiser stations throughout the event

## Facilities

- Cloakrooms are available but will not be manned. Please use the hand sanitiser in this area.
- Toilets will have capacity limits to avoid too many people using them at one time. The venue is only using 50% of the toilets in the men's room to allow for social distancing.
- The venue will provide paper towels to limit touch points.

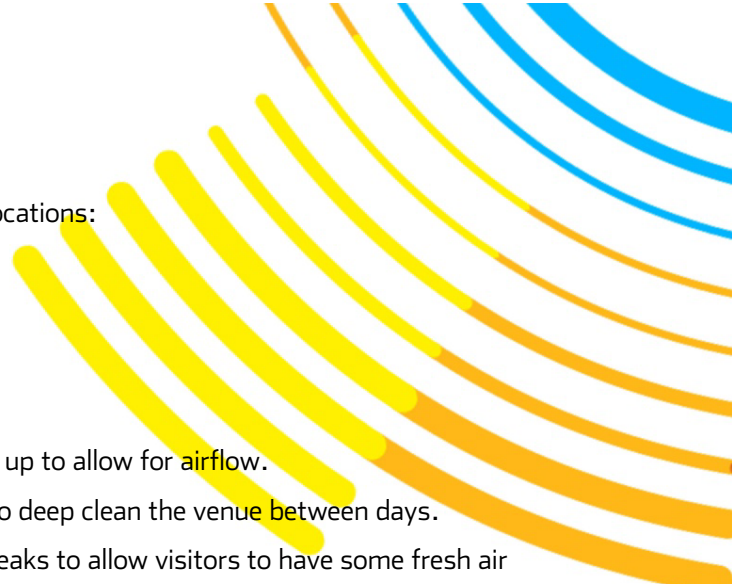
## Food & Beverage

- Lunches will be provided by our Covid-Safe caterer who has put all relevant safe practices in place:
  - Grab and go to minimise queuing – lunchbox options
  - Fully staffed drinks stations – no self-service.
  - Hand Sanitiser available at all catering points.
  - Disposable cutlery / cups etc or hot steam cleaned items
  - Individually wrapped items or items covered and served by waiting staff.
- Seating – Belgian law currently requires all catering to be seated. This is currently a maximum of 8 per table. We will update our Covid protocol should this change.

## Venue

The venue is currently open to the public and following the required Covid Safety procedures for Brussels.

- The venue supplies large dispensers for disinfectant (one at the entrance and one at the staircase) for organiser use.

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- Hand sanitiser will be available in the following locations:
    - Registration
    - Lectern
    - Top of each staircase
    - Cloakroom
  - This year the conference space has been opened up to allow for airflow.
  - The venue will have cleaners come in overnight to deep clean the venue between days.
  - Outside space is available during refreshment breaks to allow visitors to have some fresh air and space.
  - Doors will be open where possible to allow for air flow.

## Speakers / Conference

- The Agenda will be made available online so that delegates can view this in their own space.
- All microphones will be cleaned by the AV team between uses.
- The lectern will be wiped down in between sessions.

## Exhibitors

The following advice has been listed out in the exhibitor guide and will be reconfirmed prior to the event.

- Exhibitors will wipe down their stand on a regular basis.
- Item on exhibitor stands will be individually wrapped and disinfectant will be available.
- Literature this year will be available online and accessible via a QR code or web address. No handouts will be given from stands. No business cards will be handed out.

## Cleaning

Frequent cleaning of surfaces, particularly those that people touch often, reduces the potential for COVID-19 to spread and is a critical part of working safely.

- Clean workspaces in the venue will be ensured through regular use of cleaning products.
- Particular attention will be paid to those in high-traffic areas, such as door handles, lift buttons and handrails.

## Accommodation

- Current hotel restrictions apply, we have confirmed that all hotels offered to delegates have Covid guidance in place.

## Cancellation

- AutoSens provides a COVID guarantee to ensure that all delegate tickets will be refunded (subject to a 5% handling fee) if the event is unable to go ahead due to COVID.

