

Face-to-face training events – COVID policy

This document is correct as at 30 July 2020.

It is our aim to make our face to face events as safe as possible for delegates, and we will be complying fully with Government guidance. During August, the Government are running a number of test events, and further guidance is expected following these as to how business events and conferences will look when they restart on 1 October. This document will be updated and re-circulated to all delegates, speakers and sponsors in the run up to our event.

Guidance at present means that . . .

- We will send you a registration form 7 days ahead of the event. This must be completed and returned to us not less than 48 hours before the event commences. You will need to provide contact information and if requested, we will provide this to the venue and Government for track and trace purposes.
- There will be no registration as such on the day of the event, the delegate pack will be emailed to you a few days ahead of the event so you may print and bring with you on the day if you wish - we won't be able to provide you with one on the day. We also won't provide name badges, writing pads or pens, so it's important that you bring your own if you wish to make notes.
- We will be observing 2m social distancing, chairs will be spaced out and must not be moved. Please remember where you are sat when you leave the room for breaks, as you must not move seat part way through the event.
- You must limit the amount of things you bring – there will be nowhere to leave coats and you will be required to keep all your belongings with you at all times.
- Lunch may be a little different – we will have a buffet lunch if we can, observing social distancing, but it's more likely you will receive a bag/box with a pre-packed lunch, so it's important to tell us of any dietary requirements in advance as we will not be able to cater for any on the day that have not been notified to us.
- Individual bottles of water will be provided by the hotel for each delegate, with tea and coffee served in disposable cups and individually wrapped snacks provided. Please do dispose of your cups and litter in the bins provided to minimise risk to hotel staff.
- Whilst we will be as flexible as possible, if you find you can't come, sending a colleague along in your place will only be possible if you notify us in writing at least 3 business days in advance, and they've completed and returned their registration form. Otherwise we will have to refuse entry to the event.
- Currently, you will not be required to wear a mask within the training room. However different rules may apply in other parts of the hotel and you may be required to wear a mask whilst accessing the training room and using bathroom facilities. Hotel staff will be wearing appropriate PPE.
- Hand sanitiser will be provided throughout the hotel and within the room and regular cleaning will be taking place in public areas.
- Finally, if you do have a new consistent cough, high temperature, change to your sense of taste or smell or have been advised that you should self-isolate, you must not attend the event and should contact us.

If you have any questions on the above, please contact us via email Julie.mccarthy@braininjurygroup.co.uk.

