

ESOF 2020
Porto Vecchio, Trieste
2 - 6 September 2020

ANTI-COVID PROTOCOL

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INTRODUCTION – instructions and measures applied in order to carry out the Event in accordance with the current rules included in anti-COVID protocols.

The spread of COVID-19 and the need to carry out measures in order to contain its effects, has resulted in a significant re-organization of ESOF by implementing rules in order to avoid gatherings which could be the cause of high risk of infection.

First of all, the Organization has decided to opt for the best available technology for virtual conferences which allows speakers and audience to interact from their locations. Furthermore, ESOF will turn to a “hybrid” system thanks to which some speakers will be on site and others will be home. The audience will be both on site and at home and the interaction between on site and virtual will be guaranteed.

This choice will result in a decrease of on-site participants in Porto Vecchio venue: according to a survey 70/80 sessions should be virtual out of the 160 proposed ones. The virtual sessions will be available fully digital and 40/50 should be hybrid which means that the audience will be mainly from home and a reduced number of participants will be on site.

This organizational measure allows to consider **up to maximum 1000 people on site during the congress dates** (instead of 4500 participants as previously foreseen).

Furthermore, there has been an additional re-organization of the spaces dedicated to the exhibition “Expo of Science” in the Festival Science in the City which will be located in HALLS 27 and 28. The re-organization of the events results in the **exclusive use of halls TCC**. This means that there will not be neither exhibition nor anything else in the open spaces around these buildings which will thus be used as pedestrian areas. External areas will not be used for the exhibition since F&B services will be located in a dedicated area in HALL 27 which will be properly equipped.

The Auditorium for plenary sessions in HALL 28 which could accommodate a maximum of 1850 participants will be instead equipped in order to accommodate **maximum 400** participants respecting the distancing of the seats as current rules will state.

Furthermore, the capacity of the other meeting rooms in TCC HALLS 27 and 28 for “hybrid” sessions (on site participants and simultaneous virtual sessions) will be reduced according to current rules.

The attachment shows the access points where “COVID Stations” will be located. There, body temperature will be measured, personnel in charge will check if participants wear their mask (if not, it will be provided), sanitize their hands and there will be access controls.

On site Participants will be divided in two categories:

- **Delegates taking part in sessions of ESOF 2020 scientific program** in different meeting rooms. Registration will be online, and they will receive a specific badge;
- **Visitors of the exhibitions of Festival Science in the City** will reserve their entrance online and they will have the possibility to visit the exhibition area once the staff allows to enter according to the limited and allowed number of people.

In the meeting rooms as well as in the exhibition areas there will be a one-way path. The attached map shows the path for the two pavilions (HALLS 27 and 28). The two halls are linked by an upper path, so a maximum of 800 people is allowed. Staff will be in charge of controlling accesses (by counting them) and prevent people from gathering.

In the meeting rooms, ventilation is foreseen at the end of each session; instead for sanitation of meeting rooms and common areas, rules will be applied according to Health Authorities with products and frequency to be communicated to those in charge of cleaning.

Despite the foreseen reduction of the overall congress area as well as the number of participants, the personnel in charge of security will be increased in order to monitor the flows and measures to be carried out.

MEASURES TO PREVENT COVID SPECIFIC FOR PARTICIPANTS

- Participants are invited to pre-register on the online portal because each participant will access only by showing the badge certifying the registration. All accesses will be tracked in order to keep the full list for at least 14 days.
- On-site registration is strongly discouraged in order to avoid queues or gatherings at the Organizing secretariat desks and also to allow the Organization to manage at best the accesses according to the number of participants who already registered.
- On site distribution of materials is reduced as much as possible including congress bags, program books and promotional material as well. Lanyards and plastic badge holders will be the only items that participants will find on site in the registration area and they will serve themselves.
- The event program and any other useful information for participants will be available on the APP that can be downloaded for free on iOS and Android.
- In order to reduce as much as possible the permanence of participants in the Organizing Secretariat area upon arrival, the badge will be A6 size obtained from a A4 paper folded twice. The badge will be previously sent to participants by email and they will be asked to print it on their own in order to have the badge already printed.
- However, cloakroom and luggage storage services will be foreseen, and the Organizing Secretariat will use proper plastic bags to store each single item in order to avoid contamination.
- Each access will be also an anti-COVID check point where body temperature will be measured, and staff will check if participants wear their compulsory PPE. Each participant will thus wear their mask.

The Organizing Secretariat will place in each area of the congress venue one or more automatic hand sanitizer dispensers and participants will be strongly encouraged to use them.

- Participants are invited to follow the compulsory path linking the two pavilions of the congress area following the signage which will be properly located in the pavilions.
- In the meeting rooms the seats at disposal for the audience will be reduced according to the current rules for social distancing. It is not possible to reserve the seats, so the personnel at the entrance will only give access to delegates upon their arrival until all available seats have been taken.
- The only exception is for the Opening Ceremony and the Farewell whose accesses are by invitation so the staff will check the lists of the invited delegates. Other delegates who are not on the lists will enter only if vacant seats are available. These two ceremonies will be streaming for those who cannot access the meeting room.
- In the congress area there will be also a café and two exhibition areas where social distancing should be always maintained according to anti-COVID protocol.

Ref. Guidelines for the reopening of the Economical, Manufacturing and Recreational Activities 20/83/CR01/COV19 of the Italian State-Region Conference.

MEASURES TO PREVENT COVID SPECIFIC FOR SPEAKERS AND MODERATORS

Given that there aren't specific scientific studies on this topic and the procedure below can be considered just a best practice, here some credits:

- ICCA Guidelines (the International Congress and Convention Association)
- Federcongressi guidelines (Federation of the meeting & incentive industry associations)
- Recommendations in terms of A/V equipment use

MANAGEMENT OF MICROPHONES IN THE MEETING ROOM

In order to avoid the use of the same microphone without sanitizing it:

- ✓ use of mic clip just for one speaker
- ✓ use of headset mic just for one speaker
- ✓ set of hand microphones for those who should speak during the same session
- ✓ set of mic stands in order to guarantee that the microphone is not held in speakers' hands
- ✓ ESOF Staff will sanitize them during the 15min pauses between one session and the other
- ✓ each mic will be equipped with a disposable antipop filter and a disposable plastic shell. At the end of each session these devices should be changed
- ✓ proper signage for each speaker station

SLIDE ADVANCER

- ✓ slide advancer will be delivered in a disposal plastic bag to be changed at the end of each session
- ✓ instruction should also include that only the moderator will manage the slide advancer and they will follow speakers' instructions
- ✓ proper signage

Q&A

- ✓ device sanitation at the end of each session
- ✓ proper signage

SLIDE CENTER

The space dedicated to the slide center will be equipped in order to allow physical distancing as current rules will state and it will include the following items:

- ✓ Double mouse – one for the technician and one for the speaker
- ✓ Double monitor in order to guarantee physical distancing between speaker and technician
- ✓ Sanitation of speakers' stations and mouse after each use
- ✓ Signage for each station

MEASURES TO PREVENT COVID SPECIFIC FOR EXHIBITORS

- In the exhibition areas of trades and congresses all the general hygienic-sanitary rules, already mentioned above, will be applied, including physical distancing and use of PPE, both for exhibiting companies' staff, participants and visitors.
- It is compulsory to foresee proper pathways in order to maintain social distancing.
- During set up and dismantling, personnel will be given PPE and they will apply social distancing.
- Exhibitors will organize the set-up of the booth in order to allow distances with the adjacent exhibitors.
- Access to the exhibition area and to single booths will be limited in order to avoid gatherings as well as the meeting areas will be set-up accordingly.
- Promotional material and gadgets will be distributed only through the use of self-service tools.
- F&B services are forbidden at the booth due to current rules for COVID.
- The Exhibition area will always be surveilled by personnel

Ref. Guidelines for the reopening of the Economical, Manufacturing and Recreational Activities 20/83/CR01/COV19 of the Italian State-Region Conference.

Attachment 1 – Floor plan of Porto Vecchio Venue – map with anti-COVID flows and check points

