

# Safe IPSW 2021

Convention & Trade Fair: 22<sup>nd</sup> – 23<sup>rd</sup> November 2021

Status: 19<sup>th</sup> November 2021

## Hygiene & safety concept

### Introduction

The following hygiene and safety concept sets out all the measures for holding a safe event in the context of the current corona pandemic and was drawn up on the basis of the applicable SAS-CoV-2 Infection Protection Regulation.

Together with experts for event safety, occupational health and safety and representatives from agencies, technology, exhibition stand construction and catering providers, as well as in cooperation with Holiday Inn in Munich, Management Circle has developed a guideline under which the IP Service World can be safely held on a premises of 2.000 square meters in the context of COVID-19. All measures described are based on the current state of knowledge and can be adapted to future event-related requirements at any time. We will, of course, inform you of any changes on a daily basis at: [www.ipserviceworld.com](http://www.ipserviceworld.com)

### Hygiene and safety measures

In principle, the following hygiene regulations will therefore be implemented on the entire hotel and congress site!

#### **General rules**

- Vaccinated or recovered (2G): Please note that access can only be granted with proof (vaccination certificate, convalescent certificate) in conjunction with a photo ID.
- Increased number of disinfectant dispensers in all public and sanitary areas.
- Increased cleaning intervals in heavily frequented areas and at contact points (e. g. sanitary facilities, handrails, door handles, lift buttons)
- Visitor navigation with open or contactless doors
- Air conditioning with 100 % fresh air supply in all event rooms
- To wear mouth and nose protection - FFP2 masks - will always be mandatory
- Adaptation of the catering offer to the hygiene standards
- Disinfection of the exhibition- and lecture area in regular intervals
- Visitors and exhibitors will be given comprehensive advance information about procedures, measures and restrictions on site
- Symptomatic persons will not be allowed to enter the event. If symptoms occur during the event, the organiser and local paramedics or security personnel must be informed immediately.
- The information signs and / or announcements in the halls and by the hotel staff and the organiser must be complied with.

### **Plenary & Lecture rooms**

The audience will be limited to the capacity of the room. If the maximum capacity of a room is reached or even to prevent this, we will also offer all lectures online as an alternative live as well as on demand for one week. It is mandatory to wear a mouth and nose covering – FFP2 masks – in all event rooms.

### **Exhibition halls**

The exhibition rooms are also subject to 100 % fresh air exchange thanks to air conditioning. We have designed a generous zoning plan. All aisle widths will be widened. It is mandatory to wear a mouth and nose covering - FFP2 masks - in the exhibition area.

### **Catering**

All catering areas within the exhibition will be extended and adapted to the new hygiene standards. The focus will be on hygiene-compliant buffet dispensing stations. The service staff will wear FFP2 mouth and nose protection. Drinks will be served in small containers / bottles whenever possible. Enough high tables in the exhibition area allow meals to be taken in pairs per table. Exhibitors will take their meal after the official break time to not exceed the maximum capacity of the exhibition area.

### **Stand construction concept**

All exhibitor are responsible for their exhibition stand, comparable to compliance with occupational health and safety laws or fire protection. In addition, the “Technical Guidelines” for the event remain valid. We would ask them to adapt the stand construction concepts with regards to the protection and hygiene regulations. A responsible contact person of their company should be named upon request and the contact details should be available at the exhibition stand.

Face masks – FFP2 masks - will be mandatory here.

- Stand planning should be more generous and with a lower degree of equipment in order to allow as many people as possible to visit the stand at the same time
- Presentations at the exhibition stand can be carried out on the stand in compliance with the currently valid protection and hygiene regulations
- Personal contacts at tables and chairs must be accompanied by personal protective equipment (FFP2 masks)
- Observance of the recommendations of the Robert Koch Institute for Hygiene ([www.rki.de](http://www.rki.de))
- Provision of disinfectant dispensers at the exhibition stand
- Frequent and needs-based cleaning and disinfection of frequented contact surfaces such as counters, tables, showcases, displays and exhibits after changes of visitors
- Compliance with current protection and hygiene rules

### **External exhibition stand construction and dismantling**

Exhibitors who hire their own stand builder are obliged to present this hygiene and safety concept to them and ensure that they comply with it. Wearing a FFP2 mask is always mandatory.

- External exhibition stand builders and their staff must register with all their contact details before the event and will receive a badge (admission ticket) on site. This must be worn during the entire assembly and dismantling period.
- Persons who do not wear a badge during assembly and dismantling will not be allowed to enter the exhibition site.
- External exhibition stand builders should be able to provide evidence of a hygiene concept on request, which documents how compliance with the applicable guidelines is ensured during assembly and dismantling.
- Get in touch with your stand builder at an early stage regarding the implementation of the protection and hygiene rules at your exhibition stand.

## YOUR SAFETY IS OUR PRIORITY.

We look forward to welcoming you again in November in Munich. Of course, the hygiene, safety and implementation concept is a dynamic process that will be adapted to the general overall situation. We will continuously update the concept in accordance with future developments and legal requirements and keep you up to date on an ongoing basis.

### Contact

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