

Rules of conduct at conferences



Health measures

The health and safety of all guests, employees and stakeholders is our highest priority. Our commitment to quality continues to focus on providing you with added value through knowledge exchange and networking, within the framework of a COVID-safe and preferably low-contact implementation and organisation of the event.

- We follow the official guidelines for infection control to contain "Covid-19" and implement, at a minimum, the prescribed hygiene measures for events.
- A prerequisite to participate in events is proof of one of the following: recovered, vaccinated, or tested.
- Please **do not** enter the venue if you have cold & flu symptoms. In those cases, stay at home.



Event location

In terms of hygiene regulations, we are in constant contact with the venue and have taken all necessary measures.

- Compliance with our hygiene rules is mandatory for everyone present: Our hygiene rules.
- The event venue is equipped with disinfection dispensers and arranged so that minimum distances, seating arrangements and the routing comply with the current government guidelines.
- Please adhere to the designated pathways, walking directions and distance markers.
- In all cases, please avoid queuing and forming groups inside the building as well as outside areas - please be patient.
- A cloakroom is not currently available and cannot be provided in most cases. Please take your jacket with you to your seat.



Collection of personal contact information

We are obliged to collect all event participants' data to be able to trace infection chains.

- This can be done using a digital app or, alternatively, on paper (depending on the responsible health department).
- The data collected will be used exclusively in the case of infection for the purpose of contact tracing by forwarding the information to the relevant health office. It will be deleted after the legally prescribed period has elapsed.



Conference space

We would like to remind you to arrive at the conference space on time so that all participants can remove their face coverings as soon as they are seated, if possible.

For single session conferences:

- Please fill out the tag on your table to include your name and company name and place this where it is clearly visible.
- **IMPORTANT:** We kindly ask you to not switch your seat within the conference room.

For parallel session conferences:

- Please always sign in with your name, company, date and time on the attendance list when taking your seat and when leaving.
- Please clean the surfaces of the table and chair before taking a new seat. Disposable gloves, disinfectant wipes and trash cans for disposal are located in the conference room.
- When changing seats, please always take your materials and personal items, such as pens, with you.



Bus shuttle

- If a shuttle bus is required for the event, such as for the evening event, we will use the maximum of 50 % of seating capacity (one bench per person).

We will be available to answer any questions in advance as well as on site in person.