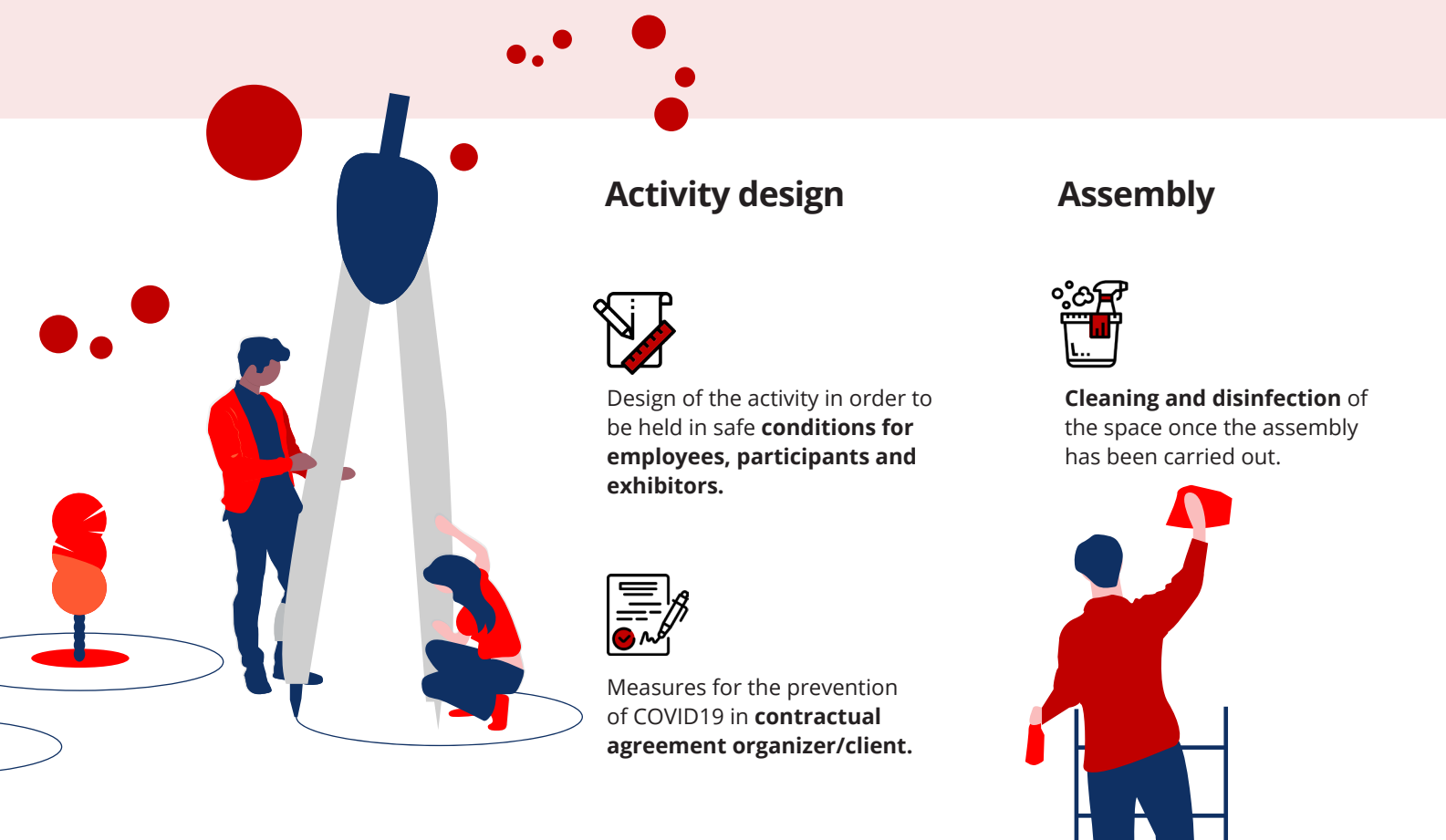


MICE action plan, meetings and congresses

Catalonia

Guidelines and recommendations to be applied for the development of the MICE activity in order to minimize the risks of SARS-Cov-19 virus infection of its participants and employees.

The organization must plan the tasks and work processes in such a way as to ensure the hygiene protocols and the safety distance established by the health authorities.



Activity design

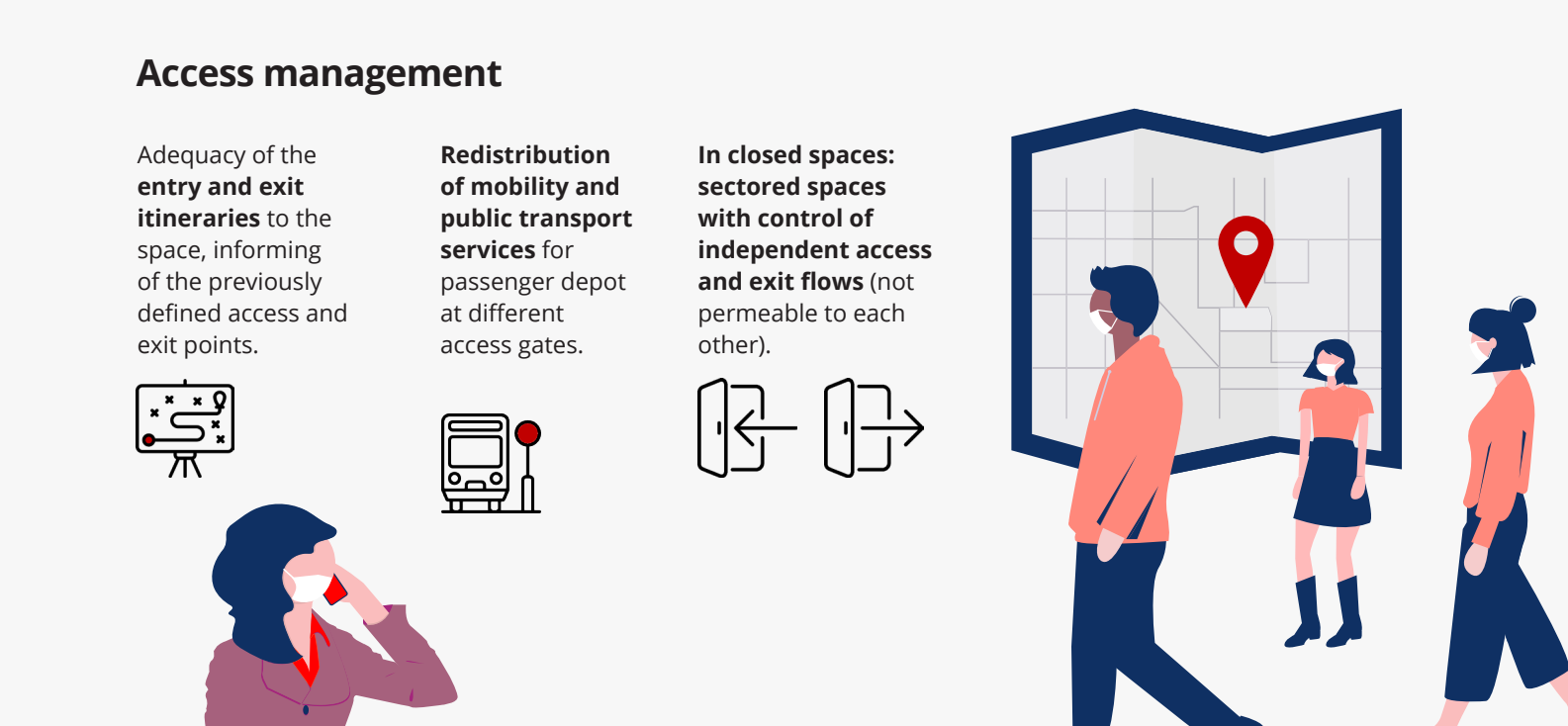
- Design of the activity in order to be held in safe **conditions for employees, participants and exhibitors.**
- Measures for the prevention of COVID19 in **contractual agreement organizer/client.**

Assembly

- Cleaning and disinfection** of the space once the assembly has been carried out.

Access management

- Adequacy of the **entry and exit itineraries** to the space, informing of the previously defined access and exit points.
- Redistribution of mobility and public transport services** for passenger depot at different access gates.
- In closed spaces: sectored spaces with control of independent access and exit flows** (not permeable to each other).



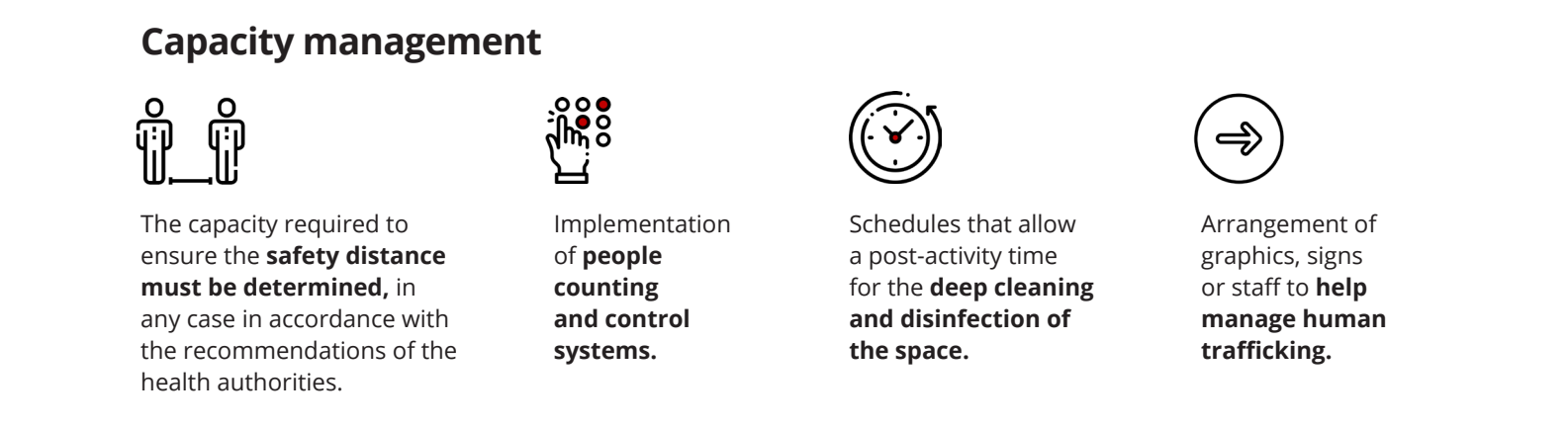
Access control and registration

- Promotion of **online procedures and payments.**
- Queue management and registration spaces.
- Stands with **disinfectant solution.**
- Avoid **printed material.**
- Cleaning and disinfecting countertops **daily and as often as possible.**



Capacity management

- The capacity required to ensure the **safety distance must be determined**, in any case in accordance with the recommendations of the health authorities.
- Implementation of **people counting and control systems.**
- Schedules that allow a post-activity time for the **deep cleaning and disinfection of the space.**
- Arrangement of graphics, signs or staff to **help manage human trafficking.**

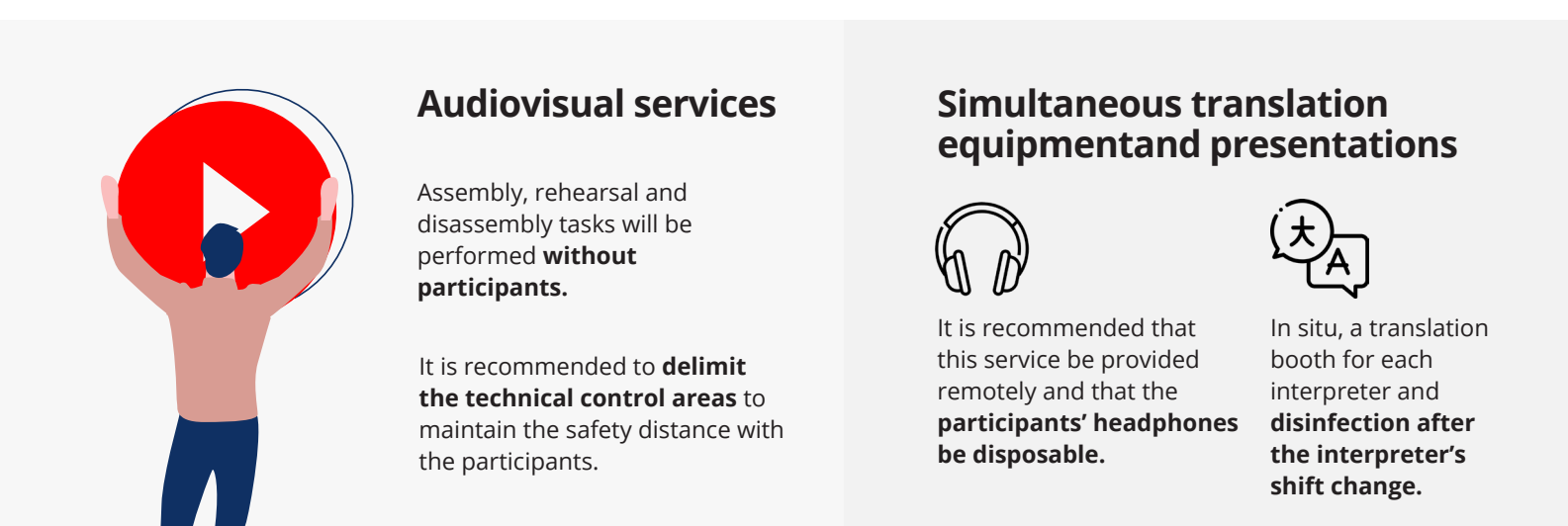


Audiovisual services

- Assembly, rehearsal and disassembly tasks will be performed **without participants.**
- It is recommended to **delimit the technical control areas** to maintain the safety distance with the participants.

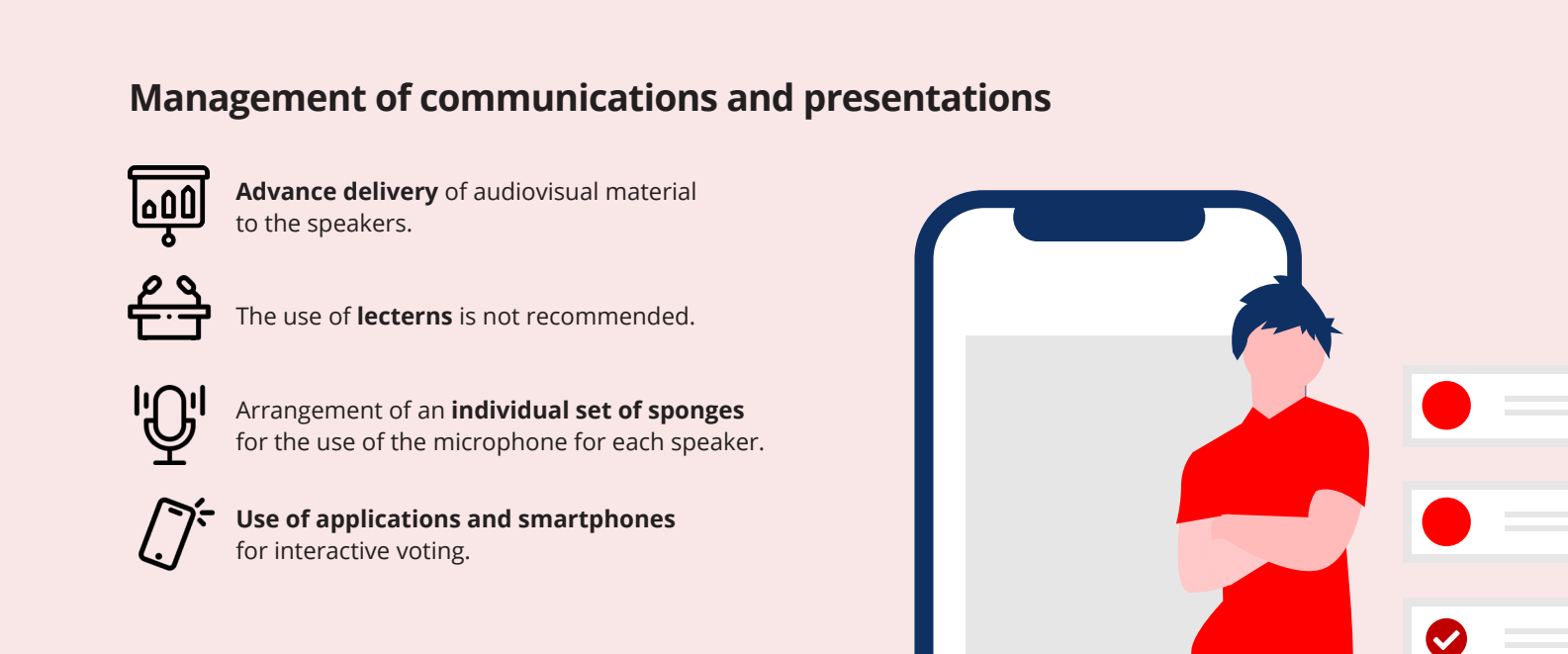
Simultaneous translation equipment and presentations

- It is recommended that this service be provided remotely and that the **participants' headphones be disposable.**
- In situ, a translation booth for each interpreter and **disinfection after the interpreter's shift change.**



Management of communications and presentations

- Advance delivery** of audiovisual material to the speakers.
- The use of **lecterns** is not recommended.
- Arrangement of an **individual set of sponges** for the use of the microphone for each speaker.
- Use of **applications and smartphones** for interactive voting.

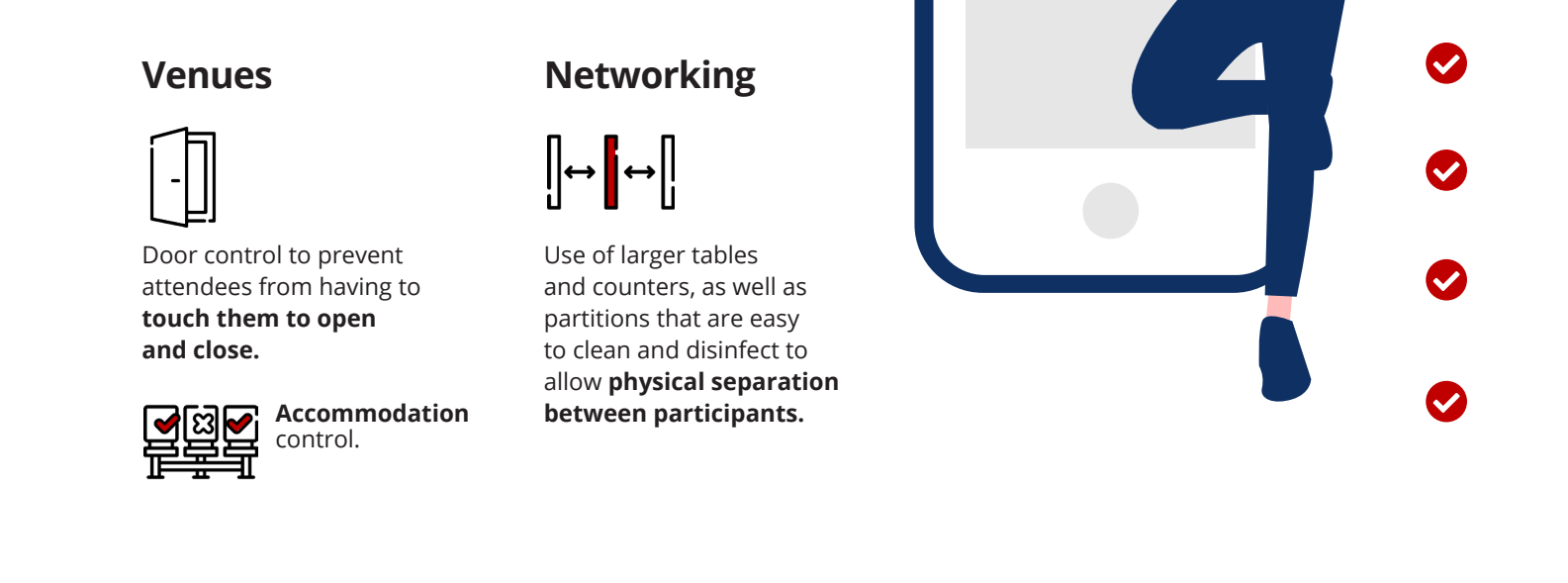


Venues

- Door control to prevent attendees from having to **touch them to open and close.**
- Accommodation control.**

Networking

- Use of larger tables and counters, as well as partitions that are easy to clean and disinfect to allow **physical separation between participants.**

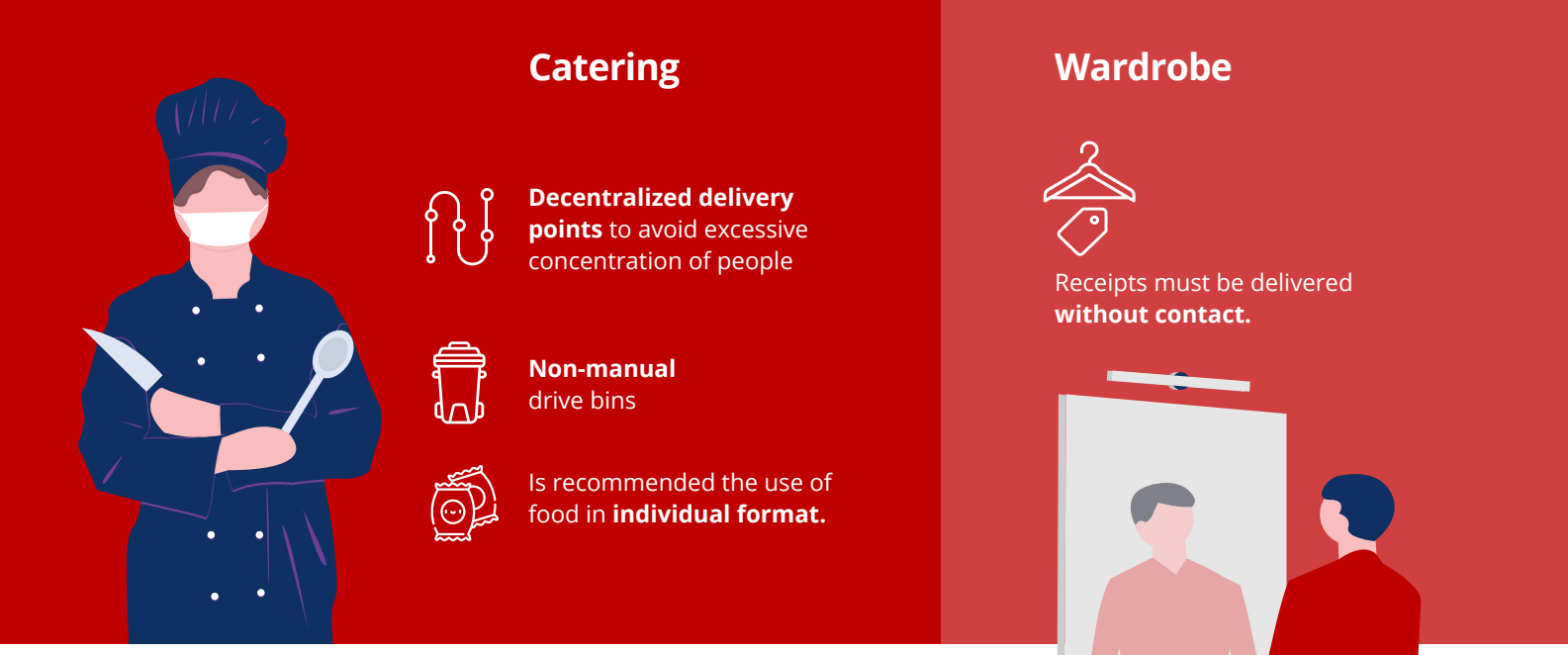


Catering

- Decentralized delivery points** to avoid excessive concentration of people
- Non-manual drive bins**
- Is recommended the use of food in **individual format.**

Wardrobe

- Receipts must be delivered **without contact.**



Toilets

- Controlled capacity.
- Provided with **disinfectant soap dispensers, drying paper, and/or disinfectant solution.**
- They should be cleaned at least **six times a day.**



During the activity

- Communication of recommendations and preventive and hygienic-sanitary measures** that form part of the organization's protocol to participants, exhibitors (if applicable) and service provider companies.
- Graphic signs and awareness messages** related to maintaining the safety distance.
- In both indoor and outdoor spaces, **the physical interpersonal safety distance is generally set at 1.5 m.** In addition, a security space equivalent to 2.5 m², except if there are more restrictive orders in force due to the type of activity.
- The mask is mandatory** for staff and attendees regardless of whether safety distances are maintained.
- NON-mandatory** for people with any type of illness or difficulty breathing that may be aggravated by the use of the mask.

