



Event Technology

Convene with Confidence

Guidelines for **SAFE** Meetings

Convene with Confidence

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Overview

Sustainability and safety in our business, community and environment is an ingrained component of our culture. We are committed to help event planners and the event industry begin to get produce events following the COVID-19 pandemic.

SW Event Technology has developed rigorous guidelines for safe meeting practices related to the events and meeting industry. These guidelines follow all current health and safety guidelines including physical distancing and thorough cleaning procedures to ensure groups can “Convene with Confidence”.

The current restrictions laid out by health authorities allow meetings in smaller groups to proceed in certain provinces. Through physical distancing and enhanced cleaning procedures the risk to attendees and staff will be minimized.

SW Event Technology in conjunction with its venue partners has created a series of room designs, technology options, and traffic flow recommendations that concentrate on reducing risk and being able to Convening with Confidence . Our goal is to make the meeting and live events industry safer and stronger than ever.

Event Technology’s top priority is to ensure the health and safety of all attendees and staff on-site during any meeting or live event.

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Considerations

Room Design

- Meeting in groups of 50 or less
- Physical distancing of 6 feet between attendees
- Reduced room capacities. Larger rooms will be required to allow for physical distancing
- Consideration that not all attendees will be meeting in person

Traffic Flow

- Signage indicating entrance and exits
- Table and chair layouts allowing for 6 foot egress
- Signage promoting physical distancing

Technology Options

- Virtual and Hybrid meeting options
- Remote presenters and/or participants
- Technology allowing for reduced touch points and surfaces

Cleaning Procedures

- Posted and documented cleaning procedures
- Routine cleaning for high touch items
- Health and Safety briefings for all employees

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1. Room Design

SW Event Technology is recommending three scalable room designs for in person meetings. Each design follows government guidelines including physical distancing and meeting in groups of 50 or under to ensure attendees can Convene with Confidence. All three designs can incorporate a hybrid or live stream option for attendees unable to attend the meeting in-person.

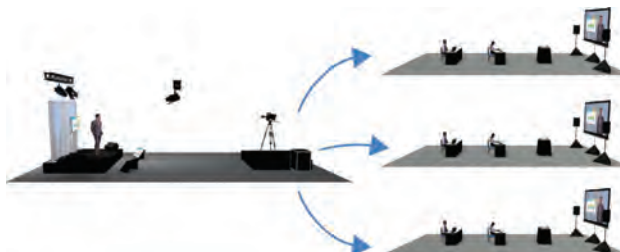
DESIGN ONE- Single Room, Single Venue

Accommodates small groups of 50 people and under. The room is redesigned to follow physical distancing guidelines for in person meetings. Egress is also a design consideration. Live streaming for attendees not able to attend is also available.



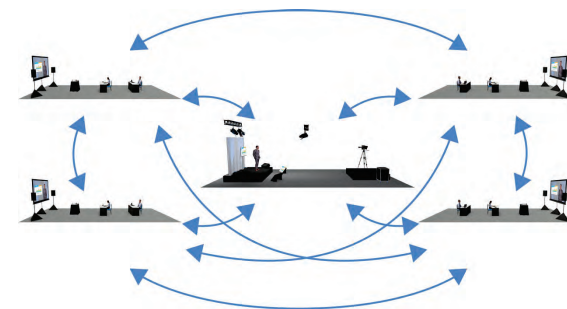
DESIGN TWO - Multiple Rooms, Single Venue

Accommodates large groups of 50 and over that still need to meet in person at the same venue. This design improves on the layout of Design 1 and streams the event live to multiple rooms within the same venue. Two-way communication and collaboration is also an option.



DESIGN THREE - Multiple Rooms & Venues

Accommodates large groups of 50 and over that can not meet in person at the same venue. This option also allows presenters in different locations to present the message to multiple audiences or the group as a whole. Two-way communication and collaboration is instrumental to the success of this design.



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DESIGN ONE- Single Room, Single Venue



Considerations

- Sound reinforcement for larger spaces with reduced capacity
- Screen and projector for larger room sizes with attendees at a distance
- One wireless lavalier microphone per presenter to reduce touch points
- One wireless slide advancer per presenter to reduce touch points
- High boy table as an alternative to a podium to reduce touch points
- Power center at each table
- Voice activated Q&A conference microphone for each attendee
- Physical distanced room layout

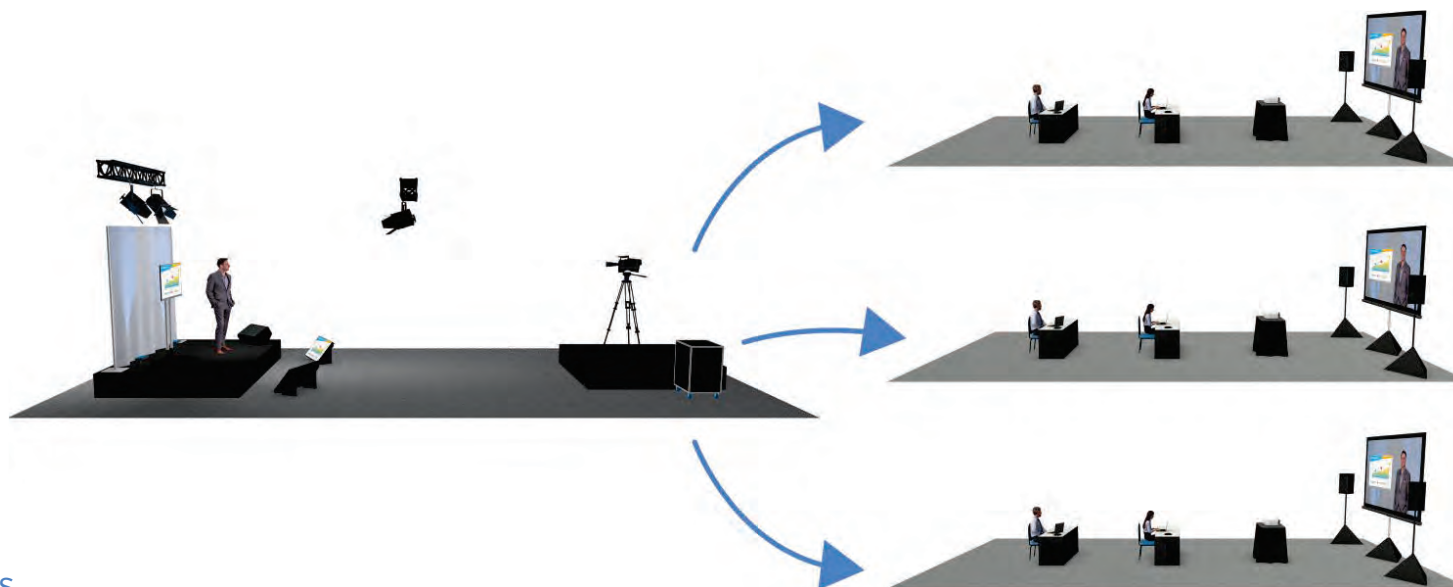


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DESIGN TWO - Multiple Rooms, Single Venue

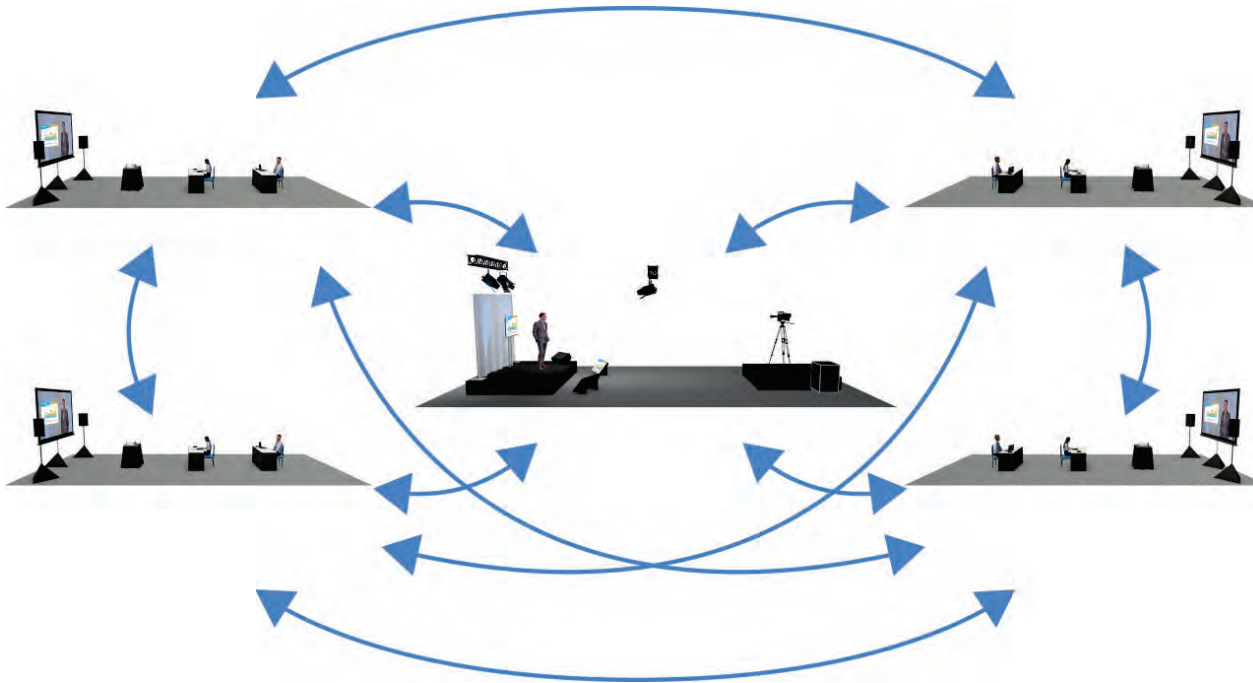


Considerations

- Builds on the layout of Design one
- Custom backdrop or set pieces (multiple options available)
- Front and back lighting onstage for optional camera exposure
- Backdrop accent lighting to add some depth to the stage design
- Comfort video monitor on stage to avoid any laptop or touch points on stage
- On-stage audio monitor for attendee feedback from breakout rooms in the venue
- HD broadcast camera to capture and feed breakout rooms within venue
- Webcasting hardware for connecting presenter to breakout rooms in real time
- Dedicated internet hard-line for secure reliable connection to breakout rooms

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DESIGN THREE - Multiple Rooms, Multiple Venues



Considerations

- Builds of design one and two
- Allows multiple presenters from multiple locations
- 2-way communication and collaboration from multiple locations
- High bandwidth to accommodate remote locations
- Room moderators to ensure a seamless meeting
- 2-way live Q&A or polling either through a device or app
- Digital signage in each remote location seamlessly connected
- Remote could server for uploading of any presentations



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2. Traffic Flow & Layouts

SW Event Technology in conjunction with its venue partners has created a series of room designs and traffic flow recommendations that concentrate on reducing risk and being able to Convene with Confidence.

These designs are just examples and can be tailored to any space while still following all government guidelines and physical distancing.

All designs can also incorporate a hybrid or live stream option for attendees unable to make the meeting in-person



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RENDERING OPTION #1 - 10 People Classroom

Considerations

- Physical distancing of 6 feet between attendees
- Minimum 6' wide aisles
- Directional traffic flow indicated by decals on the floor
- Egress and ingress
- Presenter minimum 6' from attendees



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RENDERING OPTION #2 - 10 People U-Shape

Considerations

- Layout similar to a standard boardroom setup
- Physical distancing of 6 feet between attendees
- Minimum 6' wide aisles
- Directional traffic flow indicated by decals on the floor
- Egress and ingress
- Presenter minimum 6' from attendees
- Voice activated conference microphones can be used



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RENDERING OPTION #3 - 24 People 6' Rounds

Considerations

- Layout similar to a smaller ballroom setup
- Physical distancing of 6 feet between attendees
- Minimum 6' wide aisles
- Directional traffic flow indicated by decals on the floor
- Egress and ingress
- Presenter minimum 6' from attendees



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RENDERING OPTION #4 - 24 People Classroom

Considerations

- Physical distancing of 6 feet between attendees
- Minimum 6' wide aisles
- Directional traffic flow indicated by decals on the floor
- Egress and ingress
- Presenter minimum 6' from attendees



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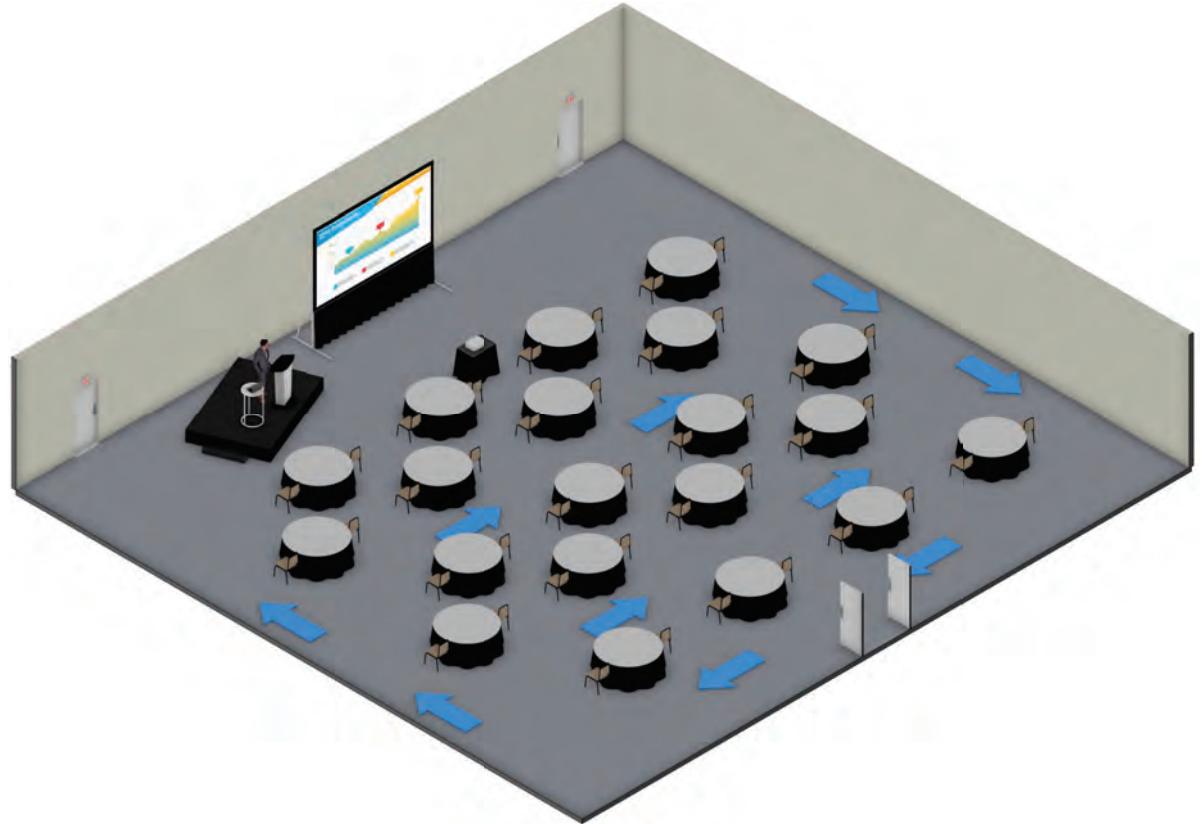
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RENDERING OPTION #5 - 40 People 6' Rounds

Considerations

- Layout similar to a medium ballroom setup
- Physical distancing of 6 feet between attendees
- Minimum 6' wide aisles
- Directional traffic flow indicated by decals on the floor
- Egress and ingress
- Presenter minimum 6' from attendees



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3. Technology Options

Technology can assist with safe meetings that follow government guidelines, allow for physical distancing, and reduce if not eliminated touch points. Below are some examples for technology options that will allow you to Convene with Confidence.

- Sound reinforcement for larger spaces with reduced capacity
- Delay monitors for attendees in the back of the room
- Voice activated conference microphones allowing for zero touch points
- Webcasting or video conferencing engaging attendees not able to attend
- Hybrid event technologies for remote break out rooms and presenters
- Recording of the event to share with attendees at a later date
- Live digital Q & A devices or apps
- Virtual lobbies
- Virtual networking meeting spaces
- Private Virtual chat rooms



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4. Cleaning Procedures

As the world begins to re-open, so will events and people gathering together and SW is prepared to offer support at all phases by providing a safe environment for Virtual, Hybrid and live events. We have come up with policies and procedures that protect our clients, our staff and the general public. These are listed below.

General Protocol

At all of our branches we have a task force that's guiding the implementation of protocols to best protect our team members and customers in accordance with the advice of health authorities and WorkSafeBC. Some of the measures we have put in place at our branches are as follows:

- Enhanced cleaning schedule of high traffic/high touch areas
- Cleaning stations at every entrance
- We have adapted our work processes to ensure social distancing of at least 2m where possible and are encouraging social distancing at all times in our branches and onsite
- A portion of staff working from home where possible
- Virtual meetings, appointments encouraged whenever possible
- Staff requested to stay home when ill and take appropriate measures for quarantine timelines

Production Protocol

At all stages of the event planning process, SW Event Technology will suggest added measure to ensure public safety. Utilizing our floor planning software, we can provide a graphic to-scale production Drawing with proper distancing guidelines, identified safety areas, pathways and cleaning stations.

Transportation

Whenever possible, technicians will travel individually in vehicles in order to practice physical distancing. If that is not possible then employees can be staggered in the vehicle to allow for 2m spacing. If neither of the above measures can be used then technicians will be assigned PPE (Masks) where social distancing cannot be adhered to. A cleaning kit is provided for the vehicle assigned and employees will be required to do an updated pre-trip inspection that includes sanitizing in the cab.

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On-Site

a. Physical distancing

When requested SW can provide floor markings on-site for attendees with pathway direction, safe distance zones and sanitize stations

On stage, our technicians will mark out appropriate spacing for all performers and presenters

We have increased the size of our tech tables to ensure appropriate distance between each technician and the client

b. Cleaning

Multiple cleaning kits will be sent to site with our team, they will be located at front of house and back of house operations. Each of these kits include the following:

- Disposable gloves
- Disposable masks
- Hand sanitizer
- Disinfecting spray
- Garbage bags

Physical distancing cues and signage will be provided and displayed at tech tables.

c. Staff and performance log

All staff and performers/presenters will login at the tech area this list will be collected and kept in records at SW.

Equipment Sanitizing

Our team to use sanitation kit it disinfect the following items before and between individual use and before going back to the warehouse:

- Microphones including Lavs, Handhelds and headsets
- Laptops, Keyboards, Mouse
- Laser Pointers and wireless presenters
- Headsets/Headphones
- Podium, cart and table tops
- Control surfaces such as switching/mixing consoles
- Receiver kits and earpieces

In case of time sensitive changeovers, SW will provide additional mic screens and equipment to swap out if needed.



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