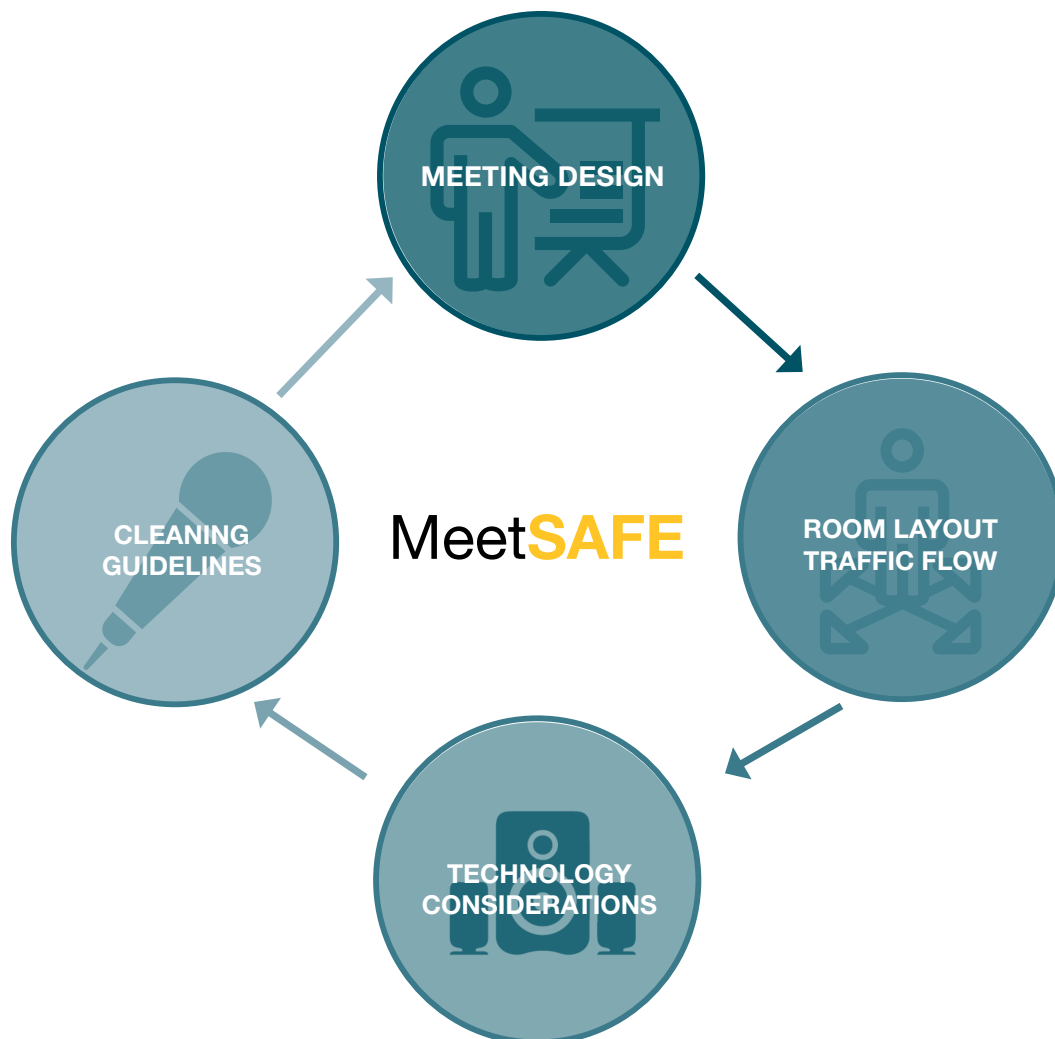# MeetSAFE Guidelines

Meetings and events support more than ten million jobs worldwide. To help get the live event industry, event planners, and our teams back to work and begin the road to recovery following the COVID-19 pandemic, meeting safely will undoubtedly be a priority.

PSAV and our family of companies will be at the forefront in safe meeting practices related to the services provided by our industry leading brands. As shelter-in-place restrictions ease, physical distancing and enhanced cleaning procedures will remain an essential part of making people comfortable with meeting.

Risk and health are two key considerations for businesses and associations. An anticipated phase one recovery for our industry likely represents smaller meeting sizes following evolving government guidelines. With fewer people meeting and a cleaning routine in place, the risk to attendees will be reduced.

How will meeting safely in the early stages of recovery look?

Working alongside venue partners, PSAV is designing a series of meeting formats, equipment packages, and recommendations that address how to reduce risk, increase confidence, and promote health within the meeting space. Meeting design, room layout, traffic flow, technology considerations and enhanced cleaning procedures are at the heart of this offering with the goal to make the meetings and events industry strong, and healthier than ever.

MEETING DESIGN

ROOM LAYOUT
TRAFFIC FLOW

MeetSAFE

CLEANING
GUIDELINES

TECHNOLOGY
CONSIDERATIONS

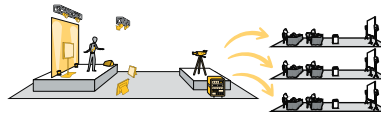# Meeting Design Options: Local to Global Solutions

As people return to in person meetings, smaller groups could potentially fall into three meeting designs:
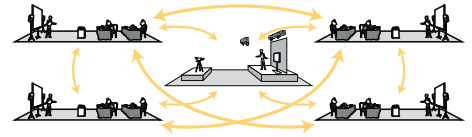
MEETSafe Design 1
One Room

Ideal for a smaller group meeting in a single room at one venue. With physical distancing in mind, screen placement, sound reinforcement, and the ability to connect with others not able to physically attend will be key considerations.

MEETSafe Design 2
Multi-room, Broadcast Communication

Accommodates large groups that may need to be split into multiple rooms at the same venue. Building off the technology in design one, broadcasting to multiple rooms will be critical and the use of digital tools that support two-way collaboration will add to the experience.

MEETSafe Design 3
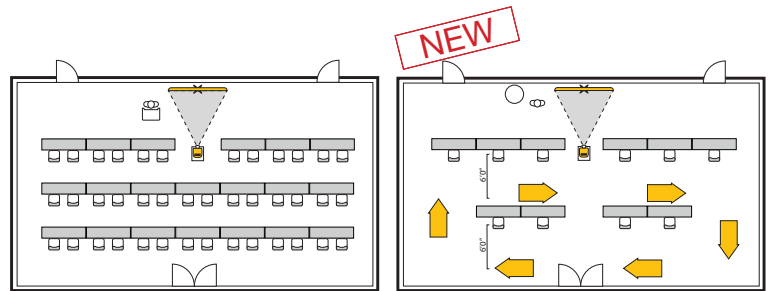Multi-room/Multi-venue, Networked Communication

For events that bring attendees from multiple venues and potentially multiple rooms together. The ability to have several presenters delivering messages to multiple audiences simultaneously will require a suite of technology solutions to make the experience feel as if everyone is meeting together as one.

*Hybrid: All three meeting designs can incorporate a virtual stream for attendees or presenters that are not able to make the in-person meeting.
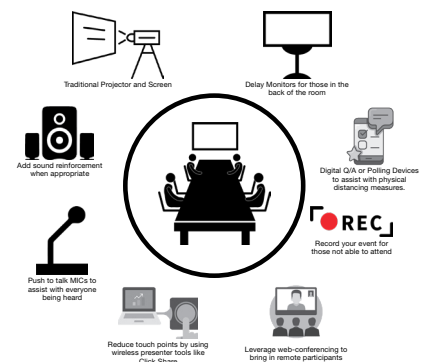
Room Layout, Traffic Flow

With the meeting design in mind, room layouts may look different. Incorporating physical distancing and traffic flow will reduce risk and promote health within the meeting environment. Tables and chairs may be spaced to meet best practices and floor decals, and other forms of signage may inform attendees on the best way to move through the space to limit contact. Technology equipment will be sized according to the new space with the addition of virtual components as necessary.

Technology Considerations

This illustration highlights technologies that can help support these meeting designs. Beyond traditional items like projectors and screens, items to support sound reinforcement, recording, web-conferencing and digital tools for polling and Q&A should be considered.

Cleaning Guidelines

As the event space changes, it will be more important than ever to create a space that continues to promote collaboration and engagement and while focusing heavily on hygiene.

PSAV is educating our team members on enhanced cleaning procedures. We are doing this to help stop the spread of germs as we strive to build upon our commitment to safety. Tent cards will indicate when equipment has been cleaned, with particular attention to high-touch items such as microphones, keyboards, wireless presenters and markers.

PSAV