







Meeting Space

#### Arrival

Social distancing sometimes isn't as easy as it sounds, but we have put together some steps to ensure that we are doing all we can to facilitate this for all our guests.

Guests will be asked to practice social distancing and reminded with floor markings and signage.

Room layouts will be arranged to ensure appropriate distancing or maximum capacities are introduced. Delegates will be given an information sheet prior to detailing their on arrival and responsibilities.





Prior to arrival the meeting guidelines will be sent to the organiser to distribute to all guests

One way system implemented using ropes and poles



Hand sanitiser stations in reception



Social distancing signage in key areas

Social distancing messages on reception screens

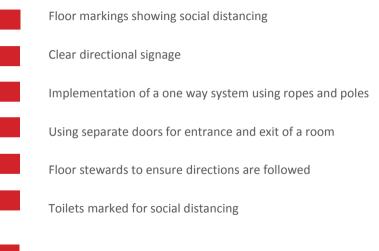


Registration desks to be spaced out to facilitate social distancing

Lift/stair stewards to ensure social distancing and hygiene measures are followed

### Guest Movement





**Responsibility of Delegates** 

We will rely on all our delegates to do their bit in ensuring the safety of all. Delegates will be given written instructions on respecting physical distancing measures in the meeting room and social areas.

Meeting organisers will be asked to outline measures for entering/leaving rooms, congregating at breaks and lunch times, at the beginning of the meeting. Delegates will be asked to remain in allocated seats, for the duration of meeting.

## Meeting Space



Room layouts meet specification but have entry and exit points for delegates, while maximising the capacity in the room and observing social distancing guidelines.

Conference stationary removed from rooms and provided on request

Use of disposable items or those which can be sanitised

Meeting rooms, all equipment sanitised during breaks

All tables and chairs to be sanitised during lunch

All equipment will be sanitised at the start and end of each shift

Cleaning kit available in meeting room for clients use during the day

Hand sanitiser will be provided in meeting space

All staff to have a designated individual standing area in room to allow for as little contact with each other and delegates

# Food & Drink



Social distancing measures in place with tables 2m apart
Sanitised tables between seating
Clear entry and exit procedures
Hand sanitiser station upon entry and exiting for delegates use
Cutlery roll ups
Single use condiments
Team members to wear single use gloves when serving, clearing and sanitising tables
Buffet stations set with screen guards
Delegates will have no contact with service utensils and plates on buffet line
Once plate is complete with choices the plate will be covered and picked up at the end of the buffet area observing physical distancing
Grab and go option offered
Pre-plated individual desserts and fruit available

## Cleaning & Hygiene



Hand sanitiser will be provided in all areas

Increase the frequency of cleaning and sanitation schedule for all areas, paying specific attention to guest touch points and high traffic locations

Disposable paper towels will be available for hand drying in addition to the hand dryers in all toilets

All linen will be removed and placed in sealed bags, and sent for cleaning and disinfecting

All cutlery, crockery and glassware will be cleaned and disinfected

All staff to be provided with face coverings, gloves and aprons where social distancing can not be maintained

## Technology



#### Video Conferencing & Live Streaming

#### Meeting Room Package

This package is suitable for the smaller, more entry level, requirements where a working-fromhome Zoom call doesn't quite cut it. The venues can offer a fit for purpose, professional environment to host the meeting from with facilities that allow for socially distant seating solutions for those presenting to the conference.

A professional camera and microphone setup, along with a modern LCD screen for the display of the video conferencing software to ensure a higher standard of video conference solution.

#### **Conference Live Stream**

Based on the updated capacity information for each of the venue spaces with social distancing measures in place, it may be the case that you are looking to hold a more traditional conference setup with stage and set, however, operate on a reduced in-person attendance figure.

In this scenario, a bolt-on package to stream a live feed of the event out to those at home that can't feasibly or safely attend so they don't miss out on key updates and information.

## CONTACTUS

www.ajbellstadium.co.uk E: ajbellstadiumevents@elior.co.uk If you are consider an event at the stadium please do not hesitate to contact us, we'd be happy to talk through our new safety measures.