



## Guidelines on conferences and events to be held at the University

updated on 28 July 2021

Those intending to organise and run a conference/seminar/event in the University's spaces must comply with the following rules, and ensure that these are correctly followed by the participants.

### Organising a conference/seminar/event

- Conferences/seminars and events may be held at the University, provided that event venues/rooms large enough to accommodate all participating people at about 50% of the usual room capacity are available, so as to ensure social distancing and avoid gatherings. In the venue/room, a distance of at least 1 metre between each person (both between seats and rows) must be maintained at all times, and all people attending must wear face coverings;
- the use of digital technologies is highly recommended in order to automate organisational and event management processes (e.g. booking system, ticket payment methods, forms for participants, printing tickets and conference badges, registration system, questionnaires for participants, certificates of attendance) and avoid any gatherings;
- for events open to the public in any venues, including open-air venues, seats must be booked in advance, and a distance of at least one metre between people not in the same household and for staff must be ensured at all times. Standing room will not be permitted;
- a temporary record of participants must be in place: the relevant contact information should be kept for 14 days in accordance with the relevant data protection regulations. Only those registered and holding a 'Covid-19 green pass' will be able to attend, except for those exempt as per Art. 3(3) of Decree Law no. 105/2021;
- the reception desk area must be fitted with protective barriers (e.g. plexiglass screens);
- it is not permitted to hold coffee-breaks and lunch buffets in the University's spaces. However, it is possible to set up a refreshment area, without setting a specific time for coffee-break, so that participants can access refreshments in a staggered manner, avoiding gatherings.

### Accessing the University's facilities

**From 6 August 2021, all those wishing to attend seminars/conferences will be required to have a valid 'Covid-19 green pass' (vaccination, proof of recovery, or recent negative test result) in order to gain access to the University's premises, except those exempted on the basis of appropriate medical certification, as established by the Italian Ministry of Health, pursuant to Article 3(3) of Decree Law no. 105/2021.**

Moreover, all public health measures currently in force at the University must be complied with. This means that participants can access the University's premises and its facilities, provided that:

- they do not display the following symptoms: body temperature above 37.5°, cough, difficult breathing, severe sore throat, colds and conjunctivitis, loss of taste and smell, diarrhea;
- they **wear a face covering**, at least a surgical face mask. If they wish to use a more protective mask, this **must be without exhalation valve**. Those not complying with these rules will be

asked to leave;

- they clean their hands by using the hand sanitiser dispensers on site;
- they follow the entrance and exit routes while in the University's internal areas, and follow the displayed signs, avoiding gatherings and keeping a distance of at least one metre from other people at all times.

People intending to access the venue may be asked to have their body temperature taken: if above 37.5°, they will be asked to leave.

### **Health and hygiene measures**

- Please invite your event participants to read the Covid-19 prevention measures indicated on the appropriate signs and posters, and monitor and promote compliance with such rules, also appealing to the participants' sense of responsibility;
- show your participants the hand sanitiser dispensers on site, and promote their frequent use (at least when entering and leaving the conference/event venue);
- in the light of the prolonged exposure in the same indoor space, all participants and Conference staff (e.g. reception staff, IT staff, conference assistants) must wear a face mask for the entire duration of the event;
- in the cloakroom area, coats and personal effects must be stored in special garment bags;
- regular cleaning and disinfection of the venue/spaces must be guaranteed, in any case at the end of each activity involving a group of users, with particular attention to the most frequently touched surfaces, toilets and common areas (e.g. refreshment areas, keypads of vending machines for drinks and snacks);
- any devices and equipment on site made available to speakers and attendees (e.g. microphones, keyboard, mouse, laser pens/pointers, etc.) must be disinfected before the event by ensuring that these are disconnected from electricity. These tools must then be protected by using a clingfilm, which should be replaced for each user if possible;
- the event venue must be well ventilated by opening doors and windows frequently during the event, unless otherwise permitted by weather conditions or other situations of necessity;
- the number of persons admitted must be matched by a reasonable flow of outside air circulating. For air conditioning systems, it is mandatory, if technically possible, to totally exclude the air recirculation function. In any case, ventilation levels must be further increased by opening windows, and/or through the air conditioning system. Air conditioning filters should be cleaned when the system is not running, in order to maintain adequate filtration levels. If technically feasible, the filtering capacity of the recirculation system should be increased by replacing existing filters with higher rated air filters, ensuring that the flow rates are maintained;
- in toilets, extractor fans must be kept in continuous operation.

### **Venue facilities - arranging spaces**

- The event venue must be organised in such a way as to ensure that visitors can access the area in an orderly manner by following the pre-arranged and separate entry and exit routes; that gatherings are avoided; and that a distance of at least 1 metre between each person is maintained, except for those that are exempt from social distancing measures based on current regulations;
- at the speakers' table seats should be arranged in such a way as to ensure a distance of at least two metres between them is maintained, and to allow speakers to speak without keeping their face mask on;

- in the scientific posters area, spaces must be arranged so as to ensure social distancing, and access may be limited if deemed necessary; moreover, visitors should be encouraged to access the relevant scientific information remotely. Any informational and scientific materials may be made available preferably using brochure and leaflet holders (users must sanitise their hands before using them) or through digital systems;
- in the exhibition area, the exhibition stands must be arranged so as to ensure social distancing, and access to each stand may be limited if deemed necessary. Any informational, scientific and promotional materials, including gadgets, may be made available to visitors preferably using brochure and leaflet holders (users must sanitise their hands before using them) or through digital systems.