



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

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;
- a booking system must be in place, so that only those who have booked their place in advance can participate;
- 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;
- 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;
- 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

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 have declared by means of a self-declaration (*please see attachment*) that they comply with the requirements for a safe return to University (i.e. not showing the above symptoms, not having been placed in quarantine, not having been in contact with a positive case of Covid-19);
- 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 follow the entrance and exit routes while in the University's internal areas, and follow the displayed signs;
- their body temperature - taken with an infrared thermometer, if applicable - is not above 37.5°.

### 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. As for the speakers, if their seats are arranged in such a way as to ensure a distance of at least two metres is maintained between them, they can speak without keeping their face mask on;
- the event venue must be well ventilated by opening the windows at least two times a day, possibly, and at the end of the event. If possible, keep windows open or partially open (as in the case of 'vasistas' or tilt and turn windows) during the entire event.

### **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. If possible, it should be ensured that speakers can take part in the conference without a microphone being passed from hand to hand, by arranging the table accordingly; in any case, speakers should be advised that they must respect social distancing and sanitise their hands before and after using the equipment on site (e.g. microphones, keyboard, mouse, laser pens/pointers, etc.);
- the reception desk area must be fitted with protective barriers (e.g. plexiglass screens);
- in the cloakroom area, coats and personal effects must be stored in special garment bags;
- 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.