

We have made the Forum a hybrid event this year, as we know that not everyone will feel comfortable joining in person just yet. The hybrid option also allows more of our members to join us virtually from across the country. However, if you do want to join us at the EICC, here's some information on how we're keeping you safe.

- Social distancing: We are using the large auditorium space at the EICC to allow delegates to be seated at a distance that's comfortable for them. The EICC will also institute and manage a one-way flow wherever possible, to help control the movement of delegates. We recommend against shaking hands or exchanging business cards, and SCDI will provide digital copies of the event programme and any reports that we'd usually hand out. The venue will ensure that lunch is served in such a way as to promote social distancing, including avoiding self-service. We're taking all questions for our panels digitally to avoid sharing hand-held microphones (though if you're unable to use a mobile device of course just let us know).
- Lateral flow tests: We ask that all attendees, EICC and SCDI team members carry out an LFT within 24 hours of attending the event.
- Test and Protect: All attendees will scan in on arrival, using the venue specific Test & Protect QR Code on display at the entrance, as well as checking in at the SCDI registration desks.
- Masks: Face coverings will be worn at all times, unless eating or drinking, or medically exempt, by all delegates, and the SCDI and EICC teams.
- The EICC have increased the frequency of cleaning and sanitising all high touch points. Toilets are also checked and cleaned on an increased basis throughout the day/evening.
- If someone develops symptoms while at the venue, the EICC medical room can be used for isolation purposes if the attendee does not have an alternative place to isolate in the first instance. They may be asked to carry out an LFT while in the isolation room.
- See the next page for more information from the EICC

A Message from the EICC

Our safety and hygiene measures have always been delivered to the highest possible level. In today's changing environment, we are continually reviewing risk and updating best practice. When you come to the SCDI Forum, you can expect the following:

- High Touch Points – we have increased the cleaning frequency of high touch points
- Air Conditioning Units – set to maximise the intake of fresh air throughout the venue
- Our Team - health questionnaires & online training modules completed by all members of the team
- PPE – all the front of house team will be issued with PPE to use while working
- Hand Sanitising - we have multiple hand sanitising stations in place for everyone to use on arrival and in key locations throughout the venue
- People Management – we have team members in place to manage the flow of delegates in a safe manner throughout the venue
- Door Opening – where feasible we have hold open devices in place to eliminate the need for delegates to touch door handles in the venue
- Escalators & Stairs – signage is in place to encourage physical distancing and one way systems are in place to avoid congestion in these areas
- Lifts – we restrict the capacity to allow for adequate physical distancing and prioritise use for individuals with access requirements
- Toilets – Hand driers are all disabled and paper towels are provided instead
- Isolation Room – should this be required we have a dedicated medical room which could be utilised for self isolation purposes in emergency situations
- First Aid Provisions – fully equipped with the PPE required should anyone take unwell and be displaying symptoms of Covid-19 and require assistance
- Enhanced Cleaning Routines – all areas are frequently cleaned and sanitised throughout the day
- Technical Equipment – is thoroughly sanitised after each speaker's session
- Catering Stations – we have increased the number of these per event and work with clients to ensure that their event schedule allows for staggered break times to reduce queues and congestion
- No Smoking/Vaping – the venue is an entirely non-smoking environment and we have introduced an entirely non-smoking policy in the vicinity directly outside the venue. We are encouraging anyone who does smoke to walk completely away from the venue to avoid groups of people gathering by our entry/exits points and to protect each other from any potential exposure to risk