



CONFERENCE & DINNER

COVID-19 POLICY

The BCO is excited to return to its in-person format and we hope that attendees will **make the most of the many networking opportunities** at the conference and dinner and enjoy reconnecting with industry peers, colleagues and friends after so long.

We want to make sure that **this can be done in a way that is safe and enjoyable for everyone**, so we have put together a roadmap to outline our health & safety protocols for the conference and dinner.

We would ask you to follow these protocols both to reduce the risk for yourself and for others, bearing in mind that there might be guests who feel more vulnerable or less comfortable at large gatherings at this point in time.

GUIDELINES FOR PARTICIPANTS

1. If you have Covid symptoms or suspect that you may have Covid, or if someone you have been in contact with in the last 10 days before the event has Covid, **please do not attend**.
2. Unless you have been double vaccinated, please take a lateral flow test on the day before or the day of the event and attend only if the result is negative.
3. Please avoid shaking hands and other physical contact, unless you are sure the other person is comfortable with this.
3. At the venue, please try to maintain at least 1 meter physical distance from other guests, if possible.
5. Face coverings are not mandatory but will be available on site.
6. Please wash your hands frequently or use the hand sanitisers which will be provided at several touchpoints throughout the conference and dinner venue.

SAFETY INFORMATION @ HERE EAST

1. Places at the conference are limited to avoid overcrowding.
2. BCO onsite staff will be wearing facemasks and wear gloves when touching the name badges. We usually ask attendees to return their name badges after the event, but on this occasion, we would ask all participants to keep their badge.
3. The dividing walls of the auditorium will be opened for more space and to enhance ventilation.
4. Lunch will be served as a 'packed lunch' (and be just as delicious as any buffet option)
5. The conference brochure will be available in digital format to reduce the risk of possible contamination.
6. Roaming microphones during the Q&A sessions will be replaced with a standing microphone, which will be sanitised after each use.
7. Cleaning of all touch points will be carried out throughout the event.

SAFETY INFORMATION @ GROSVENOR HOUSE

1. Onsite staff will be asked to wear face masks and gloves and encouraged to do lateral flow tests.
2. Bread and butter will be pre-set to avoid too much interaction and petit fours will be wrapped.
3. Reception drinks will be served on the balcony and in the Great Room, so guests who feel uncomfortable with joining the main drinks reception, will be able to access the Great Room downstairs and enjoy their drinks at their table before the dinner.
4. Hand sanitisers will be available throughout the event area.
5. Cleaning of all touch points will be carried out throughout the event.
6. The dinner programme & guest list will be available in digital format to reduce the risk of possible contamination.

Please note, depending on the circumstances, the protocols may change before the event. If they do, we will, of course, update all participants. We thank you in advance for your cooperation. If you have any questions, please don't hesitate to **email events@bco.org.uk**.