



#MeetWithConfidence

In Person Site Inspections

Our baseline, established October 20, 2020



Our goal is to ensure you #MeetWithConfidence

For all future meetings and events.

Let's start with the site... here is our checklist of areas to consider when planning a live site:

- Duty of care: Establish protocols and alternative plans should any attendee, supplier partner or staff member has experienced cold or flu-like symptoms within 14 days of the site. Are protocols in place to assist should anyone have been exposed or are feeling ill?
- Transportation; ensure that you have the right vehicle that allows for social distancing and that you have the seats marked to avoid confusion
- Plan ahead for an area to meet to review program specifics. Work with your hotel to have a room set up that meets social distance requirements
- Provide masks for all attendees, and have extra just in case
- Clearly lay out the COVID-19 requirements for all venues / hotels beforehand
- See what food outlets might be open in the hotel; if they aren't, make a plan for some snack boxes for your clients
- Have a large group? Make sure you have a place to safely gather at the venues to avoid the 'huddle' to answer questions
- Most importantly – communicate all this! No one wants the awkward 'do we shake hands or not' moment!

Transportation

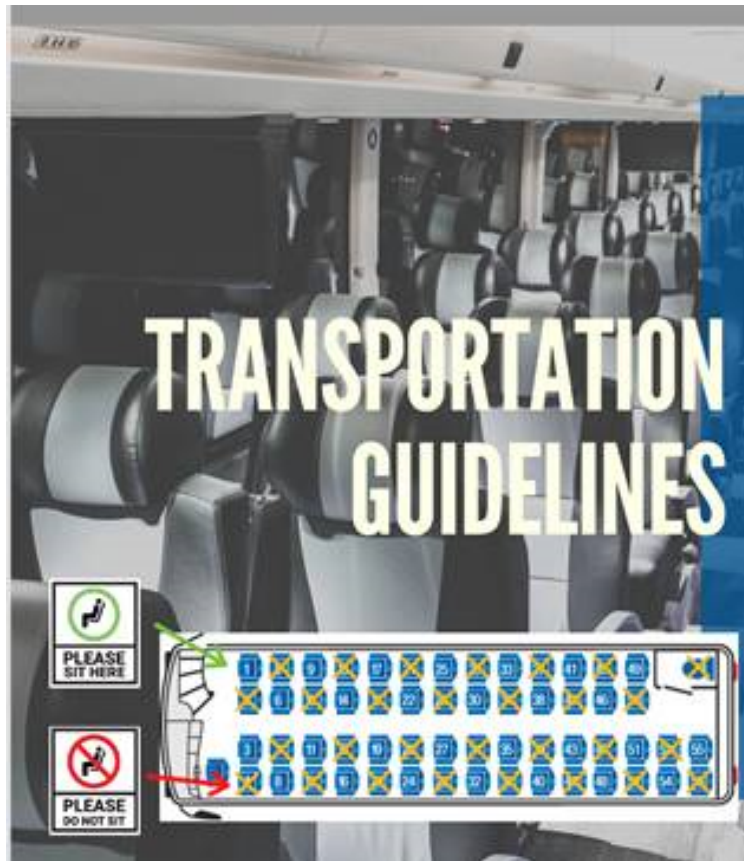
Our team has found it useful to use these diagrams and signage for transportation to ensure we stay socially distant during sites and programs..



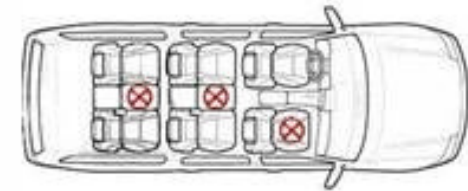
**PLEASE
SIT HERE**



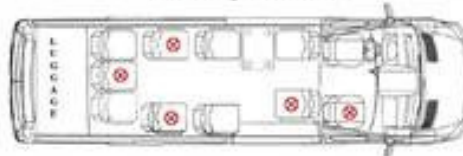
**PLEASE
KEEP SEAT VACANT**



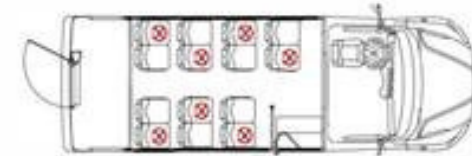
Luxury Sedan



Luxury SUV



Mercedes Executive Sprinter



14 Passenger Vanterra



26 Passenger Minibus



31 Passenger Minibus



38 Passenger Minibus



56 Passenger Motor Coach



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