

Overview

Meetings and events support more than ten million jobs worldwide. Getting the live event industry, event planners, and our teams back to work and begin the road to recovery following the COVID-19 pandemic, meeting safely is undoubtedly a priority.

Encore is at the forefront in safe meeting practices related to the services provided by our industry leading brands. As shelter-in-place restrictions ease, physical distancing and enhanced cleaning procedures will remain an essential part of making people comfortable with meeting.

Risk and health are two key considerations for businesses and associations. Phase one recovery for our industry represents smaller meeting sizes following evolving government guidelines. With fewer people meeting and a cleaning routine in place, the risk to attendees will be reduced.

How will meeting safely in the early stages of recovery look?

Working alongside venue partners, Encore has designed a series of meeting formats, equipment packages, and recommendations that address how to reduce risk, increase confidence, and promote health within the meeting space. Meeting design, room layout, traffic flow, technology considerations and enhanced cleaning procedures are at the heart of this offering with the goal to make the meetings and events industry strong, and healthier than ever.



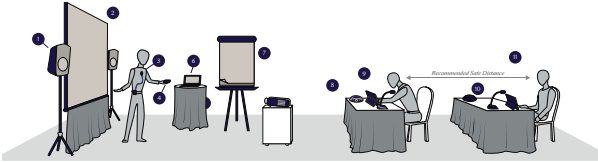


Meeting Design Options: Local to Global Solutions

As people return to in person meetings, smaller groups could potentially fall into three meeting designs:

Design 1

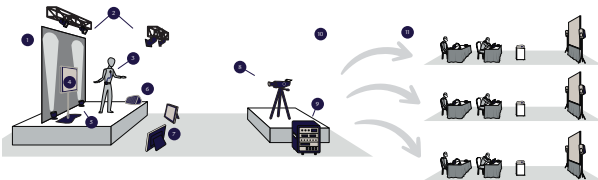
One Room



Ideal for a smaller group meeting in a single room at one venue. With physical distancing in mind, screen placement, sound reinforcement, and the ability to connect with others not able to physically attend will be key considerations.

Design 2

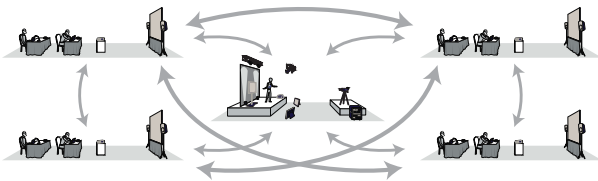
Multi-room, Broadcast Communication



Accommodates large groups that may need to be split into multiple rooms at the same venue. Building off the technology in design one, broadcasting to multiple rooms will be critical and the use of digital tools that support two-way collaboration will add to the experience.

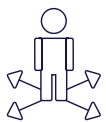
Design 3

Multi-room/ Multi-venue, Networked Communication



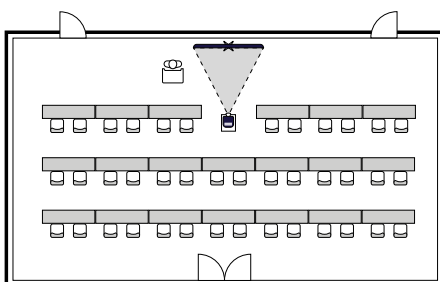
For events that bring attendees from multiple venues and potentially multiple rooms together. The ability to have several presenters delivering messages to multiple audiences simultaneously will require a suite of technology solutions to make the experience feel as if everyone is meeting together as one.

*Hybrid: All three meeting designs can incorporate a virtual stream for attendees or presenters that are not able to make the in-person meeting.

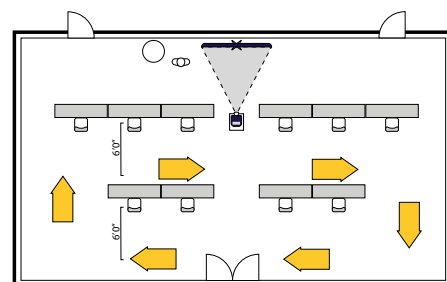


Room Layout, Traffic Flow

With the meeting design in mind, room layouts may look different. Incorporating physical distancing and traffic flow will reduce risk and promote health within the meeting environment. Tables and chairs may be spaced to meet best practices and floor decals, and other forms of signage may inform attendees on the best way to move through the space to limit contact. Technology equipment will be sized according to the new space with the addition of virtual components as necessary.



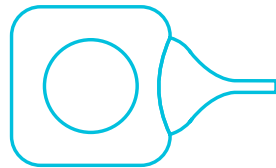
NEW



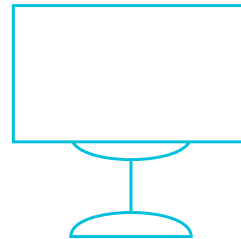


Meeting Design Options: Local to Global Solutions

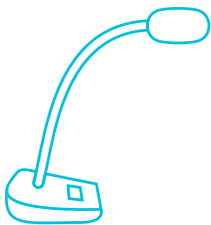
This illustration highlights technologies that can help support these meeting designs. Beyond traditional items like projectors and screens, items to support sound reinforcement, recording, web-conferencing and digital tools for polling and Q&A should be considered.



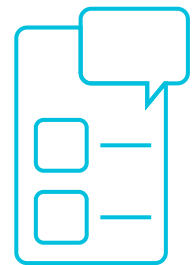
Reduce touch points by using wireless presenter tools like Click Share.



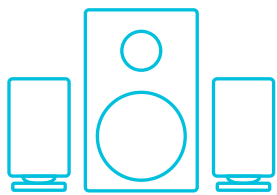
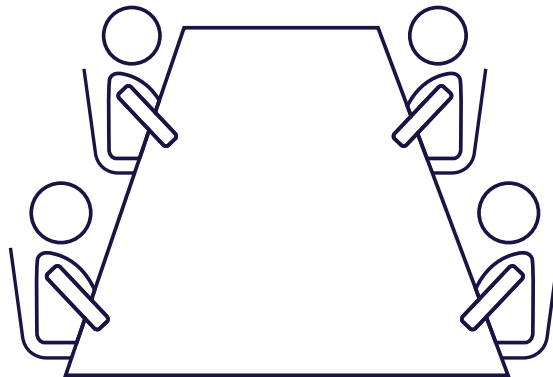
Delay Monitors for those in the back of the room.



Push to talk MICs to assist with everyone being heard.



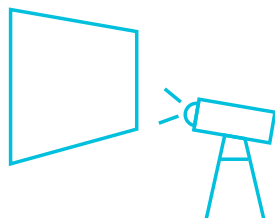
Digital Q/A or Polling Devices to assist with physical distancing measures.



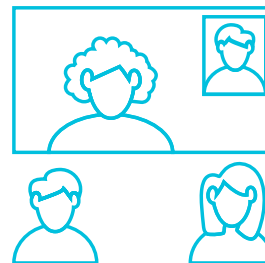
Add sound reinforcement when appropriate.



Record your event for those not able to attend.



Traditional Projector and Screen.



Leverage web-conferencing to bring in remote participants.



Cleaning Guidelines

As the event space changes, it will be more important than ever to create a space that continues to promote collaboration and engagement while focusing heavily on hygiene.

Encore is educating our team members on enhanced cleaning procedures. We are doing this to help stop the spread of germs as we strive to build upon our commitment to safety. Tent cards will indicate when equipment has been cleaned, with particular attention to high-touch items such as microphones, keyboards, wireless presenters and markers.

High Touch Items Cleaned For Your Safety

- > Lavalier Microphone
- > Handheld MIC
- > Head Set MIC
- > Headphones
- > Push to Talk MIC
- > Polycomm Unit
- > Radios and Other Comms Equipment
- > Laptops/Computer
- > Keyboard and Mouse
- > Tablet
- > Slide Advancer
- > Wireless Presentation Accessories (i.e. Clickshare)
- > Power Strip
- > Cable
- > Monitor
- > Projectors and Cart
- > Flip Chart Easel
- > Flip Chart Markers
- > Tech Table Equipment

[Download Complete Guidelines](#)