



We look forward to welcoming you to the *Opening Session of the CLIENT Conference 2021 on 26/10/2021* at the Environmental Forum.

Our hybrid event concept provides that, in addition to virtual participants, a limited number of guests can also attend the event on site. In the context of the Corona pandemic, this is only possible with the implementation of specific protective and hygiene measures.



Figure: Environmental Forum with Corona-compliant seating. © Special Places, 2020.

As a participant, we ask you to contribute to the implementation of these measures. We would therefore like to take this opportunity to inform you about the protection and hygiene concept of our partner *Besondere Orte*, which will be applied at the CLIENT Conference 2021 in order to be allowed to hold the event in accordance with the [SARS-CoV-2 Infection Ordinance of the City of Berlin](#).

The [hygiene and protection measures](#) defined by the visitBerlin Convention Partner Association and the visitBerlin Convention Office (as part of the Guidelines for Safe Events during the Corona Pandemic) are decisive in this respect.

1. General

- 1.1. A distance regulation of 1.5 m applies in the Umweltforum, which is also implemented in the event halls. In addition, the wearing of a mouth and nose protection is mandatory. The mouth and nose protection can be removed when you reach your seat and when taking food and drinks.
- 1.2. Individuals at higher risk for severe COVID-19 disease (respiratory system disease), are advised not to attend.
- 1.3. Guests with COVID-19 symptoms will be excluded from the event and must leave the location immediately.

2. hygiene measures

- 2.1. All guests disinfect their hands upon entering the location.



- 2.2. Dispensers with disinfectant are located at the entrances, exits and sanitary facilities of the locations during the event.
- 2.3. The organiser shall keep sufficient suitable mouth/nose coverings on hand to allow guests who do not have their own with them to gain access to the event.
- 2.4. All employees clean their hands before starting work and at regular intervals. All employees who come into contact with guests wear a mouth/nose covering in closed rooms.
- 2.5. For the event, the Special Locations will implement the following cleaning and disinfection plans:
 - Cleaning of sanitary facilities before and after breaks and additionally as needed.
 - Multiple cleaning of high traffic areas such as handrails, elevator buttons, door handles, lectern.
 - Regular cleaning of the catering areas.
 - All other areas will be cleaned before and after the event.

3. spatial concept and use of space

- 3.1. Chairs and side tables are placed in the event rooms in such a way that guests always have a minimum distance of 1.5 m from each other. Accordingly, the maximum number of participants in the Environmental Forum is reduced from 350 PAX to just 70 PAX.

Please help us: please don't move the chairs.

- 3.2. Depending on the weather, entry/exit is preferably via open doors of the location and, if possible, separated into entrances and exits.
- 3.3. Markings and barriers control that the minimum distance "when moving during the event" and at the "entrance / exit" is guaranteed as far as possible. For lifts and sanitary facilities, maximum person specifications are specified.
- 3.4. All rooms are regularly ventilated.

4. accreditation

- 4.1. During check-in, the organiser shall ensure that only accredited guests are granted access to the event and that the specified maximum number of persons is not exceeded.



4.2. The check-in of the event is contactless. The organiser stores the following data of all guests for a period of 14 days after the event and then destroys them: first and last name, complete private address or e-mail address and telephone number as well as time and duration of attendance. If there is a justified need, the data shall be made available exclusively to the health authorities (in accordance with the requirements of the DSGVO).

4.3. The event organiser, SPECIAL PLACES and other trades shall store the following data of their employees involved in the event for a period of 14 days after the event and then delete it: first and last name, full private address or e-mail address and telephone number as well as attendance time and duration. If there is a justified need, the data is to be made available exclusively to the health authorities (in accordance with the requirements of the DSGVO).

5. Event schedule

5.1. During the event, guests will be informed via announcements about the hygiene and protection measures to be taken.

5.2. Markings/barriers control that the minimum distance is guaranteed as far as possible during accreditation and catering.

5.3. Drinks and catering will be served at several, decentralized stations.

Please help us: Use the decentralized stations to avoid large crowds / queues.

5.4. Preferably lapel or headset microphones are used. Hand-held microphones are either only used by one person or disinfected beforehand if they are passed on. As audience microphones, either "fishing rods" or microphones on stands in the aisles are used.

5.5. Exhibits that are to be touched must be cleaned after each use.

Please help us: Use the disinfectant dispensers provided before and after touching an exhibit.

5.6. The organiser shall appoint a hygiene officer for the event. This person shall monitor compliance with the distance regulation of 1.5 m and the wearing of mouth and nose protection in the location.

Please help us and follow the instructions of the / the hygiene officer.