

Operation of scientific/professional and other conferences

PART A. GENERAL RULES OF OPERATION

Scientific / professional and other conferences are held in a hybrid way, ie, there is a mandatory:

- Physical presence of a limited and predetermined number of participants at the conference venue, obeying all health rules described in **Part B** of the present **and**
- Simultaneous live streaming for the other registered participants.
- In the event that, for epidemiological reasons, the State imposes a ban on conferences with physical presence, the conference is not postponed/canceled, but is carried out as virtual in its entirety.
- The Organizer has the choice to initially organize a fully virtual event, via the Internet, with no physical presence.
- In the case of international conferences, physical presence of foreign delegates is allowed in accordance with travel instructions.
- Attendees will be able to participate in sessions on a first come, first served basis, up to the specified capacity of each room upon observing health protocols. Upon max capacity, entrance will then be denied. A dedicated TV screen will be available outside of the halls, for any persons wishing to observe presentations.
- Attendees' entrance to conference halls is monitored by electronic scanning of their conference badge. Only chairs/speakers of the meeting, authorized attendees and the technical staff are allowed to be present in the hall.
- Registration documents, issued badges, the scientific program of the conference, and awarded certificates are sent out electronically (via e-mail, SMS, social media).
- Commercial exhibition stands may be present, provided they do not have seats, are served by one employee, and do not hand out printed or other material to the delegates. Electronic presentation of commercial messages on screens is recommended.
- Buffet breaks for coffee/light lunches are allowed, provided they follow the mode of operation as per the health regulations of Annex I (part 11.11 no. 1881/29.05.2020 Decision of the Ministers of Economics, Health and Tourism [B' 2084]). In each case, meals are suggested to be served in boxed, individual packaging.
- Masks are mandatory for staff (employees, technicians, security), and optional (but recommended) for attendees.

PART B. CONGRESS OPERATION DESIGN

B.1. CONGRESS PREPARATION

B.1.1. Entry permit to technical staff for construction work

The conference room is blocked and completely controlled for the duration of preparation and dismantling of stages, and accessed only by authorized persons with a relevant entry pass/badge.

B.1.2. Number of people per room / rolling working hours

Social distancing measures are to be taken during the preparation of the Conference, set by the authorities. This may rise the need for rolling hours in construction and technician staff, especially in the case of special and complex preparation, to avoid congestion.

B.1.3. Control within the premises of the conference centers

Inspections and checks take place throughout the preparation of the conference, in order to ensure compliance with all measures of hygiene, and safety and compliance with social distancing measures. Regular checks are performed (via badge scanning) in order to ensure entry of only authorized individuals to the conference premises.

B.1.4. Individual hygiene measures

Use of masks and adherence to basic measures of avoiding transmission of the coronavirus/COVID-19 are mandatory for all crews and technical staff.

B.1.5. Input control – maintaining distance

During both the operating period of each conference and preparation and dismantling stages, the conference center's main entrances will operate in order to monitor entry of all persons via barcode scanning.

B.1.6. Cleaning/disinfection of common areas and WC during preparation

Shared WC areas are disinfected regularly during conference preparation, with particular emphasis on washbasins, knobs and surfaces that are frequently touched. Conference rooms are constantly ventilated, keeping all doors wide open as long as possible during conference preparation. Trash bins will be placed inside and outside the conference room for waste such as disposable plastic cups. Garbage collection is carried out at regular intervals by cleaning staff, which strictly adheres to all terms on hygiene and safety defined by the authorities, such as the use of a mask and gloves.

Detailed information is found on the National Public Health Organization (NPHO) website: "Instructions for environmental cleaning and disinfection of non-sanitary units that may have been exposed to the SARS-CoV-2 (COVID-19) virus", 14 May 2020 <https://eody.gov.gr/wp-content/uploads/2020/05/covid19-apolimansi-14-05-20.pdf>

B.1.7. Contacting the organizing secretariat or the person in charge of the conference center

Communication of attendees with the secretariat/organizers of the conference and conference center services takes place by phone or electronically, for any issue that arises during setup, operation and dismantling of the conference in order to reduce the needs of delegates / speakers to meet with services of the event, such as accounting, the conference secretariat, parking, services etc. Badges for partners and construction companies/technical staff will be received by each person upon arrival at the conference center and only after having sent the organizers all necessary data within the indicated time limits. All speakers and delegates receive their badges electronically.

B.2. CONFERENCE OPERATION

B.2.1. Entry / Monitoring / Rooms

- Registrations, badges, conference programs, and awarded certificates will be sent to participants electronically (via email, SMS, social media).
- The conference secretariat, located in a prominent and comfortable space, will have a plexiglass barrier in front to avoid droplet transfer.
- Conference secretariat staff must wear a mask.

- There will be antiseptic gel/fluid placed in front of each person of the secretariat staff.
- The entrance of attendees and speakers is done with the observance of all basic measures to prevent the transmission of the coronavirus/COVID-19 in order to ensure the health and safety of all those entering the conference.
- Inside each room, there is a staff member who controls the observance of protection measures by attendees, including staff of the conference hotel/catering/audiovisual service, as well as the number of available seats to avoid overcrowding.
- At the chairpersons' panel, chairs are placed at a sufficient distance between them, and there are antiseptics for all moderators/chairpersons. Bottled water will exist on the chairpersons' panel, and will be changed upon chairpersons' changing.
- Conference room staff or the catering service are responsible for changing water and utensils.
- Desktop table microphones are cleaned by audiovisual company staff supporting the conference, after each session. The same follows for any lapel/cordless microphones that are used.
- On the podium, microphones and controls used for speaker presentations are cleaned after the end of each presentation by the audiovisual company, which supports the conference on the basis of the security/protection procedures that govern them. Also individual water bottles on the podium shall change along with the change of Speaker. Conference room staff or the catering service are responsible for changing water and utensils.
- Room staff will distribute the microphone during duration of Q&A, and will clean the microphone after each question.
- This same procedure is to be observed in all the parallel rooms of the conference.
- There is an explicit instruction for people with respiratory symptoms not to participate.
- Important information should be posted on posters in prominent places, referring to:
 - People with respiratory symptoms not entering the conference venue.
 - Temperature of all staff and attendees will be monitored daily upon entry to the venue.
 - Hand hygiene
 - Respiratory hygiene
 - Keeping distances
 - Proper use of a mask
- Prohibition of entry to those who are not registered participants or conference support staff
- Avoid using printed forms
- Creation of a conference app so that there is nothing in printed form (informative material, scientific program, tickets, etc.). Alternatively, depending on the choice of the respective organizer, Alternatively, depending on the choice of the respective organizer, there may be a QR code at the entrances with all important information, or to be sent to the participants' mobile phones when they enter the conference.
- Procedures for delivery of slides or video or other, from the speakers in the preview desk:
 - It is encouraged to send speeches to the secretariat electronically.
 - The same procedures apply, of cleaning and adhering to all measures for the safety of the speakers, upon delivery of slides to reception and their presentations to those in charge of audiovisual support.
 - The secretariat of the preview desk has a plexiglass barrier on the front to avoid droplet transfer.
 - The staff of the preview desks must wear a mask and have antiseptics.
- In front of each member of the secretariat staff, there will be antiseptic liquid.

B.2.2. Reception and operating staff protection measures

- Protection of workers with dividers, where possible, and personal protective equipment.
- Antiseptics and masks for the public.
- Antiseptics, masks for entry monitoring and cash register staff.

B.2.3. Participant hygiene and safety measures

Alcohol-based antiseptic pumps shall be placed in prominent places, which are regularly checked for refills, throughout the conference center

B.2.4. Room design

The maximum number of people allowed in the room is set at 50% of the total seating capacity of the room. Every other seat remains empty. The seats that are allowed to be used are clearly marked. Standing attendance is not allowed.

B.2.5. Shared spaces

For shared spaces, the following are provided:

- Alcohol-based antiseptic for the public.
- Installation of alcohol-based antiseptic pumps, indoors and outdoors.
- Daily cleaning / disinfection of the premises daily after the closing of the Conference, which remains closed until the next use

Separate meeting spaces are created for business (B2B) meetings, if necessary, where social distancing rules are followed and all necessary precautionary measures are taken (eg, use of a mask), to avoid overcrowding in the stands.

B.2.6. Conference Organizer Office

This will be located within the Conference Center for the service of the speakers and the administrative needs of the event. This is not mandatory in case of conferences held in hotels.

B.2.7. Office of the Head of the Conference Center

This will be located inside the Conference Center and is at the disposal of the Organizer to serve technical and emergency needs. Digital media communication is recommended. This is not mandatory in case of conferences held in hotels.

B.2.8. Cleaning - Disinfection of conference room and WC

- Placement of alcohol-based antiseptic pumps, which are regularly checked for refills, throughout the conference center in prominent places.
- Use of the toilet following safety specifications
 - Closing the water basin and then flushing
 - Automatic chlorine release system, simultaneously upon flushing
 - Washbasins with liquid soap pumps
 - Hand towels
 - Foot-pedal trash can
 - Observance of social distancing measures (at WC entrances)
- Cleaning and disinfection of all spaces after the use of the conference venue

- Detailed information can be found on the NPHO website "Instructions for environmental cleaning and disinfection of non-sanitary units that may have been exposed to the SARS-CoV-2 virus (COVID-19)", of 14 May 2020. <https://eody.gov.gr/wp-content/uploads/2020/05/covid19-apolimansi-14-05-20.pdf>

B.2.9. Ventilation/Air conditioning

- Operation of air conditioning of the premises is based on the instructions of the health authorities. (More information: "Taking measures to ensure public health from viral and other infections when using air conditioners", 24/04/20, <https://eody.gov.gr/wp-content/uploads/2020/05/klimatistika-covid19.pdf>)
- All doors of the rooms in operation as well as external doors should remain open, so that the spaces are naturally ventilated.

B.2.10. Canteens / Dining areas / Catering inside the conference center

The mode of operation of the canteens internally and externally should follow the instructions of the State and the principles of the respective protocol of catering operation. Especially for catering areas within conference hotels, Decision no. 1881/29.05.2020 of the Ministers of Economics, Health, and Tourism (B'2084) should be followed.

B.2.11. Staff

The head of the conference center/ conference hotel site shall undertake control of application of all respective rules by conference participants, perform ad hoc checks on persons inside the conference center, in order to ensure entry and participation at the conference of only those who actually have relevant authorization. Staff must comply with all necessary measures and rules set by the Authorities in order to serve the needs of the Conference during its operation.

B.2.12. Signage / Announcements

Electronic signage within the Conference Center/hotel hall, signs, large banners, maps and Internet posts in Greek and English (at least), should exist for information of visitors and participants within the Center.

B.2.13. Elevators

Elevator use is allowed only for the disabled and for the transport of cargo, observing all hygiene and safety measures.

B.3. EXHIBITION/CONFERENCE DISMANTLING

B.3.1. Construction/Technical Staff

The same terms of hygiene and safety apply to construction companies and technical staff involved in the preparation, operation and dismantling of an exhibition.

B.4. MANAGEMENT OF COVID-19 CASES AT A CONFERENCE CENTER

B.4.1. Design of a designated isolation area

A specially designed space is created near the entrance of the Conference Center as an area to isolate suspicious cases. This is not mandatory for conference hotels.

Finally, it is stated that in par.1 art.1 of no.D1a 40381/27.06.2020 joint Ministerial Decision (B' 2601), the mention of ratio of allowed persons per sq.m. for business exhibition spaces with a Business Activity Code of 82.30, refers to the number of visitors to these spaces, as they are described.

Signed by,

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