## Conference Considerations: Planning for meetings in a post-quarantine society

### Starting here...
- **Are there travel restrictions** impeding the arrival of your speakers, exhibitors or attendees?
- **What are the group size limits** mandated by the venue, state or federal government?
- **Will attendees be required to wear a mask** or gloves?
- **Will you require health screenings** to enter the venue (and to what extent)?
- **Is there access to hand sanitizer or disinfectant wipes** during the event?

### Keeping Safe Distance
- **Do you have a staggered seating arrangement?**
- **Can you simulcast the keynote or plenary session in multiple spaces?**
- **Have you alternated breaks and lunch times** to accommodate smaller groups?
- **Do you need taped lines for registration, exhibits, etc.?**

### Ask the caterer...
- If they have no contact, or low contact options for food service.

### Minimizing Touch Surfaces
- Can attendees be checked in electronically, or without sharing a writing utensil? (Great time for a promotional pen!)
- Can you provide digital training information instead of paper?
- Make sure to wipe down laptops and slide advancers between speakers if they're sharing.
- Try not to share microphones, and if you have to... disinfect.

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Are you interested in participating in a virtual discussion on this topic?