



# THE LAWYER

Events



# SAFER EVENTS POLICY



As we all become accustomed to meeting again in-person, here at The Lawyer we are committed to ensuring attendance at all our events is enjoyable, hassle-free and above all, safe. The wellbeing of our clients, partners and staff will remain at the core of our decision-making when considering how and when to run our events.

This document sets out what you can expect when attending our events in a COVID-conscious environment, using our three pillars of **BEHAVIOURS & DISTANCING**, **PROTECTION & DEFENCE** and **TRAINING & COMMUNICATION**.

We may choose to implement some or all of the following measures as required at our events going forward, to ensure all attendees feel comfortable.

-  We ask that every participant at the event, whether delegate, sponsor, speaker, staff member or supplier, reads, understands and adheres to the measures set out in this document.
-  We will continue to closely monitor all government guidelines and public health authority advice and will respond to any changes as needed. We appreciate this means that our events may need to further adapt and evolve, and are grateful for your continued support.

# WELCOME BACK





- ✓ We will ensure the capacity and set-up of our events adhere with relevant government guidelines, which may include socially distanced seating
- ✓ We will work to make our registration process low-touch, through the use of apps, print-at-home badges and other digital solutions in place of physical onsite materials
- ✓ We may ask you to arrive and / or depart during a specific timeslot, so we can stagger how many attendees use the entrance and registration facilities at any one time
- ✓ We request that all attendees ensure they are able to travel to and from the event safely
- ✓ We may adopt specific event flow systems, such as one-way routes, which will be clearly signposted throughout the venue
- ✓ We may, depending on applicable government guidance, implement temperature checks at the entrance to the event and request that anyone who does not pass the check does not attend the event
- ✓ We request that all attendees wear a face covering when moving around the venue (unless they are exempt) – spare face coverings will be available at registration
- ✓ We will implement a minimal contact policy throughout the event, including a request to refrain from handshaking
- ✓ All venue spaces including the Networking Area will be regulated to reduce overcrowding



- ✓ We will have additional cleaning and sanitising facilities, including bottles of antiviral gel / disinfectant wipes, available throughout the venue
- ✓ We will work with our venue partners to ensure they have rigorous health and hygiene processes in place
- ✓ It is recommended to use a lateral flow test to ensure you are negative for COVID, 48 hours prior to attending the event
- ✓ We respectfully request that anyone who experiences COVID symptoms prior to attending the event or who has been told to self-isolate for any reason does not attend
- ✓ We, in conjunction with our venue partners, will identify an incident response plan (bespoke to each event) for anyone who may become unwell whilst onsite, including a suitable space for quarantine and measures to safely exit the venue
- ✓ We will work with our venue partners to ensure catering arrangements are fully in line with public health authority advice; arrangements may include but are not limited to: pre-packed lunches, seated mealtimes, touch free buffet stations or table service





- ✓ All staff and suppliers will be asked to read, understand and adhere to these guidelines throughout their time at the event, including during set-up
- ✓ We will clearly communicate how best to adhere to these guidelines prior to and during the event, including if necessary details of any changes we need to make
- ✓ The Lawyer staff and our suppliers will use face coverings (unless they are exempt) and will take lateral flow tests 48 hours prior to the event
- ✓ Signage outlining expected behaviours and advice will be clearly visible onsite
- ✓ We may need to collect additional information from you at registration to facilitate contact-tracing
- ✓ Additional training will be given where needed to all suppliers and staff working at the event

# THE LAWYER

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If you have any questions about the measures outlined here, please do not hesitate to contact the team at [events@thelawyer.com](mailto:events@thelawyer.com)