

ICOND 2020 – Infection Protection, Hygiene- and Entry Concept (as of 30.09.2020)

We look forward to welcoming you to the ICOND! Please read the following information to ensure a safe event.

Important information

- Participation in the ICOND is not possible for people with symptoms of a respiratory infection.
- Wearing a mask is mandatory! It may only be taken off when being seated.
- Please bring your own mask!
- Please keep a distance of 1.50 m to other participants.
- Throughout the entire building, hand sanitizers with "no touch" function are placed.
- A "special traceability" of the participants is mandatory. This requires private contact data to be recorded for a possible tracing of a Covid-19 infection chain. These data have to be retained for four weeks and must be made available to health authorities in case of an infection among the participants. After this period of time, these data will be deleted. A participation in ICOND without consent to this is not possible.
(Legal basis: The legal basis for data processing is Article 6 Paragraph 1 c) DSGVO. According to this article, data processing is permitted if it is necessary to fulfil a legal obligation. The legal obligation results from § 2a of the Corona Protection Ordinance of the State of North Rhine-Westphalia).
- To ensure a special traceability, each person present will be allocated a fixed seat per day. This seat will be located in the lecture hall for participants and at the booked stand for the exhibitors' stand personnel. A cloakroom cannot be made available, please keep your wardrobe at your assigned seat.
- The event is limited to a maximum of 300 persons being present at the same time. This is controlled by the number of registrations received and an electronic access registration.
- Security personnel of the public health department of the city of Aachen will supervise the entire event by observing the hygiene and infection prevention measures.

1. General information

1.1 Organizer contact data:

Aachen Institute for Nuclear Training (AiNT) GmbH
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Contact persons:

Dr. John Kettler
 Organization management and program planning
 Kettler@nuclear-training.de

Silke Siebrecht
 Coordination and exhibitor management
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1.2 Venue & room allocations:

Eurogress Aachen
 Monheimsallee 48
 52062 Aachen

<u>Lectures:</u>	<u>Room size:</u>
Room Europa incl. gallery	1078 m ²
<u>Exhibition:</u>	
Foyer Europe first floor	890 m ²
<u>Coffee breaks & meals</u>	
Foyer Europe upper floor	651 m ²
Room K1/K2	332 m ²

The program and the current exhibitor schedule can be found at www.icond.de.

The AiNT team, with many years of experience in event management, has adapted the concept for the implementation of the ICOND in cooperation with the operator of the venue, the local authorities and in consideration of the current corona protection ordinance of the state of North Rhine-Westphalia in such a way that the conference can be held safely for all participants under pandemic-related hygiene and distance precautions. These measures will be continuously adjusted according to official requirements or be specifically adapted to the current local situation.

2. Entering and leaving the venue

- Separate entrances and exits as well as guidance systems within the building to avoid opposing streams of visitors.
- Extension of the approach path to the main entrance including floor markings to maintain a safety distance of 1.50 m between the participants.
- Hand disinfection at the entrance is mandatory (hand sanitizers are available there).

3. Registration, checkroom and distribution of headphones/transponders for simultaneous translation

3.1 Accreditation of pre-registered participants

- Dispatch of the access card (to be used as name badge as well) with barcode in advance by e-mail
- Contactless admission by scanning the access card
- Plastic covers and lanyards for your name badge will be provided

3.2 Wardrobe

- No provision of checkroom to avoid crowds at the beginning and end of the program. Participants must use their allocated seat, exhibitors their stand area

3.3 Headphones and transponder for simultaneous translation

- Issue against a deposit (ID card or € 50.- in cash) at the registration (equipped with plexiglass panels) desk by employees wearing disposable gloves
- Disposable gloves are changed after each deposit receipt/delivery of the headphones
- Headphones and transponder will be reissued each day
- Disinfection of registration and desks adapted to visitor frequency

4. Lectures

The lectures take place in the Europa hall, which regularly holds 1,700 people. This hall is equipped with parliamentary seating over the entire area, including the gallery with a maximum of 250 seats.

- Guidance system in the lecture hall, defined entrances and exits, one-way street system
- Coordinated exit of the audience after the end of the lectures to avoid congestion at the exits of the lecture hall, in the foyers and the exhibition area
- Ventilation with maximum air exchange exclusively via outside air operation (no recirculation operation)
- If necessary, lectures can be transmitted to other required conference rooms via video recording/online, if the number of registrations does not allow a safe procedure in the Europa hall only

5. Speaker

- Disinfection of used microphones, the speaker's notebook and laser pointer after each speaker as well as changing the microphone pop protection after each presentation

6. Catering

- Lunch and coffee breaks are held in room K1/K2 and the upper foyer of the Europa hall adjacent to room K1/K2
- Food is served at catering stations, no self-service
- Cakes and snacks for coffee breaks are handed out pre-packaged to avoid queues during short time slots
- Beverages only at the catering stations, no self-service
- Catering at the stand is not possible, but due to the full catering service by AiNT not necessary

7. Conference Dinner

- An external conference dinner cannot take place in compliance with strict hygiene and distance measures, as there is a lack of rooms of the appropriate size
- As an alternative an exhibitor presentation including a small dinner, taking place in the exhibition area as well as the upper foyers, is allowed to take place

8. Exhibition

- Exhibitors are requested to create lateral boundaries by means of partitions/plexiglass walls if there are immediate stand neighbors
- Distance to the stands from the front is indicated by adhesive markings
- Guidance system through the rear part of the exhibition
- We recommend the use of plexiglass panels on tables and counters
- Disinfection of the stand furniture and surfaces has to be carried out by the exhibitors themselves using own disinfectants
- The delivery entrance/rear entrance will be divided into a separate entrance and exit

9. Business Speed Networking

- Taking place in the conference rooms K1/K2 as well as the foyer areas in front of these
- Masks are mandatory
- Maximum 4 participants per round, max. 60 participants in total
- Distances to be observed will be marked around each table

10. Exhibitor Road Show/Exhibitor Welcome & Introduction

- Different dates with max. 6 small groups with up to 4 participants per groups, the starting points are distributed over the entire exhibition
- In order to avoid crossroads between the groups, they will move forward counterclockwise to the next participating exhibitor according to a fixed schedule
- Parallel coffee breaks/snacks at the upper foyers for participants not joining the Exhibitor Road Show

11. Hygiene during the event

- Door handles, handrails on staircases, frequently used surfaces (furniture, tables, counters, operating display of the elevator, etc.) are cleaned before the conference starts, before and after breaks and before and after the conference ends
- In addition to regular cleaning schedules, the sanitary facilities will be especially cleaned before and after admission & breaks
- Please keep the distance of 1,50 m also at the sanitary facilities
- Lecture halls are cleaned before the start of the conference and during the breaks
- Provision (and refilling) of hand sanitizers, masks and disposable gloves