

REGULATION FOR THE USE OF CONFERENCE/MEETINGS ROOMS

The use of masks is compulsory for everyone inside the conference rooms (listeners, speakers, technicians, reception staff and operators in general); during their speech, speakers and moderators may not use it (always respecting interpersonal distance).

In this respect, the speakers' table and the podium for presentations must be reorganised in such a way as to allow a safe distance of at least 1.50 metres between the posts and 2.50 metres between them and the audience.

In conference/meeting rooms, the seating arrangement must be managed in such a way as to achieve a distance of at least 1.50 metre between attendees. This distance can only be reduced by using appropriate physical barriers.

Entrance and exit from the conference/meeting rooms should be managed separately, thus avoiding interaction between the two flows, also with the help of dedicated staff.

All devices and equipment available to speakers, moderators and attendees (e.g. microphones, keyboards, mouse, laser pointers) must be sanitised before initial use, by ensuring that they are disconnected from the electrical connection.

Devices must be protected from possible contamination by using a film for food use or a clinical film, which must be replaced after each single use.

In poster areas, it will be necessary to reorganise spaces in such a way as to encourage respect for interpersonal distancing, evaluating access limits and promoting remote access to the material by participants.

Information leaflets and scientific materials should preferably be placed in shelves with self-service mode (accessed by the visitors after sanitising their hands) or using digital systems.

It is also necessary to ensure maximum air exchange in indoor environments.

The usual safety rules must be observed (wear a mask, keep your distance, sanitise your hands) when using the relevant sanitary facilities.