

# Guidance on COVID-19 for conference organisers

As a leading health organisation aimed at improving patient care and preventing disease in the UK and globally, the RCP takes seriously its responsibility to protect the public from contracting COVID-19 and to prevent the further spread of the virus.

We are monitoring the national and global situation daily and have put policies in place for a variety of outcomes. Emergency preparedness at government and NHS England level is being shared with our president Professor Andrew Goddard and our chief officers, so that we are in the best position to advise physicians as the situation changes.

The current outbreak of coronavirus Covid-19 requires us all to behave responsibly to reduce risks around potential spread, particularly around events bringing people from many countries together.

As a central London venue, we are following procedures to reduce the risk of spreading the virus. If you are organising an event at the RCP where any participant has been in areas of the world currently affected by the virus you should recommend that they follow [guidance as notified by the Chief Medical Officer and UK Government here](#). This information is regularly updated.

It is the responsibility of event organisers to ensure that they do not allow the attendance of participants who should be in self-quarantine as per the [guidance from Public Health England](#).

We also reserve the right to ask organisers for a full list of participants and if we judge there is any significant risk, then we reserve the right to restrict access to participants or cancel the event at short notice. In the interests of public health, we may pass information we receive to the relevant UK bodies tasked with halting the spread of the virus.

**Organisers can be reassured that the venue has taken extra measures to ensure the cleanliness and hygiene of the meeting rooms and toilet facilities.** The RCP itself is operating very strict procedures to ensure that no staff are on site if they have recently returned from affected areas, or if they have been in contact with those that have recently returned.

## Guidance for organisers with upcoming events

We suggest you contact all participants and speakers due to attend your event now to alert them to the [guidance and latest advice on self-quarantine available](#) and again 24 hours before your event. This will help you to obtain reassurance that no participants have returned from the areas specified in CMO guidance and reduce the risk of spreading the virus.

### Event planning and working together

#### Pre-Event

- We will update our [event website](#) on precautions for attendees onsite.
- We will email conference organisers who have booked events at the RCP with any updates leading up to the event.

#### Onsite

- We will provide sanitation stations onsite at the event with alcohol-based hand sanitizer.
- We will provide signage onsite encouraging attendees to practice respiratory hygiene.
- We will provide signage to encourage attendees to maintain social distancing.
- We will regularly sanitise all surfaces throughout the event space.
- There is a designated quarantine area for any delegate who becomes unwell whilst attending an event.

#### We ask attendees to

- Adopt a no-handshake policy at the event
- Wash hands frequently with soap and water
- Cough or sneeze into elbows only
- Stay home if they are sick or experiencing any cold/flu-like symptoms for their own safety and the safety of others
- Seek medical care immediately, alert staff at their event registration should they begin to experience cold or flu-like symptoms (fever, cough, trouble breathing), the individual will be moved to a quarantine designated area to await medical assistance.

# Information about contractual obligations and mitigating circumstances

We understand that organisations will be making their own decisions on how to handle this situation internally, as well as for their upcoming confirmed events.

**The RCP is following all recommended guidelines from Public Health England and UK Government, which means that currently it is business as usual at the venue.**

In order to assist you in your decision making, the information below outlines your contractual position and options.

## What this means for your event

1. Your event can go ahead as planned until further notice.
2. Should you wish to cancel your event, full cancellation charges will apply as per our contractual terms (unless government advice changes).
3. If you have event insurance in place, please refer to your Event Disruption policies.
4. Should you wish to postpone your event, we will try to accommodate a change within this financial year, subject to availability, full pre-payment and with justifiable reasons, for instance:
  - a. volume of speakers / attendees unable to travel due to verified travel bans or confirmed as arriving from tier 1 / 2 countries.
  - b. medical events that have frontline medical staff attending and that have travel bans imposed on them in order to support patient care.
5. Should you wish to postpone your event and we cannot accommodate a date change, full cancellation terms will apply.

## Remote access options

To assist and in order to mitigate the financial implications surrounding having to try to move, postpone or cancel events, we have a range of **remote access options** available, which may be more viable and cost-effective alternatives for you, including:

1. Playback of pre-recorded speaker sessions.
2. Filming and streaming the event live (or for later download) for remote access users.
3. Presentation via skype.

Please contact us if you wish to discuss any of these options with us.

As always, we will continue to communicate with you and work towards a successful outcome for all events and participants.

For information on coronavirus, please go to the NHS pages on [coronavirus](#).

To learn about the government response visit [GOV.UK](#) and [coronavirus action plan](#).



# Remote access options for events affected by COVID-19

*RCP AVTMS is an award-winning in-house service that can offer clients a wide range of technical services and solutions to support events affected by COVID19.*

## Live web streaming

We can live team your event to your own website or social media platform.

The stream will include slides, video and options for sponsorship and event branding.

We can also incorporate sponsorship videos and pre-recorded content onto the stream.

**Lead time 3 working days**

£1800  
per day

**Below is an example of the output we can offer.**

**This example is based on a last-minute request by the RCP to host a live stream on COVID-19, with less than a weeks' notice.**

**Channels included Twitter, the RCP's website [rcplondon.ac.uk](http://rcplondon.ac.uk) and archive for later download.**

<https://www.facebook.com/65813057720/videos/893755061076306/>

## Remote presentations

Using Skype for Business, we can arrange for speakers to present to conferences remotely – including onto the live stream.

**Lead time 2 working days.**

FOC

It is possible to add user/password protection to any live stream – additional cost £100 per event

## Remote delegate engagement

Delegate engagement, Q&A, feedback etc can be incorporated into any live or livestreamed event using the Vevox app.

Delegates can remain involved using the app on their mobile phone, even when watching on the live stream.

**Lead time 3 working days.**

£600  
per day

Please come and talk to us about other options such as adding paywalls or more for more complex solutions.

