



EUROMONEY EVENTS SHIELD

**Euromoney
Institutional
Investor PLC**

When we return to holding physical events, we will do so safely and with the wellbeing of our teams, customers, speakers, partners and sponsors at the centre of our decision-making. The **Euromoney Events Shield** will allow us to run events safely in a Covid-19 conscious environment. You can expect the same **Euromoney Events Shield** standards to be in place at all events, no matter where they take place.

- ✓ In the first instance, this means we will follow the relevant official government and regional guidance, as well as any venue or location specific rules for each event we hold.
- ✓ We ask that all attendees (whether as a participant, sponsor, supplier, a member of the Euromoney events team or venue staff or any other attendee) adhere to these guidelines.

This document sets out the four components of the Euromoney Events Shield and what you can expect at your next event. To learn more about what to expect at the next event you attend, please visit the event's website.

EUROMONEY EVENTS SHIELD WILL FOCUS ON FOUR PRINCIPLES FOR EVENT SAFETY



KEY

-  PHYSICAL DISTANCING
-  HEALTH AND HYGIENE
-  COMMUNICATION AND ALERTS
-  PROTECTION AND DEFENSE



PHYSICAL DISTANCING

Events will maintain a maximum capacity and density of participants in accordance with relevant official government and regional guidance.

In most cases this will mean that events will be set up in such a way to allow physical distancing. For example we may introduce barriers or floor markings to indicate required spacing and for our larger events there may be increased spacing between exhibition booths and between seats in meeting rooms.

- ✓ All attendees should check they can travel safely to the event before making the journey. Event registration will be low touch and set up to ensure social distancing
- ✓ To make sure you are making the most of your time at the event, we may ask you to use our online event tools and apps to arrange meetings in advance
- ✓ Where possible, we will ask you to register online and print your badge at home
- ✓ Our suppliers will be required to comply with our Events Shield to ensure social distancing and hygiene requirements are maintained throughout the event (including set-up and dismantling post-event)
- ✓ Please follow entrance/arrival instructions: we may use staggered arrival times, capacity limits, designated time slots and other measures to manage the flow of attendees
- ✓ We will work with the venue to ensure the required distancing and capacity measures are put in place and that enhanced food safety is introduced for restaurants and any other food or drinks areas
- ✓ We may manage the flow of participants through the event space with the use of one-way systems and clearly demarcated walking routes
- ✓ Where required, we will offer pre-packed food and drinks options and reduce the use of buffet-style self-service stations
- ✓ If appropriate, we will make sessions available digitally to allow all participants to take part even if they can't be in the same room



HEALTH AND HYGIENE

At all of our events, the emphasis will be on encouraging good personal health and hygiene with additional handwashing or sanitation stations available and prominent reminders for all attendees to make use of them on a regular basis.

We will work with the venue to ensure we maintain the highest standards of hygiene and cleanliness. We will ensure each venue undergoes a deep clean before the event, with additional cleaning measures in place throughout.

- ✓ Hand washing or sanitation stations will be available on arrival and throughout the venue
- ✓ We will work with venues and our suppliers to ensure there is an enhanced cleaning regime for all event areas, particularly high touch areas (e.g. bathrooms, help stations, food and drink areas)
- ✓ Where Exhibitors and sponsors are present at the event, they will be given guidance and cleaning packs to maintain the hygiene of their booths, stands, meeting rooms etc.
- ✓ We may place restrictions on the distribution of physical promotional materials from booth holders and sponsors, including business cards
- ✓ There will be an increased frequency of waste disposal as well as regular disinfection of the waste disposal units
- ✓ All participants must exit from a designated exit point and dispose of face coverings or other PPE using the appropriate waste disposal units. It may also be necessary to stagger exit times



COMMUNICATION AND ALERTS

Our event teams will communicate our health and safety standards, procedures and event guidance clearly to all attendees before the start of the event. At our events will display our procedures in printed text or in graphic form, as appropriate, for all to see, absorb and learn from.

- ✓ Upon registration or when you arrive at an event, we may ask for additional contact information to allow for tracing after the event
- ✓ We'll be updating our event apps, websites and social media channels regularly so you can get real-time information about the event (including any changes to procedure, start times, distancing requirements etc.)
- ✓ We will provide large-scale signage at prominent points in the event venue detailing our protocols
- ✓ All attendees, suppliers, venue staff and event staff will be asked to agree that by attending the event they will adhere to this Events Shield
- ✓ If we have reason to believe that the Events Shield is not adhered to, the individual will be asked to leave the event
- ✓ We will operate a minimal contact policy: including a no hand shaking policy and where possible, we will adopt the use of contactless payment and hands-free technology – we will also provide guidance on “contact free” greetings
- ✓ We will comply with any local guidance regarding infection control and tracing requirements. This may mean that we or the relevant local authority gets in contact with you after the event. We ask that you follow any instructions given by us or by the relevant health authorities



PROTECTION AND DEFENCE

In order to run events in a Covid-19 conscious environment, we need to ensure all our participants, partners and staff follow the Events Shield and any other procedures and protocols we put in place. We will take steps to ensure our staff are appropriately trained to comply with the relevant local authority advice and protocols to deal with any potential instances of Covid-19.

- ✓ If you have symptoms of Covid-19, have been told to self-isolate or if attending the event would breach any applicable official guidance (including, for example, travel restrictions), please do not attend
- ✓ For each event there will be a specific incident response plan in place to deal with any potential instances of Covid-19, including the creation of a suitable isolation area for any person who feels unwell during the event
- ✓ Depending on the relevant health authority guidance, we may also screen participants on arrival. This may include temperature checks or other screening measures
- ✓ If you fail a health screening test, you will not be permitted to attend the event
- ✓ If recommended by the local health authority guidance, we will ask all participants to wear a face covering. Face coverings will be available on arrival should participants not have their own
- ✓ Our event staff will undergo additional training on cleanliness, hygiene and infection and contamination control
- ✓ We will operate a minimal contact policy: including a no hand shaking policy and where possible, we will provide contactless payment and hands-free technology