

AAGT  
Events

HelmsBriscoe

In-Person  
Meetings and Industry  
Updates

# Planning In-Person Events in the Year 2021

- Flexibility in Event Guidelines
- Brand's COVID-19 Cleaning Policies & Safety Guidelines
- State-By-State Status Updates on Gathering Restrictions
- Meet Safe
- Vaccinations for Attendees
- COVID Waiver for Attendees and Staff

## Health and Safety Protocols

Health and safety are top-of-mind as we plan a conference. As a conference planner you will need to take into account industry best practices, local and government safety guidelines, and the latest health standards and advice in an effort to reduce risk and keep our in-person attendees safe.

The graphic illustrates the experience you can expect as part of your safe, in-person participation.

### Sample of a Safe Conference Pathway



# BRAND'S COVID-19 Cleaning Policies & Safety Guidelines

- Accor: [Cleanliness & Prevention ALLSAFE Label](#)
- Best Western: [We Care Clean](#)
- Extended Stay America: [STAY Confident](#)
- Choice Hotels: [Commitment to Clean Initiative](#)
- Four Seasons Hotels and Resorts: [Lead With Care](#)
- Hilton Worldwide: [Hilton Clean Stay](#)
- Hyatt: [Global Care & Cleanliness Commitment](#)
- IHG: [IHG Clean Promise](#)
- Loews Hotels & Co.: [Safety & Well-Being Protocols](#)
- Marriott International: [Commitment to Clean](#)
- Omni Hotels & Resorts: [Omni Safe & Clean](#)
- Rosen Hotels & Resorts: [Note to Guests and Business Partners From Harris Rosen](#)
- Wyndham Hotels & Resorts: [Count on Us Health & Safety Protocols](#)

# State-By-State Status Updates on Gathering Restrictions

- Guidance from CDC & State/Local Depts. of Health
- Each state is in a different phase of being open based on their number of covid cases

[State-by-State Status Updates on Gathering Restrictions](#)

**Texas** open at 100% with zero restrictions

**Mississippi** meeting venues can operate at full capacity with no restrictions

**Utah** no limits on gathering sizes

**Alabama** gatherings of any size, as long as physical-distancing rules can be followed

**Florida** gatherings of all sizes are allowed, but event planners are encouraged to follow safety guidelines from the Florida Dept. of Health

**California** on June 15, the state is expected to fully reopen and conventions of up to 5,000 people will be allowed. Larger events will be permitted if all attendees are tested or show proof of vaccination. International guests can only attend conventions if they have been fully vaccinated.

# Covid Protocols in Hotels

- With Covid-19 cases and deaths across the United States decreasing dramatically, and vaccinations rising, some restrictions are being relaxed while others remain steadfastly in place.
- Protocols depend on what the state's current level of "open status" is
- Most hotels are still encouraging guests to wear masks and social distance in common areas of their hotels (lobby/elevators/meeting space)
- Meeting room sets and attendance caps will depend on what that state's health department and local/county officials mandate as safe for their state

**Meet Safe**  
High Touch Items  
Should Be Cleaned  
Regularly For Your Safety

Podium  
Lavalier Microphone  
Handheld MIC  
Head Set MIC  
Headphones  
Push to Talk MIC  
Polycom Unit  
Radios and Other Comms Equipment  
Laptops/Computer  
Keyboard and Mouse  
Tablet  
Slide Advancer  
Wireless Presentation Accessories  
Power Strips/ Cables  
Monitor  
Projectors and Cart  
Flip Chart Easel  
Flip Chart Markers  
Tech Table Equipment

# Vaccination for Attendees

- Asking for proof of vaccination or negative covid test for in person attendees is allowed and justifiable.
- If organizations decide to require proof of vaccination or negative covid test, thoroughly communicate this action being taken to attendees on the website, registration materials and all communication with potential attendees.
- What are the options for attendees that cannot adhere to organizations requirements.



# HIPPA and General Data Protection Regulation

HIPPA - The federal law protects sensitive patient health information from being disclosed without the patient's consent, but it does not prevent you from asking someone to show proof of a vaccination or negative Covid test.

GDPR – General Data Protection Regulation. If proof of vaccination or negative covid test is required, this is personal information. It will be the responsibility of the organizer to make sure this information is protected. A disclosure will need to be addressed to the attendees stating health information is being collected as part of the organization's privacy policy.

# COVID Waiver

- Whether an organization requires proof or vaccination or covid test, it is good practice to ask attendees to sign a release against the chance of developing covid.
- As CDC requirements are changing, it is still advised to mention in the waiver that social distancing, face masks and contact tracing may still be necessary.
- [https://www.meetingsnet.com/risk-management/should-your-next-event-include-covid-waiver -](https://www.meetingsnet.com/risk-management/should-your-next-event-include-covid-waiver-)

# Tips to Create an Enforceable Covid Waiver

by Joshua Grimes  
Grimes Law Office

- Write the waiver in plain language
- Make the waiver conspicuous – attendees need to know they are waiving their rights
- Waiver needs to be a separate page with a signature or a click button indicating that they agree to waiver
- Onsite reminders – Post the waivers at the entrance to meeting or events to remind attendees they have waived their rights.
- If minors are attending, parents or guardian signatures will be required for under one under the age of 18.
- Link: <https://www.meetingsnet.com/risk-management/should-your-next-event-include-covid-waiver>

# Sample of Conference Attendee Waiver

## CONFERENCE ATTENDEE WAIVER

As a (insert association name) Conference attendee, I acknowledge and agree to the following:

- If attending the conference in person, regardless of my COVID-19 vaccination status, I agree to participate in and abide by all safety protocols implemented onsite. This may include, but is not limited to: wearing masks in public spaces, practicing social distancing, providing proof of negative COVID-19 test at attendee expense, temperature checking, completing health check questionnaires, etc.
- I understand that, to accommodate for social distancing, some in-person events may be limited due to onsite venue space capacities. I acknowledge that, although I may be attending the conference in person, I may be asked to view or participate virtually in portions of the conference schedule should social distancing capacity be met in event spaces.
- I agree NOT to attend the conference in person if I am experiencing or exhibiting any COVID-19 related symptoms as outlined by the federal and state Center for Disease Control and Prevention (CDC), such as fever, dry cough, or shortness of breath. For a list of symptoms from the CDC, [click here](#).
- I agree NOT to attend the conference if I have become recently exposed to a person or animal with a positive and confirmed case of COVID-19, or if I have experienced any symptoms associated with COVID-19 within the past 14 days.
- By accepting (insert association name) invitation to attend this event, you expressly agree to adhere to any and all COVID-19 protocols implemented by (insert association name) any facilities or venues at which the event is to be held, or any third-party organizations providing services, recreation, or entertainment at the event. Agreement by you to comply with applicable COVID-19 protocols is a condition of your invitation to this event.
- I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to the virus and become infected as a result of my attendance at the HB ABC. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any expense, liability, illness, injury, disability or death related to testing positive for the virus during or after the event. I hereby release, covenant not to sue, discharge, and hold harmless (insert association name) from all claims arising out of COVID19. I understand and agree that this release of liability includes any claims towards (insert association name), as well as conference personnel or representatives, whether a COVID-19 infection occurrence

# Hotel Contracts

- Hotels are not being as flexible in cancellation
- Attrition is back to 90%
- Prevailing rate after cutoff date
- Expect to pay room rentals on meeting space
- Expect to pay resort fees
- Marriott uses Impossibility Clause instead of Force Majeure Clause
- Expect to find lots of unavailability & compression in 2022 - 2024 in major convention/conference cities (Tier 1 and 2 cities)

## 5 Helpful Tools for Navigating the Latest Travel Guidelines

- [State-by-State US Gathering Limit Tracker](#) Updated live by the Meetings Mean Business coalition, this tracker shares the latest US state-by-state protocols for in person gatherings, including occupancy limits, mask requirements and travel protocols.
- [Global Destination Risk Map](#) Updated by the Centers for Disease Control and Prevention, this map illustrates the risk assessment level for traveling worldwide based on destination and country.
- [Travel Recommendations & Guidelines](#) This resource features global travel recommendations, guidelines, and prohibitions from the Centers for Disease Control and Prevention.
- [European Union Reopening Tool](#) This tool provides an overview of the health response and status of European countries, based on data from the European Centre for Disease Prevention and Control.
- [Global Vaccination Tracker](#) Updated daily, this spreadsheet tracks the number of COVID vaccinations that have been administered throughout the globe.

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