

NDIA has always been at the Heart of the Mission and, in light of COVID-19, the mission has further become one of safety for the well-being of our members, registrants, exhibitors, sponsors, and staff as we navigate the path toward meeting in person once again.

We want all attendees to be comfortable and confident when attending NDIA events. To assist with this effort, NDIA is implementing recommended safety measures issued by the WHO, CDC, DoD, and OPM as well as state and local health authorities. We will work on guidelines and protocols to ensure the safety of all meetings and conference participants. Below, you will find an outline of new procedures you can expect to see at NDIA meetings, conferences, and events.



## RESOURCES LEADING UP TO THE EVENT

- Local city and travel information, including: hotel/venue safety | airport guideline resources | airline requirements for travel | safe ground transportation options | restaurant safety requirements
- Updates on COVID-19 guidelines as necessary
- Enhanced “Know Before You Go” email documenting guidelines and reminders



## ON-SITE SAFEGUARDS

- Heightened levels of cleanliness on high-touch surfaces
- Signage to actively encourage participants to follow precautions to minimize the spread of COVID-19
- All individuals must wear face coverings; NDIA will have face masks available for those who have not brought their own as well as signage about social distancing
- Hand sanitizer stations



## REGISTRATION

- NDIA staff will wear appropriate Personal Protective Equipment
- Badges will be distributed utilizing pick-up time slots or other means to effectively limit crowds
- Clearly marked lines with social distancing decals or ropes with stanchions



## GENERAL & BREAKOUT SESSIONS

- Socially distanced seating
- One entrance and one exit to each room when feasible
- Q&A segments will utilize Sli.do or similar applications to eliminate the sharing of microphones



## FOOD & BEVERAGE FUNCTIONS

- Packaged food options to minimize touch points
- Grab-and-go selections
- Hotel/venue staff will utilize masks and gloves
- Decal reminders about social distancing
- One-way traffic flow
- Use of outdoor seating when available



## TABLETOP/EXHIBIT AREA

- One-way traffic flow in and out of the area to minimize attendee crowding
- Socially distanced tabletops and exhibits
- Decal reminders about social distancing
- Encourage digital handouts whenever possible to limit touch points



## SPEAKERS

- Speaker ready room arranged to maintain social distancing
- AV equipment will be sanitized between presentations/sessions
- Speaker panels will be spaced out per social distancing guidelines



## TRANSPORTATION TO OFF-SITE VENUES

- Socially distanced seating on buses
- Hand sanitizer stations when getting on/off the bus
- All individuals must wear face coverings; NDIA will have face masks available for those who have not brought their own
- Decal reminders about social distancing to organize lines to get on bus
- Staggered departure times to alleviate crowding



## HYBRID EVENTS

A hybrid event is a meeting, conference, or event that combines a “live” in-person event with a “virtual” online component.

- Virtual attendees have access to virtual content from the in-person event
- Dedicated virtual schedules may include keynote/general sessions, featured speakers, popular breakouts, exhibits, and more
- Virtual attendees can engage with in-person speakers via Q&A apps, access an industry marketplace, and network with other attendees
- Registration options for hybrid events include “in-person access only,” “virtual access only,” and “in-person and virtual access”

**NOTE:** NDIA will follow strict health and safety guidelines for all in-person events.