


 Commitment to Clean Contact Lite Experience Hybrid Meetings Physical Distancing Redesigned Food & Beverage Flexible Terms **PLANNING** **PUBLIC SPACES**

**Review public area and meeting space layouts to enable traffic flow is within physical distancing guidelines and to ensure that attendees have easy access to hand sanitizer.**

After consulting with our Cleanliness Champion, you may want to consider suggested items such as:

- Disposable face coverings
- Hand sanitizers
- Disinfecting wipes
- Thermometer, where applicable
- Signage highlighting physical distancing practices
- Health declaration forms, where applicable

 **REGISTRATION**

**Arrange registration flow in a way that minimizes attendee contact.**

- Leave enough space for multiple registration desks (according to local physical distancing guidelines).
- Encourage use of tech-enabled registration to provide contactless registration that supports physical distancing.

 **MEETING ROOM**

**Set up meeting rooms according to local physical distancing guidelines, in a way that minimizes contact and provides easy flow and access to hand sanitizer.**

- Ask the hotel team to provide suggested floorplans customized to the event requirements & local physical distancing guidelines.
- Place disinfecting wipes or hand sanitizers on the tables and/or other easily accessible spots.
- Discuss with the hotel team the design of the meeting amenities (e.g. pad, pens, water, sweets).
- Learn about the hotel's disinfecting frequency.

 **FOOD & BEVERAGE**

**Make F&B arrangements that minimize contact between attendees and hotel associates.**

**Coffee Breaks**

- Individually packed snacks
- Multiple coffee/tea stations (recommendation: 1 station for every 25 guests)
- Avoid self-service sections (e.g. coffee stations)

**Meals**

- Individually packed grab & go meals
- Servers used to avoid self-service
- Plated service

**Cocktail/Networking Drinks**

- Satellite bars instead of one main bar
- Pre-portioned drinks

 **GUEST ROOM**

**Understand cleaning protocols of the guest rooms to provide attendees with a clean and comfortable stay.**

- Check cleaning process/frequency and if any additional care protocols (such as sanitization kits) are provided for guests.

 COMMUNICATION

 HEALTH & HYGIENE

Make arrangements to minimize contact between attendees and hotel associates.

**Event team briefing:**

- Inform of cleaning protocols and social distancing measures.
- Reminder on regular change of personal protective equipment such as mask and gloves.
- Temperature check of all parties entering the event space, where applicable.
- Familiarize with sanitization stations.
- Sterilization of microphones and other AV equipment after each use.

**Guest communication:**

- Inform of cleaning protocols and physical distancing measures.
- Advise attendees to stay at home if they are not feeling well.
- Indicate the face covering policy for the event.
- Stagger arrival times to reduce crowds.

**Vendor communication:**

- Inform vendors of the updated protocols and hygiene measures.

 MOBILE SOLUTIONS

Encourage the use of mobile and tech options to minimize contact with hotel associates and other guests.

- Marriott Bonvoy™ app for check-in/out, mobile key and guest requests.
- Meeting Services App to connect meeting planners with hotel teams.
- Tech-enabled registration options and communication tools to provide contactless arrivals and attendee interactions.

 RESOURCES

- Familiarize with local regulations regarding group gatherings.
- Prepare a list of emergency numbers and local health authority helplines.

For more information, visit [marriottbonvoyevents.com](https://marriottbonvoyevents.com)

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