

## OUR COMMITMENT TO SAFETY FOR SPEAKERS

*OR Manager* is committed to creating exceptional experiences that ignite connection and commerce, especially through our in-person events this fall. The health and safety of our event attendees, exhibitors and sponsors is of the utmost concern and priority for *OR Manager*. In an effort to maintain the health and well-being of all participants at our events, *OR Manager* has implemented new event standard operating practices and procedures.

### OVERALL EVENT



**High traffic areas** (such as handrails, escalators, door knobs, elevator buttons, and common areas) will be disinfected by the venue staff every two hours.



**Hand sanitizer stations** will be available throughout the meeting space.



**Masks** will be provided for any attendee and speaker who wants one.



**Physical distancing** stickers will be available for attendees and speakers.



**Conference sessions** will be set to allow for proper physical distancing.



**Self-serve registration** will be implemented whenever possible and physical distancing will be practiced.



**Food and beverage services** will be provided in a minimal contact way (i.e. no buffets, pre-packaged food is preferred and catering staff will be masked and gloved).

### JUST FOR SPEAKERS



**Microphone windshields** will be replaced between every speaker.



**Podiums, microphones, battery packs, clickers and speaker monitors** will be cleaned with disinfectant after each speaker.



**Audio visual technicians** are required to wear gloves and masks when coming into close contact with speakers.



**Question and Answer sessions** will have alternative methods, such as “Text to Ask”, instead of sharing handheld microphones in the audience when possible.



**Handrails and stage furniture** will be wiped down between each session.



**Presentation handouts** will be discouraged. We commit to providing any materials to attendees digitally.



**Bottled water** will be provided to each speaker upon taking the stage.