



WHERE  
**GREAT MINDS**  
MEET



# Covid-19 Safety Guidelines



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Great Minds Group strictly adheres to all rules and regulations laid out by government authorities, to ensure the health and safety of everyone at our events. Our employees, customers, and partners are our highest priorities. We are continuing to monitor the COVID-19 situation and are taking precautionary measures to keep our customers, colleagues, and employees safe.

We, at Great Minds, want to ensure your event experience and engagement with us is at your comfort and safety.



## Travel and Health

Great Minds is advising all attendees, venue employees and its employees to take precautionary measures and self-monitor for any symptoms of COVID19. All participants will be advised to not attend the event if they feel unwell and will be prevented entry to the event.

Below is a detailed Travel and Health measures and guidelines to be applied whenever applicable and possible.

- Check the Dubai or Abu Dhabi Airport website for schedules and latest visa information
- Check your airline provider for flight status updates
- Please check your visa requirements under <https://gdrfad.gov.ae/en/form/contact-us>
- Make sure to check your country's travel advisory for latest guidance on outbound trips
- Ensure you have medical travel insurance before traveling, in the event you do not have international coverage
- Complete the Health Declaration Form before departure to ensure the passenger has no COVID-19 symptoms.
- All international attendees required to register all their details in the COVID-19 DXB app
- Take a PCR test before traveling, or if this hasn't been done, a PCR test is carried out upon arrival at Dubai or Abu Dhabi airports.



# Sanitization, Hygiene and Protection

Great Minds is working closely with our hotel partners for health & safety of our attendees. Ensuring everyone from the venue staff, Great Minds employees and all attendees (speakers, exhibitors, and delegates) will adhere to the cleanliness and hygiene protocol laid out by the government authorities.

Below is a detailed Sanitization, Hygiene and Protection measures and guidelines to be applied whenever applicable and possible.

## Venue

- Thermal cameras will be available upon entering the venue premises
- All venue staff are always mandated to wear masks
- Sanitizing stations and hand sanitizer will be prominently displayed and available throughout the venue
- All areas are cleaned at scheduled intervals, including hourly maintenance of high-touch areas like elevators and bathrooms

## Build-up & Break Down

- All key workers on the build will be wearing masks and wearing gloves are optional
- All build-up items and deliveries will be coordinated with venue security and be subject to sanitization checks, controls, and measures

## Registration Desk

- Hand sanitizers will be available at the registration desk
- Badge holders and lanyards to be handed will be sanitized
- All attendees and event staff are always required to wear a face mask

## Conference and Meeting Room

- Conference and break-out rooms to be sanitized pre-arrival of the attendees and during the breaks
- All event equipment, such as microphones, clickers, podium, and other audio/video materials, will be disinfected before and after each use
- No attendees or event staff will not be allowed to enter the conference room and the meeting room without a face mask

## Exhibition Area

- Great Minds and all exhibitors will work together ensuring stands, booths and exhibits are regularly disinfected throughout the event
- Hand sanitizers will be requested to be available at all exhibitor stands
- For hygiene reasons, we will try to minimize distribution of event or promotional materials and be replaced with digital alternatives where possible

## Food & Beverage

- Great Minds will work closely with the hotel on providing and serving the highest standard of food safety. We will minimize the self-service buffet and focus on individual portions and single-serve items. Should there be a buffet, hotel staff will be wearing masks and gloves while serving the buffet.



# Physical Distancing and Crowd Control

Great Minds events will follow physical distancing through non-contact registration processes, encouraging alternative greetings, managing event density and flow and procedures at food and beverage stations.

## Registration

- Great Minds is working on a contactless registration for all attendees
- All attendees will experience a streamlined registration process, minimizing contact through advanced online registration
- Queue management will be practiced at the registration desk and ensure queues are fast-moving, and the minimum 2 m distance to be maintained

## Networking and Exhibition Area

- Attendees should avoid shaking hands, kissing, and hugging during events and only stick to non-physical greetings
- Guests inside the booth will be controlled as per the allowed capacity in each stands or booth
- Great Minds will create a clearly marked one-way paths around the event area for proper distancing and to avoid crowding on the floor

## Food and Beverage Stations

- Hotel staff and GM staff will manage the queueing and enable distancing in serving and seating areas

## Conference and Meeting Room

- We will ensure there is a space of 2m between each seating is arranged in the conference and meeting rooms
- Tables will be placed at least two metres apart from each other
- Attendees will not be seated face-to-face
- The number of attendees allowed inside the conference room or the meeting rooms will be controlled and monitored by our staff to avoid congestion in the room





# Communication

All protocols and preventive measures will be supported by effective communications to participants and all our event partners, onsite, and before and after the event, to ensure awareness and enable preparedness and confidence.

The Communication measures and guidelines detailed below will also be applied wherever applicable and possible.

- Great Minds will be providing information and guidelines to all attendees pre -show and upon arrival
- The safety guidelines will be included in speakers and exhibitor manuals
- Latest information and updates relating to the Covid-19 safety measures and protocol will be communicated via different channels like emails, SMS, and website
- Displaying prominent signage on hygiene and distancing reminders, reminders of COVID-19 symptoms and other important details relating to safety will be displayed throughout the hotel and event spaces
- At queues, floor stickers will be placed to ensure minimum distance
- Reminders on safety measures and protocol will be announced regularly by our moderators or speakers at the event
- All event staff were briefed and aware of all the precautionary measures and protocols



# Important Contacts

## **Dubai Police**

[www.dubaipolice.gov.ae](http://www.dubaipolice.gov.ae)

+971 4 609 9999

## **Abu Dhabi Police**

[www.adpolice.gov.ae/en/Pages/home.aspx](http://www.adpolice.gov.ae/en/Pages/home.aspx)

8002626

## **Ministry of Health and Community Protection**

[www.mohap.gov.ae/en/Pages/default.aspx](http://www.mohap.gov.ae/en/Pages/default.aspx)

800 11 111

## **Department of Health**

[www.doh.gov.ae/en/covid-19](http://www.doh.gov.ae/en/covid-19)

[www.doh.gov.ae/en/covid-19/about](http://www.doh.gov.ae/en/covid-19/about)

[www.doh.gov.ae/en/covid-19/faq](http://www.doh.gov.ae/en/covid-19/faq)

## **Weqaya**

[www.weqaya.ae/en?gclid=EAlaIqobChMI\\_OaM\\_uzl7QIVWYjVCh085g-KEAAYASAAEgJEvPD\\_BwE](http://www.weqaya.ae/en?gclid=EAlaIqobChMI_OaM_uzl7QIVWYjVCh085g-KEAAYASAAEgJEvPD_BwE)

## **Great Minds Events Management**

[www.gmevents.ae](http://www.gmevents.ae)

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