

SMi Covid Policy

- 1. We will encourage social distancing during registration to ensure a safe distance is observed. This may mean queuing slightly more than normal, but please bear with us, we will do our very best to welcome you as soon as we can
- 2. There will be no onsite materials printed this year, this ensures quicker registration and means you will not have to handle pre-prepared materials. Don't worry, everything you need will be easily accessible online
- 3. Whilst face masks are not mandatory, if you wish to wear one, you are more than welcome. If you wish to grab one at reception, we will have them ready for you.
- 4. Signage will be clearly available at all entry points to make sure you can get around the event self sufficiently
- 5. We will provide hand gel at registration and at the entrance to the conference room for you safety and ease
- 6. This will be a handshaking FREE event, but elbow bumps and foot taps are permitted, if you wish
- All catering staff and hotel staff will be wearing masks throughout, we think this is the right thing to do. All SMi staff will not wear masks, but will have taken a lateral flow test the day before the event, so we will ready to greet you all with a smile
- 8. Full networking will take place, we know you will be sensible and ensure you don't get too close to people, but if you have any concerns, just see one of the SMi Team, we will always be around to help
- 9. The conference room will have plenty of seating, in fact we will set extra places to ensure you can have a safe distance from others if you prefer



Registered in England: SMi Group Ltd

Reg No: 03779287 Registered & Head Office: SMi Group Ltd Ground Floor, India House, 45 Curlew Street, London, SE1 2ND

 Tel:
 +44 (0)20 7827 6000

 Fax:
 +44 (0)20 7827 6001

 Web:
 www.smi-online.co.uk

 Email:
 events@smi-online.co.uk