

## GSAE Suggested Logistics Questions – Summer, 2020

### Acknowledgement of Enhanced Safety and Health Measures (website and confirmation page):

Registration and attendance at, or participation in, GSAE's in person events constitutes an agreement by the registrant to abide by GSAE's and the host property's efforts to comply with current CDC recommendations (and any state of Georgia requirements) and to engage in certain health-and-safety-beneficial conduct while attending the event as requested by GSAE (e.g., wearing a mask, engaging in appropriate physical distancing, not attending the event if feeling sick or showing certain symptoms). *Thanks to GSAE speaker and attorney Jeff Tenenbaum, Esq. who shared a [helpful article](#) regarding attendee waivers.*

### Hotel General

1. Distribute hotel's enhanced cleaning and guidelines to all attendees, and also emphasize the enhanced cleaning impact on hotel guests by addressing the following:
  - Mobile check ins – is this available?
  - Mobile requests – is this available & is it knock and go? i.e. extra towels, phone charger, in-room dining
  - Public bathroom cleaning frequency
  - Procedures if there is a confirmed/suspected case
  - Temperature checks? Thermostat provided by hotel, provided by association?
  - Valet vs. self-parking options? Parking garage changes (elevator access, payments, handling of keys)?
  - Impact on early check in and late check out
  - Amenities removed from guest rooms? Anything we should point out to minimize surprises? Coffee makers, fridges, etc.?
  - Are room drops an option? Are there things we should plan to room drop versus hand out at registration now? Can we get an estimate on costs?
2. PPE – provided by hotel, provided by association?
3. Signage from the hotel
  - Confirm one-ways where appropriate
  - Health guidelines – where are these posted?
  - Sanitizer stations – locations in meeting spaces? Lobby areas?
  - Elevator issues galore – what's the max on the main elevators? Are stairs/escalators an option?
  - We will likely bring a lot of our own signage – how is the easel inventory if needed?
4. Attendee Movement
  - Can we do some timing runs based on where XXXX attendees need to be at any given time – general sessions versus breakout spaces?
    - i. Options for rooms being sanitized in between sessions?
    - ii. And how does that affect timing, set-up, and staffing? Do tables need to be draped? How long do breaks need to be?
  - Are other meeting spaces available (to have more breakouts and/or to alleviate traffic)?
  - Do we need to consider using outdoor spaces more? Options?
5. Receptions at hotel, if applicable
  - Indoor versus outdoor options?
6. Food and Beverage - Governor's order allows buffets now with specific rules (as of 6/11/2020). How comfortable are we? [Pages 8-10](#).

- Cafeteria style with one worker serving patrons
- Partitions and sneeze guards
- Regularly replaced utensils
- *Editorial note:* physical distancing of line feels unmanageable to feed 125-150
  - i. Can we do more stations to disperse more? Is there space?
  - ii. Can we stagger attendees?
  - iii. Are we all plated, all the time?
- Added time to schedule or are we okay with firm start times?
- Plated options
- Grab and go options with multiple seating options?
- Breaks, breaks, breaks
  - i. Would normally transfer breakfast pastries and fruit over – that’s out
  - ii. How to manage substantial food breaks?
  - iii. How to manage coffee stations?
  - iv. Stagger dismissal of breakouts to breaks?

#### 7. Audio Visual

- Spacing requirements for equipment
- Additional screens needed since spread more widely?
- Easels
- Is live-streaming of some portions doable?
- Wi Fi in common spaces
- What rooms will “take” AV set up easiest?

#### Sample Room sets

- Registration
  - i. Sponsor high boys - Is there enough space to have them a safe distance apart?
  - ii. Tables for registration (see above about swag and PPE items)
  - iii. Floor signage for appropriate spacing in any of the lines?
- Breakouts 1-4
  - i. Is classroom or theatre or chevron most effective?
  - ii. Increased speaker space at front (likely unmasked)
- Board meeting, upstairs
  - i. Same boardroom set, but modified numbers
  - ii. What is the maximum number of people that could work?
- Smaller breakouts (est. at 780 square feet)
  - i. What is the max? Do these need to be discussion or panels only due to AV spacing?
- General Sessions
  - i. Reduce Silent Auction tables
  - ii. Reduce revolving exhibitors to 12 max
    - Cleaning in between
  - ii. Pick up more space from exhibits to extend the rounds
    - 4-5 attendees per round table
    - Stage set reduction
    - Add screens since spread more widely?

#### Special Events to discuss

1. Transportation. Again, time adjustments needed? Start loading earlier?

2. Reception & Dinner arrangements
3. Alternatives to “hitting the bars” afterwards? Should we think of an alternative that *we control*?
4. Alternatives to Dine Around on Thursday evening (specified area restaurants, picnic?)
5. Boats/extra attendee activities – we need info from the guide company
6. Golf - more golf carts? Club/cart cleaning info