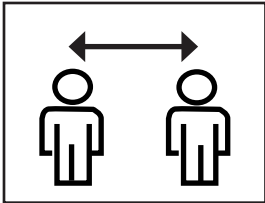


# TIPS FOR SAFE MEETINGS

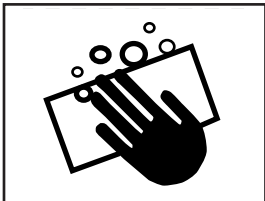
Meetings look very different these days. As we move forward with our business and meeting objectives, consider these helpful tips to keep top-of-mind when planning a safe gathering.

## **SOCIAL DISTANCE**



We know the drill...6ft apart. But how does this affect your meeting space requirements? In addition to seating arrangements, you may need to consider different configurations for attended coffee stations, registration, backstage green rooms, arrivals, or even elevator capacities. All of this affects your hotel and venue requirements. We're here to help engineer your space with detailed logistics and architectural quality CAD drawings.

## **CLEANLINESS**



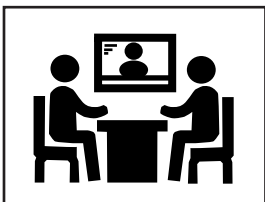
Setting expectations here is critical. Understanding how the venue is staffed and what they will provide ensures CDC or corporate guidelines are followed. Equally important is how that's achieved. Clear signage using friendly language is not always well executed. We'll work with all parties to create consistent, on-brand directives that represent your company's voice and standards instead of disjointed or unclear communications.

## **RISK FACTOR**



Uncertainty equals risk, and no one likes risk. We'll help you evaluate cancellation contingencies as well as emergency plans. Hotels, venues, and subcontractors are all willing to discuss options, but everyone's situation is unique. We'll help you to evaluate the risks and negotiate contract terms most favorable to your program. It's better to get into discussions now than to wait to commit later.

## **HYBRID MEETING**



Whether you have attendees who can't travel, or aren't comfortable doing so, we can bring the meeting to their desktop or link a series of small meetings into one. With four months of virtual meetings behind us, the standard of excellence has been raised. If you have an electronic component, it needs to be as compelling, resonant, and flawless. Our teams consist of broadcast engineers and IT techs resolute in making your virtual components a powerful, frictionless experience.

**The Cadence team is here to help you plan and produce a safe event.  
Contact Cadence at 847.495.4515 or email us at [info@cadence-inc.com](mailto:info@cadence-inc.com).**