



MEETINGS + SOCIAL EVENTS

AUDIO VISUAL

audio visual equipment such as cables, LCD projectors, video conferencing equipment, and remote controls will be cleaned and sanitized after each event

BEVERAGES

removal of water pitchers to be replaced with individual sized water bottles for each attendee / removal of coffee carafes to be replaced with stationary coffee stations

CLEANLINESS

deep cleaning of hard surfaces including chairs, sanitizing of all high-touch areas and items

GUEST FLOW

floor decals and signage in meeting rooms to encourage physical distancing and safety practices

MEALS

revised buffet-style menu offerings to include pre-packaged and grab-and-go items / buffet areas to be placed inside meeting room

ROOM SETS

modified seating capacities to respect the 2m/6' physical distancing parameters to be review for individual event requirements

SANITIZING STATIONS

hand sanitizing dispenser floor stand placed at entrance to meeting room area / hand sanitizer provided inside each meeting room

SHARED ITEMS

discontinue the use of shared items such as condiments