

# CORPORATE EVENTS ORGANIZATION

## DURING COVID-19 PANDEMIC PRINCIPLES AND GUIDELINES

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# COVID-19

## CORPORATE EVENTS ORGANIZATION

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Reading this document does not exempt you from consulting the original document "Despacho n.º 7900-A/2020" located at Diário da República Eletrónico: <https://dre.pt/home/-/dre/140210528/details/>

### GENERAL CONSIDERATIONS

- Corporate events can take place across the country in spaces suitable for this purpose, which is an exception to the envisaged rule.
- Organizers of corporate events must obey the specific guidelines for the organization of these events, as well as the guidelines related to the catering spaces with the necessary adaptations, where participants are obliged to wear a mask or visor in the closed spaces.
- Presently, in Portugal it is possible to organize corporate events meetings, congresses, exhibitions and trade or craft fairs, seminars, conferences and similar events organized by public or private entities. For members or employees of the organizing institution or open to the public or to third parties, either by invitation or by open registration, with or without charging any amount to participants or exhibitors. Which are held in spaces suitable for this purpose, whether these are owned by the organizing entity or third parties.



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### CORPORATE EVENTS

1. Both members of the organization, participants in corporate events or third parties who participate in it, must wear a mask or visor whenever they are in closed spaces, except when they are speaking or eating food, according to the Portuguese Public Health Authority (DGS) guidelines for catering and similar spaces.
2. It must be ensured that participants or staff stays at the event for the necessary time only.
3. Where possible, specific circuits for entering and leaving spaces and/or rooms should be defined, using separate doors or entrances.
4. Organizers must promote periodic cleaning and disinfection of spaces and/or rooms, equipment, objects and surfaces, that public or staff have an intense contact with.
5. Organizers must promote the cleaning and disinfection of equipment, objects, surfaces, products and utensils in direct contact with the participants, before and after each use or interaction by the participant.



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### CORPORATE EVENTS

6. Organizers should encourage the restraint of products or equipment as much as possible.
7. Organizers must provide skin disinfectant solutions, for the organization and participants, close to all entrances and exits of open or closed spaces in the most suitable locations for disinfection according to the organization of each space
8. Service stations or stands should preferably be equipped with protective barriers.
9. Advance purchase of tickets by electronic means and/or contactless payments system via bank card or other similar methods, should be privileged.
10. Whenever applicable, the maintenance of ventilation systems must be ensured, guaranteeing that their operation is carried out without the recirculation of air.



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### CORPORATE EVENTS

Managers or owners of spaces and establishments must ensure as effectively as possible the following:

1. Carry out a balanced management of public accesses, in compliance with maximum capacity allowed.
2. Monitor public access, in order to avoid, as much as possible, the concentration of people at the entrance of spaces or establishments.
3. Other rules defined by the Portuguese Public Health Authority (DGS) that are relevant to apply must be followed.



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### CORPORATE EVENTS, LIKE EXHIBITIONS, TRADE FAIRS OR HANDICRAFT FAIRS

The rules for the use of commercial spaces and places open to the public that must be taken into account, are the following:

1. An access control mechanism should be established to ensure that the allocation of spaces accessible to the public comply with the maximum occupancy rule of 0.05 people per square meter of area, excluding organizers and other staff assigned to the organization.
2. Assure all measures taken to ensure a minimum distance of two meters between people, especially in queues or places of public concentration.



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## PRINCIPLES AND GUIDELINES

CORPORATE EVENTS, LIKE CONFERENCES, SEMINARS, LECTURES OR SIMILAR

*Held in venues with the characteristics of an auditorium, concert hall, amphitheater, congress hall or similar.*

The rules foreseen apply to the seating plan and use of the venues indicated above must be taken into account are the following:

1. The occupation of the seated places must be carried out with an empty seat between people who are not cohabiting, with the previous and next row being occupied.
2. In the case of a stage or platform, a minimum distance of at least two meters must be guaranteed between the stage and the first row of spectators, and those on stage should avoid physical contact and maintain the recommended distance.



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CORPORATE EVENTS, LIKE CONFERENCES, SEMINARS, LECTURES OR SIMILAR

*Held outdoors.*

The rules foreseen must comply with the maximum capacity allowed for the outdoor areas are the following:

1. Seated events are preferred, and in any case, it should be previously identified, following the physical distance between spectators of a meter and a half.
2. In the case of a stage or platform, a minimum distance of at least two meters must be guaranteed between it and the first row of spectators.





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### FOR OTHER CORPORATE EVENTS

*Held in open spaces or enclosures.*

The rules foreseen for holding fairs and markets that must be complied with, are the following:

1. For each outdoor or enclosed space, there must be a contingency plan for COVID-19, it must contain an operational procedure on the actions to be taken in case of illness, symptoms or contact with a confirmed case of COVID-19 illness.
2. Access and circulation measures related to the management of entrance or exit to the spaces or venues of the events must be implemented, in order to avoid an excessive concentration of people, either inside or at entrance.
3. A plan for cleaning and sanitizing the venues and spaces of the events must be drawn up.



# COVID-19

## ORGANIZATION OF CORPORATE EVENTS

## CORPORATE EVENTS REALIZATION

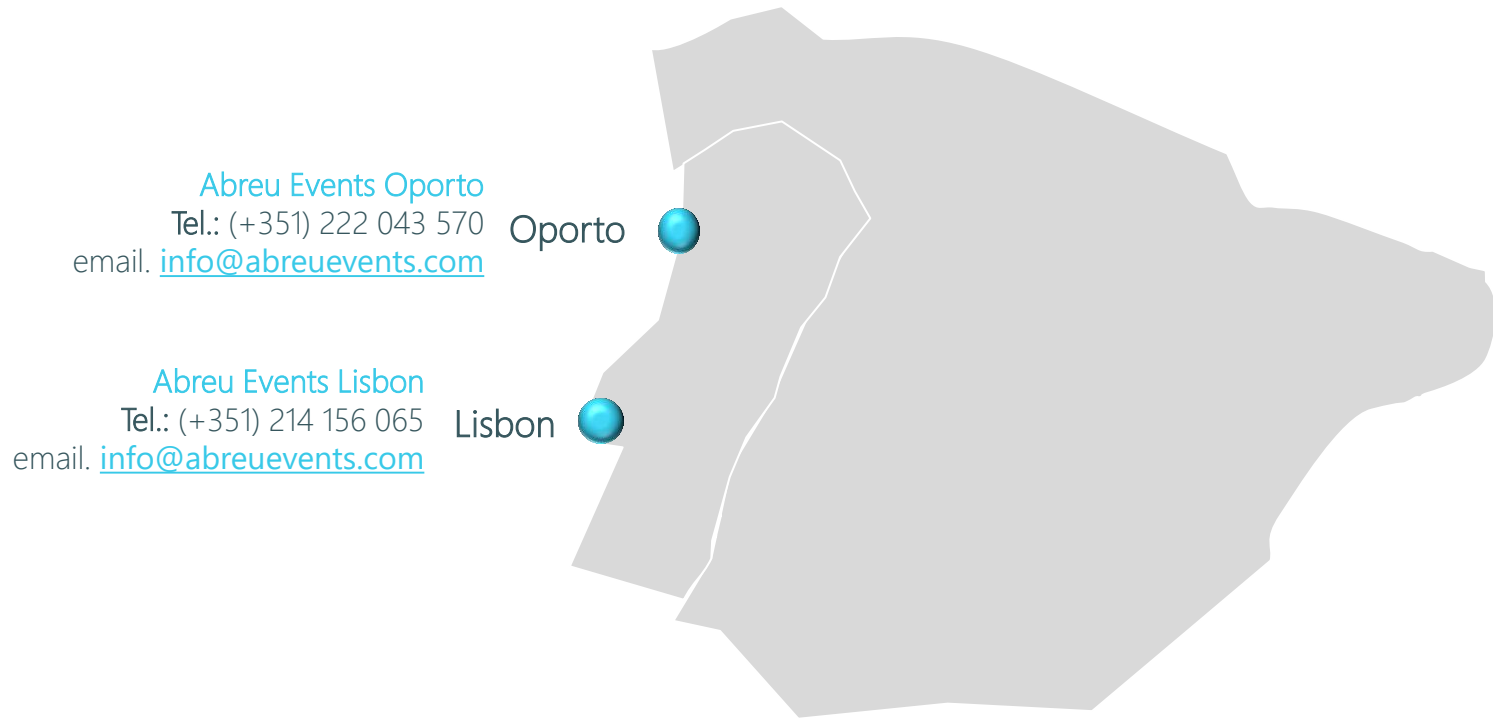
### FINAL CONSIDERATIONS

- Areas for the consumption of beverages and food during corporate events must comply with the guidelines provided by Portuguese Public Health Authority (DGS) for catering establishments and similar.
- In the case of corporate events comply with the previous guidelines and solutions prescribed are cumulatively, except if the event manifest has incompatibility with the solution prevailing.
- Corporate events held in other types of locations must be preceded by a risk assessment by local health authorities to determine the feasibility and conditions for their performance.

## A TEAM DEDICATED TO YOUR SUCCESS

CONTACT US AND DISCOVER EVERYTHING WE CAN DO FOR YOUR EVENT!!

We act transparently, with rigor and ethics, governed by practices that simultaneously add value to your event and produce results.





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