

Pre-Arrival

Before arriving you should have already **registered** for the A-LIVEX. This is a purely pre-registration event. No admittance will be permitted to any visitor who hasn't pre-registered and attempts to register on the day at the venue.

Please do not travel to the A-LIVEX if you show any of the following **symptoms**:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Please do not travel to the A-LIVEX if you have been requested to **isolate**.

Arrival

Before entering the venue please ensure you are wearing a **facemask**. In line with government guidelines facemasks must be worn in and when travelling through all public areas of the hotel; this includes areas such as the lobby, the registration areas, the halls and corridors, toilets and conference and meeting areas.

Sensor based **hand sanitisers** will be positioned and available near the entrance of the hotel. We encourage all visitors to the hotel to use these upon arrival.

Temperature checking will take place on arrival and any guest displaying signs of a high temperature/ fever (temperature of 37.8 degrees or above) will be direct to the closest hospital/medical facility and will not be granted entry.

In the instance that a queue has formed during the registration process or around the hotel, **social distance** floor markers will be laid out to indicate where you should stand and queue. Please ensure you adhere to social distancing.

The Hotel, Staff, Public Spaces and Meeting/Conference Spaces

The **Hotel**, it's **Staff** (along with the events Staff), **Public Spaces** and the **Meeting/Conference** spaces have all been considered within a COVID-safe plan.

The front desk/registration area and frequently touched areas are disinfected on a regular basis throughout the day and night.

Meeting/Conference spaces are also regularly disinfected and 'fogged' to dispense sanitisers and disinfectants.

The hotels lifts, especially operating buttons, are sanitised with suitable virus killing chemicals every 2 hours

Within the Public Areas furniture has be rearranged in such a way that it allows for social distancing and within the restrooms alternatives to hand dryers such as hand towels are in place. Soft furnishings are all sanitised nightly.

Attendee Data

Well we keep attendee data for up to 21 days in order to assist the NHS with test and trace.

Moving around the event

As stated **facemasks** must be work around the event in public spaces.

A one way system has been put in place as well which all attendees and guest will need to adhere too. This will primarily involve traveling up using the lifts and down using the stairwell.

No more than 2 people are permitted to use the lifts at one time.

For more information on the venues measures please click [here](#)