Guidance for organizing in-person meetings at the Vienna International Centre (VIC)

Following recommendations of the VIC Medical Service, whenever possible, meetings and conferences will be conducted fully virtually or in hybrid mode.

In-person meetings can be held if necessary to maintain professional activities that cannot be held virtually. In the event in-person meetings are required preventive measures should be applied. When planning an event with in-person participation at the VIC organizers must conform to the following safety measures and specific instructions:

General safety measures
- All participants should be reminded that in line with the guidance from the Austrian authorities and recommendations of the VIC Medical Service, all persons entering the VIC, including meeting participants, are required to comply with the low epidemiological risk criteria as defined by the Austrian authorities:
  o proof of a full vaccination not older than 360 days and valid from the date of second vaccination (from 6 December the validity will be reduced to 270 days); or proof of full vaccination with a vaccine that does not require a second shot (e.g. Johnson & Johnson) not older than 360 days and valid from the 22nd day after vaccination (from 3 January a second shot will be required); or proof of one vaccination dose not older than 360 days following a positive PCR test or positive antibodies test; or proof of full vaccination and a booster shot not older than 360 days.
  o a certificate of recovery from COVID-19 illness not older than 180 days.
  o proof of a negative PCR test not older than 48 hours.
- In this regard, by swiping their grounds pass/badge, meeting participants entering the VIC declare that they possess valid documentation meeting one or more of these criteria. They also confirm that they will produce the documentation to the conference, meeting and event organizers, UN Security and Safety Service (UNSSS) officers or VIC Medical Service, if required.
- A distance of at least two metres among meeting participants should be ensured.
- All meeting participants must have assigned seats and wear FFP2 masks also while sitting. Masks can be exceptionally removed if the two meters distance is kept and the person is not speaking for more than 15 minutes.
- FFP2 masks are mandatory in all areas at the VIC where masks are required. These include meeting rooms, security entrance and exit gates and all other common spaces in the VIC, including corridors, elevators, rest rooms, the Rotunda, kitchens, the Commissary, banks, pharmacy and the post office. Masks are not required when seated in an office as long as a two-metre distance can be maintained or when seated in the cafeteria.
- Organizers should facilitate contract tracing by recording participants’ contact details and seating arrangements. This information will be kept for 28 days and destroyed thereafter.
- The COVID-19 quick guide precautions trifold should be shared with participants in advance (available HERE) and the video to inform meeting participants about general safety precautions (available HERE) should be shown at the beginning of meeting.

Additional measures for meetings with more than 25 participants
- Where meetings and conferences at the VIC do take place with more than 25 participants, participants must also show proof of a valid PCR test not older than 48 hours, even if they are vaccinated or recovered.

Additional measures for meetings with 100 or more participants:
- A COVID-19 contact person responsible for overseeing the COVID-19-related safety measures should be appointed.
- A COVID-19 prevention concept should be developed. This includes guidelines for training employees and, based on a risk analysis, measures to minimize the risk of infection, in particular:
  o Specific hygiene measures.
  o Procedures in case of COVID-19 infections or symptoms.
  o Measures to manage the flow of people, including for sanitary facilities, to ensure appropriate distance.
  o Procedures regarding the administration of food and beverages. Please note that no food and beverages are allowed to be served at the meeting except in designated areas such as the VIC cafeteria and coffee corners.

For further advice, contact VIC Medical Service at: medical-admin.contact-point@iaea.org. For emergency during a meeting, organizers should call the VIC Medical Service (ext. 22222) or the Security Emergency Operations Centre (ext. 99).