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

When planning an event with in-person participation at the VIC (this also applies to the Agency laboratories in Seibersdorf), organizers must conform to the following safety measures and specific instructions:

**General safety measures**
- A distance of at least one metre among meeting participants should be ensured.
- All meeting participants must have assigned seats.
- FFP2 masks are generally recommended at the VIC (including in meeting rooms) and mandatory at the VIC Medical Centre, Commissary, banks, pharmacy and the post office.
- Hospitality can be organized in accordance with the hygiene protocol from EUREST.
- Organizers should facilitate contract tracing by recording participants’ contact details and seating arrangements. This information will be processed in accordance with the IAEA Personal Data Privacy Policy, 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 500 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:
  - Specific hygiene measures.
  - Procedures in case of COVID-19 infections or symptoms.
  - Measures to manage the flow of people, including for sanitary facilities, to ensure appropriate distance.
  - Procedures regarding the administration of food and beverages. Please note that serving of food and beverages should be organized in accordance with the hygiene protocol from EUREST.

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).