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**
- The maximum seating capacity in the respective room must not be exceeded.
- FFP2 masks are generally recommended at the VIC (including in meeting rooms) and mandatory at the VIC Medical Centre and the pharmacy.
- Hospitality can be organized in accordance with the hygiene protocol from EUREST.
- Organizers should facilitate contact tracing by recording participants’ contact details.
- 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 the 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](mailto: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).