

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:
 - 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 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).**