

Covid Policy Terms & Conditions

We welcome you back to SWIG events in person, so you can socialise, try out new kit on display and enjoy the whole the live event experience. We are working with every venue to put in place the best measures possible to reduce the risk of Covid-19 during your visit. This includes cabaret style room layouts to give people more space, hand sanitiser stations, increased ventilation, refreshments served by staff to reduce handling and no open lunch buffets for the time being.

We strongly recommend that everyone attending takes a LFT within 24 hours before an event and only attend if the result is negative, to protect other delegates and keep our events safe.

Please note that any interaction with the general public poses an elevated risk of being exposed to COVID-19 and although we are taking all reasonable precautions to keep our attendees and staff safe we cannot guarantee that you will not be exposed while in attendance at the event. For your safety and that of other attendees, we encourage you to follow our safety policies, as well as local laws and restrictions.

Customer Safety

We aim to keep everyone Covid safe. We ask that you support us by following these conditions as part of your registration process:

- Do not travel or attend if you are feeling unwell, have a temperature or any cold/covid systems, or have been in close contact with anyone that has had a positive test within the previous 5 days
- Do not travel or attend in breach of government track and trace guidelines at the time of the event <https://www.gov.uk/coronavirus> .
- We will supply a record of all attendees for track and trace if required. All visitors will be required to check-in on arrival.
- We ask visitors to make use of hand sanitizer stations provided, regular hand washing and reduced physical contact throughout the event.
- The space will be well ventilated and we ask that people respect social distancing.
- Mask wearing is recommended particularly in crowded areas.

Staff and venue safety:

We will work closely with the venue and all suppliers to create a safe environment with appropriate standards of hygiene, space management, ventilation, and contact safety as per government guidelines.

- Good ventilation: The conference room will be well-ventilated with fresh air through open windows and doors (weather permitting), or fresh air circulation from air conditioning.
- Food hygiene: Refreshments will be served by venue staff to minimise contact and queues managed appropriately

Flexibility in booking

We have extended our terms and conditions for bookings to give you confidence and flexibility in placing bookings.

YOUR OPTIONS	Scenario A You have booked to attend in person but you cannot attend yourself as you have tested positive for COVID, or are self-isolating:	Scenario B You have booked to attend in person and your company has a travel ban in place at the time of the event:	Scenario C If we can't run a physical event due to government restrictions or in our judgement it would not be safe to do so, the entire event will be delivered on-line ✓ Full content ✓ Delegate list shared ✓ Introductions online ✓ On-demand content to watch later
Option 1: <i>For a 100% in person event</i>	Transfer your place to a colleague.	We will give you a credit note for a future SWIG event.	Convert your physical place to online
Option 2: <i>For a hybrid event</i>	Convert to an online place	Convert your physical place to online	If you no longer wish to join the event which is now online, we will give you a credit note for a future SWIG event

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