

MPI Michigan Blog – May 2021

As we talked about last month, vaccinations are up around the country and researchers predict the pandemic should be more manageable in the United States by the second half of 2021. That's great news for the meetings and events industry, as a survey from Northstar Meetings Group shows 80 percent of planners polled expect to hold a live event sometime this year! While face-to-face meetings already took a lot of planning pre-pandemic, events going forward are likely to require even more. Below are some tips for planners to consider when planning for an in-person event this year from our friends at Successful Meetings.

1. When contracting, negotiate as flexible a cancellation policy with the venue as possible, in case local Covid-19 levels are high and it becomes unsafe to hold the event. It's important to determine how much of a refund will be provided based on the proximity of the event date.
2. Require temperature checks and proof of vaccination or a negative Covid-19 test for all attendees and workers. If possible, include hotel staff that will be working directly with your meeting.
3. Give your attendees a longer break, at least 30 minutes, to alleviate lines in the bathroom or at food and beverage stations and ensure proper cleaning and disinfection of the meeting space. Don't forget to sanitize all the high touch equipment like microphones or podiums, between speakers.
4. Stagger meal times and use server-attended stations to avoid crowding and create a safer food and beverage experience. Offer to-go containers or food in bento-type boxes, so attendees can take food back to their rooms if they're more comfortable eating there.
5. Add one-way aisles and schedule exhibitor appointments to control traffic. You can also implement digital business cards or QR codes so attendees can safely exchange contact information.

Check out the rest of the tips [HERE](#).