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# GIVING YOU YOUR SPACE

COVID-19-COMPLIANT  
EVENT GUIDELINES UPDATED NOVEMBER 2020



Here at the ECC Berlin, we have developed dynamic solutions for hosting Covid-19-compliant events, offering individualised support for all aspects of your planning process.

## SPATIAL PLANNING

With 25,000 m<sup>2</sup> of event spaces, the ECC Berlin can easily accommodate large groups while complying with current social distancing regulations. All 75 of our event spaces are conditioned with 100% fresh air circulation and the majority are customisable with flexible partitioning systems and 'room within a room' concepts. Outdoor spaces are also available. We have redesigned our seating arrangements to reflect current health and safety specifications.

Capacity  
in compliance with current Covid-19 safety regulations

Room	size in m <sup>2</sup>	row seating	banquet style	auditorium style
Convention Hall I	4,700	1,060	1320	880
Convention Hall II	4,600	1,570	1510	970
Estrel Hall	1,050	310	360	210
Hall Europa	1,050	250	270	180
Room I	800	190	180	120

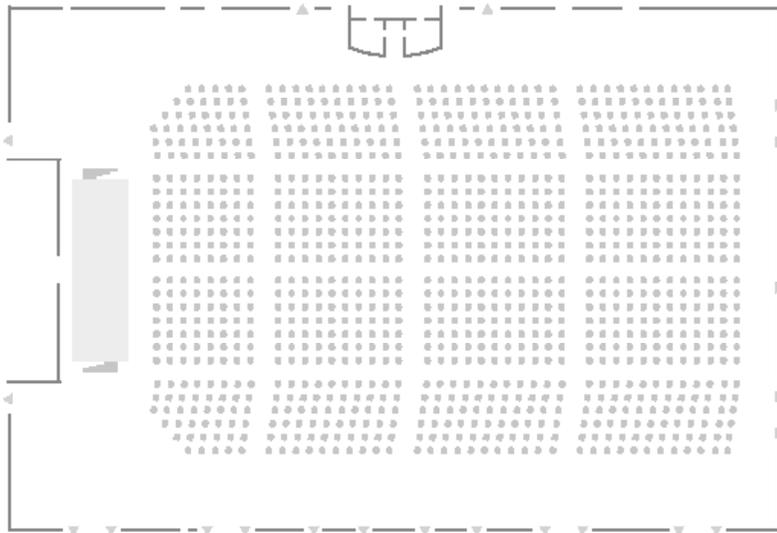


If the size of your event exceeds our maximum capacity, we suggest dividing your guests between multiple spaces or, if necessary, reducing the number of participants.

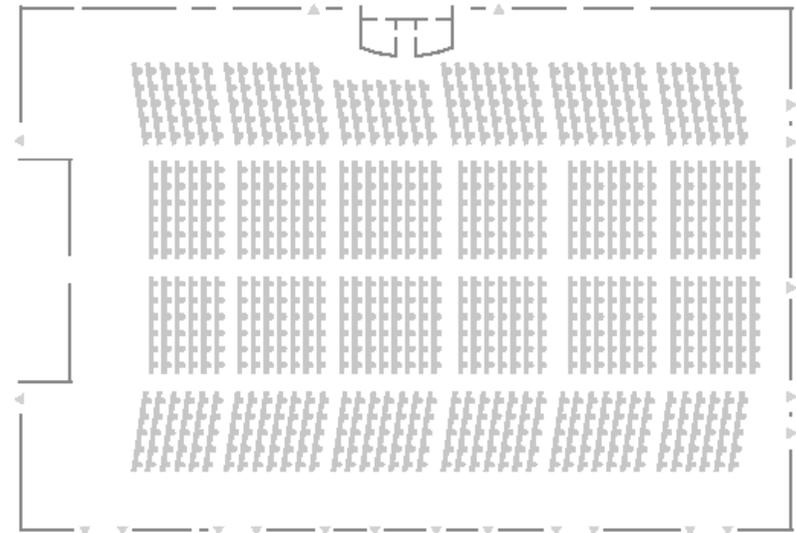
CONSULTATIONS AVAILABLE!  
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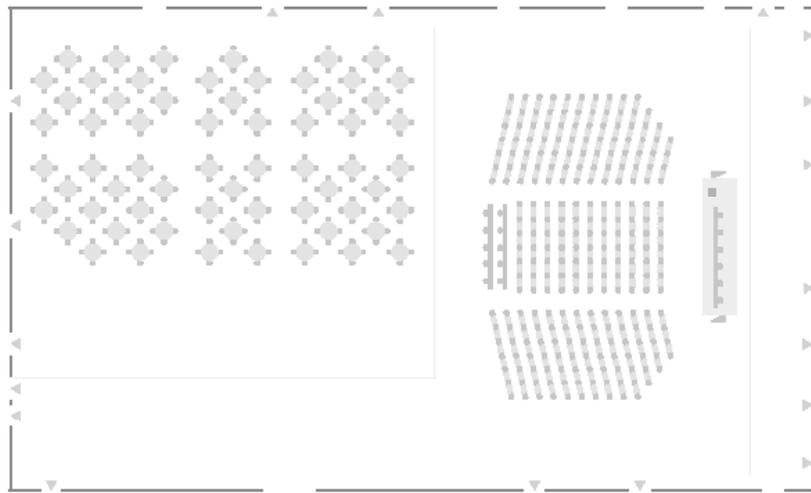
SAMPLE ROOMS WITH COVID-19-COMPLIANT SEATING



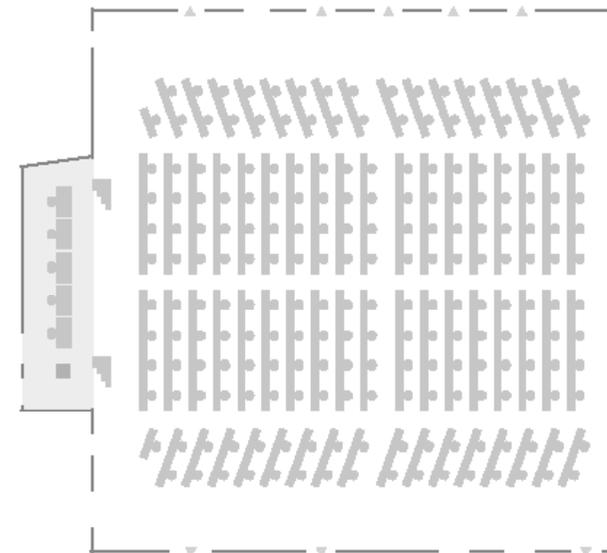
CONVENTION HALL I row seating 1,060 guests



CONVENTION HALL I auditorium style seating 880 guests



CONVENTION HALL II assembly/banquet seating 260 guests



ESTREL HALL auditorium style seating 210 guests

## HYGIENE

At the ECC Berlin, we uphold strict health and safety standards to minimise the risk of infection.

To ensure the highest possible safety standard for your event, COVID-19 quick tests can be performed onsite at the Estrel. Within a just few minutes, it can be reliably determined whether or not an event guest is infected with the virus. Immediately upon arrival, medical professionals administer the tests in a separate testing area and evaluate the results. Upon presenting a negative result, one may join the event.

- Disinfectant dispensers in all areas
- Frequent cleaning and disinfection of rooms, surfaces, toilet facilities, and furniture
- Health and safety information signposting
- Contactless temperature measurement in real time (extra charge)
- In-house health and safety officer in close contact with local health authorities
- Security staff with first-aid training or equivalent qualifications on-site 24/7

**HINT** Provide each of your guests with a mouth- and nose-covering mask featuring your logo, or offer this as an advertising opportunity to sponsors.

## ARRIVAL/DEPARTURE MANAGEMENT

You are required to keep a record of your event attendees to help better track infection risks. We recommend you use either a digital system (e.g. online ticketing or contactless registration) or a physical registration desk with Perspex protective screens. Whichever method you opt for, it's best to arrange for your guests to arrive in staggered timeslots to avoid queues. To keep an overview of how many people are present, you can use a traffic-light system or app-based counting system as alternatives to a traditional clicker. We would be happy to advise you on this.

During the arrival and departure phases of your event, it can be difficult to uphold social distancing guidelines, so ensure all attendees and hosts are wearing mouth- and nose-covering masks. The same applies to anyone in the vicinity of the catering stands and the toilet facilities.

**HINT** Devise a system of registering guests on-site who did not confirm their attendance in advance.



Further information about our specially-adapted registration possibilities with our partner „Stage & Fair“ on request

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## VISITOR MANAGEMENT

We recommend the following measures to manage your flow of guests and maintain social distancing guidelines:

- Signposts, standing displays, monitors, tensabarriers, floor markings, or staff members to to guide the flow of traffic
- Open or contactless doors within and between event spaces and facilities
- Separate entrances and exits (if possible)
- A one-way traffic-flow system, e.g. at conventions or exhibitions
- Timeslots to manage the dwelling time of your attendees

## CATERING

As self-service buffets are not currently possible, we have developed new, dynamic catering concepts that can easily be adapted to fit with changing official guidelines.

- Specialised catering stations offering pre-portioned, individually-packed refreshments
- Fresh dishes (e.g. hot meals) prepared at live cooking stations with Perspex screens by staff wearing safety masks, plus additional protective plate coverings if required
- Whenever possible, drinks are served from small containers/bottles; coffee is brewed in pots and distributed in single-use cups

## DIGITAL EVENT FORMATS

If your guest list exceeds the maximum capacity of an individual room, our in-house digital event systems enable you to stream talks in multiple rooms within the ECC Berlin using wide-angle cameras and microphones with background noise reduction. Participants unable to attend your event in person, perhaps due to travel restrictions, can also join you virtually with the help of our video conference technology.

In this area, our event technology experts are available to manage the technical implementation on site, including camera & sound technology, streaming/encoding to a host server, server setup with customer logo etc.

The event technology on site depends on the scope of the live event and the corresponding customer and function space requirements.



## ENTERTAINMENT

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For your evening entertainment, live music on stage, compliant with social distancing regulations, is the ideal alternative to a DJ and party. Here at the ECC Berlin, we can offer musical selections from the entire portfolio of our renowned show series, 'Stars in Concert'; ranging from background dinner music to shows and musical productions inspired by Elvis, Tina Turner, ABBA, the Beatles, and many more musical legends.

## SITE INSPECTION / TOURS

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We would be delighted to welcome you to the ECC Berlin in person, while adhering to the social distancing regulations. Alternatively, we can take you on an individual virtual tour through the ECC Berlin via video call (Skype, Facetime, Zoom, etc.).



WE CAN ADVISE YOU!  
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