



ALL SECURE EXPO

THE PILOT EVENT



HEALTH & SAFETY



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COVID RA, Event RA, & Fire RA complete.

STAFF

- 1 x First Aider (BDC to cover costs), Tues 7am - 7pm
- 1 x Bio-Security Manager to oversee all COVID measures

MESSAGING

Pre-recorded COVID H&S messaging to be repeated approx. every 20 mins:

'This is a polite reminder that, in line with Government guidelines masks or face coverings are required to be worn at all times. We also ask that you maintain distance from others, observing the one way system.'

Thank you for your cooperation.'

PPE

- Face masks mandatory
- Face mask vending machine located in reception





CLEANING



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HYGIENE

- All event spaces to be fogged pre-event
- Patch test samples undertaken before and after fogging on various surfaces to demonstrate effectiveness
- Hand sanitiser and hand washing stations located in key areas across the show floor (please see floorplan for details)
- Sample cleaning package (hand sanitiser/gloves/mask) for each exhibitor to be provided (TBC)
- Cleaning wipes provided at Registration and in the Organiser's Office

WASTE

- No lids on any bins
- 2 x hazardous waste bins at reception for used PPE – open via foot pedal





CLEANING



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TOILETS

- All toilet blocks open with touchless flush plates in each cubicle
- Every other sink and urinal blocked off to enable social distancing
- Signage on the back of each cubicle door reminding user to shut the lid before flushing

CLEANING STAFF

- All toilet blocks will be open and deep cleaned on a continuous rotation.
- 3 x toilet cleaners undertaking a deep clean on rotation. When closed for a deep clean signage will clearly state where the nearest open toilets are
- 4 x highly visible Touch Point Cleaners undertaking continuous cleaning of high touch point areas
- 1 x dedicated cleaner for each feature area. Electrostatic sprayer to be used between each session to clean every chair



BUILD-UP (1st September)



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Working group onsite Tuesday 1st September to:

- ✓ Ensure everything is in place
- ✓ Check signage
- ✓ Confirm layout for registration queueing area
- ✓ Briefed on venue H&S
- ✓ Oversee AV set up
- ✓ Check seating spacings in conferences
- ✓ Oversee registration set up

There is no need to attend on this day unless you would like to, please inform us if you do intend to come onsite.

REGISTRATION



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COMPLETED

- ✓ Smartsheet registration link vetted and now closed
- ✓ Registration pages built for visitors and event staff
- ✓ All communication emails proofed and approved
- ✓ Registration link has been sent to 276 persons on the smartsheet list (+24x DCMS)

Anyone on the smartsheet list will be vetted and approved automatically

The registration link should not be shared unless essential, as we're already close to 300x attendees

All new registrations will be vetted

Registration links:

Visitor: <https://registration.gesevent.com/survey/1d8isvzu63ssa>

Event staff: <https://registration.gesevent.com/survey/08vu0c7h3e1vn>

The screenshot shows the registration form interface. At the top is the All Secure Expo logo and title. Below is the heading 'All Secure Expo 2020 Visitor Registration Form'. The main content area contains a welcome message, instructions on how to register, and a section for new registrations and login. There are two columns: 'New registrations' with a 'Register' button and 'Login' with a 'Login' button. A text input field for 'YOUR REGISTRATION KEY' is also visible. At the bottom, there is a disclaimer about confidentiality and a link to the event's standards and guidelines.

All Secure Expo 2020 Visitor Registration Form

Welcome to the registration for All Secure Expo 2020, the industry pilot event taking place at the Business Design Centre on Wednesday 2nd September 2020. We kindly ask you to fill out the requested details.

After you have completed your registration you will receive a confirmation email and digital badge for entry.

Please note, there are no onsite facilities to register or print your badge.

New registrations	Login
If you have not already registered, please click below to register:	If you have registered before with or have already registered for All Secure Expo 2020, you may register, update, view or amend your registration details by logging in below:
<input type="button" value="Register"/>	<input type="text" value="YOUR REGISTRATION KEY"/>
	<input type="button" value="Login"/>

This event is strictly invite only. Please do not share this registration form with colleagues or on social media. There is to be no social media activity around the event or photography onsite. We request that your participation in this event remain confidential.

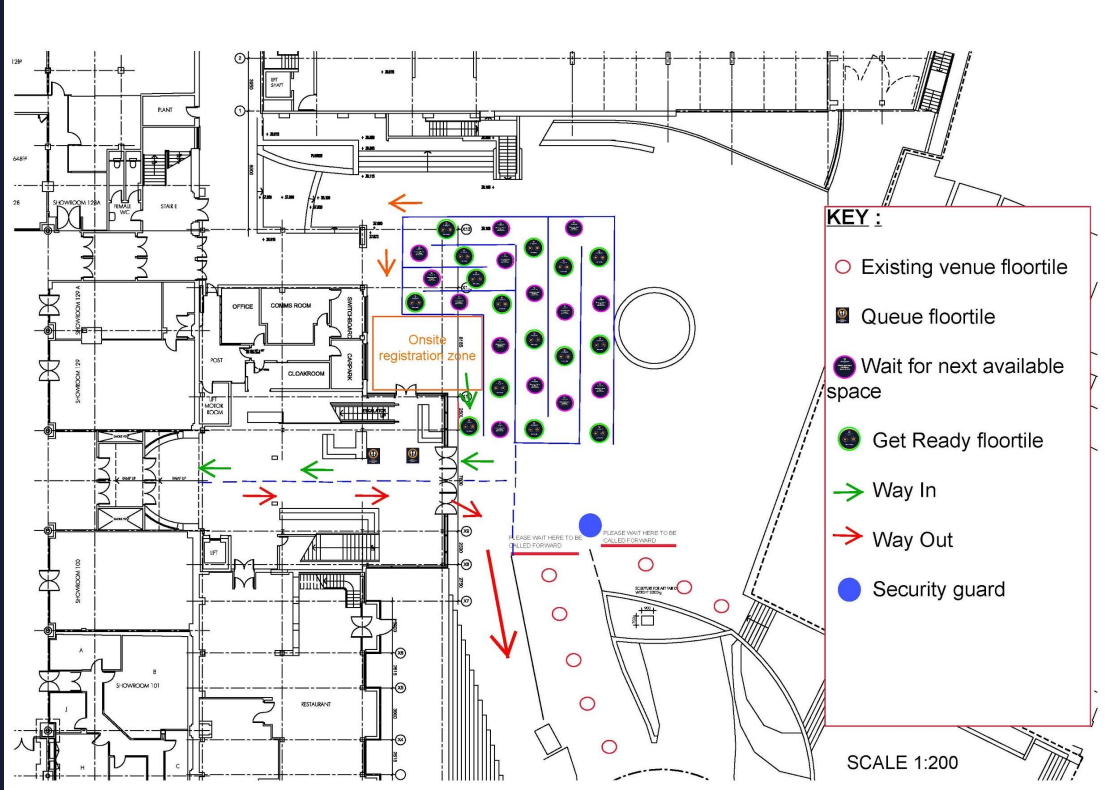
All Secure Expo 2020 is being delivered in alignment with the [All Secure Standards](#), and the HSE's current [guidelines and advice](#).

ACCESS



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SECURITY and CONTROL



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SET UP

- Random bag searches to take place behind screened desk in reception
- Visitors advised to bring small bags in pre-show comms
- Head of Security Mark Burns has informed Met CT and local police about the event
- No VIPs expected to attend
- Temperature checks taking place inside the entrance

BRIEFINGS

- Head of Security Mark Burns to conduct a venue emergency procedures briefing to event ops team during the set up
- Copy of venue emergency procedures to be provided to all exhibitors

STAFF

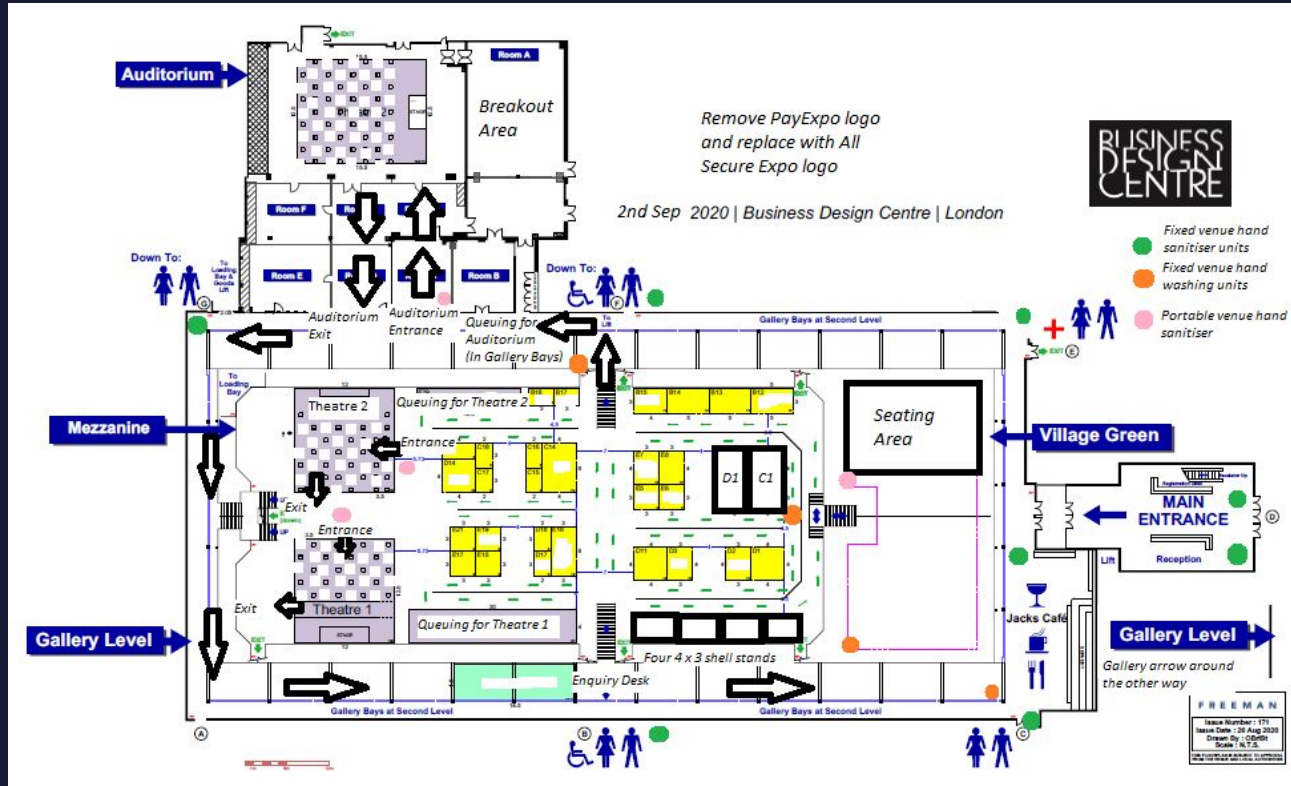
- 1 x SIA Security Manager
- 4 x SIA FOH Security Officers
- 2 x Bag Searchers
- 4 x Bio-Stewards in hi-vis to patrol show floor and manage/disperse any crowds and manage toilet queues
- Security staff to wear standard uniform plus face shields/visors



FLOORPLAN



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STANDS

AEO

Manchester Central

AEV

NEC

Aztec Event Services

Olympia London

Business Design Centre

QEII Centre

ESSA

Ricoh Arena

Excel London

Tobacco Dock

Farnborough International

Vivid Ink



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FEATURES – CONFERENCE ROOMS



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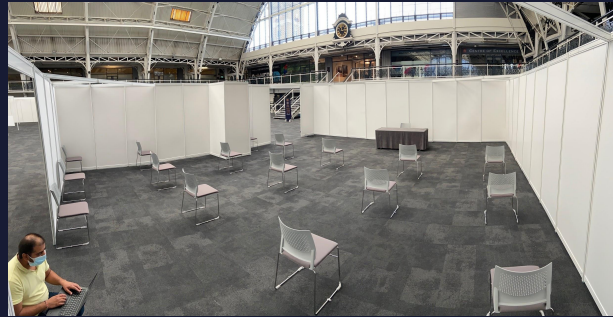
The show has 3 conference areas, each with 1.5m social distancing:

- Conference 1: 160m², 20pax, show floor, first-come first-served
- Conference 2: 150m², 17pax, show floor, first-come first-served
- Auditorium: 194m², circa 97pax (TBC), Gallery level, pre-booked delegates only

Conference room 1



Conference room 2



Aditorium



FEATURES – CONFERENCE ROOMS



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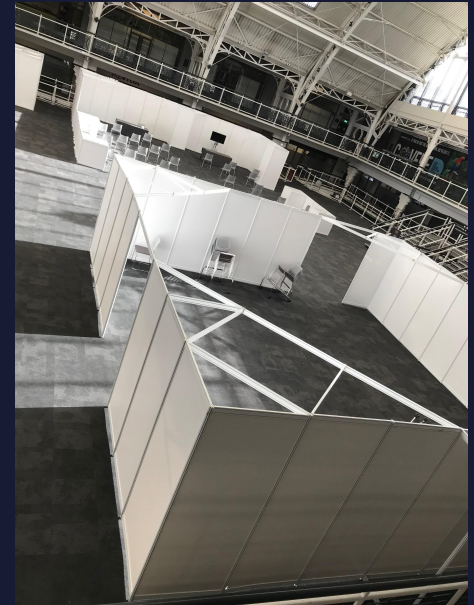
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Each conference will have a dedicated:

- queueing area, with floor stickers to help encourage social distancing
- entrance, with a self-scanning point
- exit, with a self-scanning point
- hearing loop (TBC)

On the conference theatres on the show floor, chairs will be pre-positioned into the appropriate spacing.

In the auditorium, there will be a mix of tiered seating with stickers indicating which seats to leave avoid, and freestanding chairs spaced out appropriately



FEATURES – CONFERENCE ROOMS



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QUEUE MANAGEMENT:

Messaging before/as people enter the queue:

- Stand on the floor markings
- Once inside, visitors encouraged to remain seated unless essential to leave
- Have badges ready to self-scan
- In an appropriate/friendly tone, check: *“Are you happy to be guided to a seat, or is there a particular area that you need to be sat in?”*.

Staff to ensure visitors are wearing face coverings, unless they are exempt...visitors will not be challenged if they are exempt

When the hall is ready:

- One person to manage the queue out of the queueing area, and ensure everyone scans in
- One person to guide visitors to their seat (starting with the furthest row away from entry)

Conference room 1



FEATURES – CONFERENCE ROOMS



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During the session:

- Monitor outside area to ensure no mass gatherings, and physical distancing is maintained
- If someone wants to leave, they signal to event staff who will guide them out
- Chair Person to brief visitors on protocol if they want to leave during the session
- Programme of TED Talks set up with enough time for cleaning in-between:

Conference 1			Conference 2			Auditorium		
no need to pre-book			no need to pre book			pre-book attendees only		
11:30 - 12:00	Work-life balance	How to make work-life balance work	11:15 - 11:45	How to be a better Leader	Confessions of a recovering micromanager			
		Why work doesn't happen at work	11:45 - 12:15		Everyday Leadership			
12:00 - 12:30	CLEANING		12:15 - 12:30		CLEANING	11:45 - 12:15	Why we have too few women leaders	
							The danger of a single story	
12:45 - 13:15	Communication	Why it's worth listening to people you disagree with	12:30 - 12:45	Make the change	An interview with the founders of Black Lives Matter	12:15 - 12:45	CLEANING	
		How to speak so that people want to listen	12:45 - 13:00			CLEANING		
		The art of misdirection						
13:00 - 13:30	CLEANING		13:00 - 13:35	Female leadership	The Likeability Dilemma for Women Leaders	12:45 - 13:15	How to build your confidence - and spark it in others	
13:30 - 13:45	The human connection	The Power of vulnerability			Small ways women can support each other at work			The happy secret to better work
13:45 - 14:00						Know your worth and then ask for it	13:15 - 13:45	CLEANING
	CLEANING		13:35 - 14:00		CLEANING			

When the hall is ready to clear:

- One person manages the rows leaving, one row at a time, starting from the closest row to the exit
- One person to guide people to the exit, making sure they scan on the way out

Theatres remain closed to visitors (other than the DCMS) between sessions to allow venue cleaning
Cleaning team manages the cleaning process and repositioning of chairs

SIGNAGE



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WELCOME TO

To maintain your safety and comfort and that of those around you, we ask you to please observe the below measures.



One Way System
please maintain direction
for your own safety and comfort
and that of those around you.



Payment
accepted by contactless only.



If you feel unwell
please contact the
front desk team.



Contact
of any kind with others
should be avoided.



Wash Your Hands
regularly with soap and hot water
and use the hand sanitizers provided.



Distance
yourself at least 2 metres from
others at all times.



Face covering
Please wear a face covering or
mask while moving around the venue.



Track and trace
Attendance data is used in line
with official guidance to assist
the NHS with test and trace
should this be required.



Enhanced cleaning
We have a robust cleaning
schedule in place and focus
on high volume touch points.

We will continue to follow guidance from the government and update our practices accordingly.
You can find more information at: [bdc.london/advice](https://www.bdc.london/advice) - Thank you for your cooperation.



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Common Sense Zone



Please don't cross the barriers, it has
been positioned for crowd-flowing.



Distances
yourself at least 2 metres from
others at all times.



Wash Your Hands
regularly with soap and hot water
and use the hand sanitizers provided.



Be Kind
Be polite to the building
and staff at all times.



Contact
of any kind with others
should be avoided.

We will continue to follow guidance from the
government and update our practices accordingly.
You can find more information at: [bdc.london/advice](https://www.bdc.london/advice).



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CATERING



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SET UP

- Jack's Cafe on Gallery Level to be open from 8am – 3pm
- One way route into and out of the café already established with venue signage
- Queuing area identified in the bays in front of the entrance into the café area – ropes and posts for queuing area to be provided by the caterers
- Pre-packed, sealed, grab and go options only – no hot food offering available
- Contactless payment only
- Lunches to be staggered by having the conference sessions ending at different times
- All tables and chairs to be socially distanced
- Additional seating to be added into Gallery Bays



CATERING

CLEANING & HYGIENE

- Whole area to be fogged prior to the event
- Hand washing unit located at the front of the queuing area
- Hand sanitiser units located at the entrance and exit of the cafe
- Dedicated cleaner for the area
- Tables and chairs to be cleaned between use – with placards to say table due to be cleaned – please do not sit down on an unsanitised table.

STAFF

- Catering marshals to manage any queues and allow no more than 15 people into the cafe at a time
- Staff serving drinks will wear face masks
- Staff behind tills protected by clear screen
- Table clearers will wear visors, masks and gloves
- Whole area to be fogged prior to the event
- No lids on waste bins



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THANK YOU!



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