Techno Security & Digital Forensics Conference Safety Guidelines

Enhanced Health & Safety Protocols in response to COVID-19

(as of 2/26/2021)

Overview

As COVID-19 will continue to impact the world for the foreseeable future, event management is implementing the following guidelines to help our industry get back to business. These guidelines are to ensure our attendees, sponsors, and vendors that all possible health precautions will be taken, and to grant them the confidence in knowing that their safety is our top priority.

Guidelines and Commitments

1. *Communication & Collaboration*

   a. Health Authority Engagement
      Management will have an ongoing open dialogue with all local health officials and authorities as well as the venue and venue partners to ensure required and suggested guidelines and policies are being communicated and implemented.
   b. Pre-Show Information and Guidance
      Management will communicate regularly with all participants about guidelines, what to expect onsite, protocols, updates, etc. via websites, emails, and event app notifications.
   c. Enhanced Signage
      Prominent signage and floor markings will be displayed at the event to support relevant measures, distancing, and hygiene reminders, and how to access onsite support if needed.

2. *Protection & Planning*

   a. Face Masks
      All event participants will be required to always wear a mask while inside the venue.
   b. Participant Screening
      All events will follow local health authority guidelines on screening participants. This may involve temperature checks and other screening process.
      Participants will be asked to stay home if they are feeling ill.
      Show teams will follow local health authority guidance on detecting and managing anyone who displays symptoms of COVID-19.

c. Protective Equipment
Cleaning, medical, food and beverage, and other key workers will be attired with additional protective equipment as required.
Sneeze guards will be in place in high interaction areas to maintain separation such as registration areas and food and beverage stations.

d. Contact Tracing
Depending on local laws and requirements, participants may be encouraged to download and abide by contact tracing apps to help minimize any potential spread, subject to local privacy regulations.

e. Onsite Medical Support
Certain events may offer an increased number of First Aid personnel or locations onsite for the event of any illness.

f. Isolation Area
All events will have a dedicated isolation area, in coordination with venue partners, for any participants reporting symptoms of COVID-19.

g. Staff Screening and Testing
Staff will self-screen themselves for COVID-19 every day and, where possible, all event management staff will be tested every day.

h. Food & Beverage Arrangements
Event management will work in coordination with venue partners to ensure the highest standard of food safety for any onsite food and beverage areas/outlets. This may include pre-packaged options instead of buffets, social distancing if queues are expected, disposable utensils, relevant signage, and other protection measures as needed or required such as separation screens.

i. Testing
Depending on the event, testing may be made available to attendees prior to traveling to the show and/or onsite.

3. *Cleaning Procedures*

a. Enhanced Venue Cleaning
Management will work with venues to ensure a deep cleaning prior to move in and again before the event opens.
GBAC Certification standards will also be requested by management from all venues which is a third-party validation of event venue cleanliness, hygiene, and bio risk standards through the GBAC STAR^{TM} facility accreditation program.
Select members of the event management team have also been GBAC certified to ensure facility cleaning standards are properly followed and enforced.
Enhanced waste management procedures will also be implemented.

b. Regular Cleaning
Visible, regular cleaning will also be done throughout the show with an increased focus on key touchpoints including door handles, restrooms, education sessions, registration, and food and beverage areas.

c. Booth Hygiene
Management will encourage all sponsors to regularly, throughout the event, clean and disinfect all hard surfaces within their booth.
Sponsors will also be encouraged to provide digital alternatives in place of physical promotional materials where possible.

d. Sanitation Stations
In addition to urging all participants to regularly wash their hands, event management will provide alcohol-base hand sanitizing stations at key locations throughout the event.

e. AV Equipment/Education Sessions
All audio and visual equipment will be disinfected between each use and session rooms/areas will have increased periodic cleaning each day.

4. *Physical Distancing*

a. Managed Density
Management will adhere to local Crowd Density Guidelines as required which will also help enforce appropriate social distancing.

b. Revised Registration Processes
Management will encourage advance, online registration to minimize onsite contact at several touchpoints as well as to reduce queues.
No contact technology such as QR Codes and self-registration may also be used onsite to assist with minimizing physical contact.

c. Targeted Audience
Management will vet all registrations to ensure that only qualified attendees/buyers are attending the event. Combined with other measures, this will lower the density of attendees while still assuring exhibitors that the attendees present are there to conduct business and make purchasing decisions.

d. Floor Plan / Layout
Exhibit Halls may be modified to allow for more physical distancing of both attendees and exhibitors to help maintain crowd density.

e. Alternate Greetings
Management will recommend the elimination of handshakes and embraces at organized industry gatherings in accordance with global and local organization and government guidance. This will be reinforced with on-site signage as reminders and promotion of alternative ways of greetings to avoid physical contact.

f. Adapted Education Rooms
All conference and education seating will follow local distancing requirements and guidelines.

g. Social Activities
Management will implement distancing, density, and physical contact measures to any in-person social and networking activities such as meals and awards. When possible, these will be held outside.

<u>Summary</u>

These guidelines are based on information currently available regarding the behavior and characteristics of COVID-19, the status of testing capacity, where we are in terms of vaccine distribution and CDC, local, and/or state guidelines with respect to large gatherings. As more clarity with respect to these variables emerges, it is expected that these guidelines may need to be adjusted accordingly.