Safer In-Person Event Experiences

The value of in-person events is undeniable, and event professionals and venues need to be well-prepared when these events resume. More than ever, the wellbeing of your attendees has to be your top priority. You must provide peace of mind to an anxious, reluctant public. The more organizers can build and market a safe experience, the more likely they are to have a successful, well-attended event.

That means careful planning of every part of the event experience, from finding and managing the physical space of the venue to how attendees check-in, move through your event, consume content, and network with one another. Our Cvent solutions were designed to give you total control, so you can plan and execute your events with confidence.

Find the Right Venue Space

Forget what you knew about space requirements. Social distancing is changing all that. A venue that used to fit 500 may not anymore. The Cvent Supplier Network will help you find the right venue and collect critical information from hotels to ensure the venue fits the new normal and meets attendees needs. You can access diagrams on a venue profile to get a true sense of the space without having to do an on-site visit.
Collect Essential Attendee Information

Before the event, leverage Event Registration questions to collect critical attendee data so you can:

• Understand the point of origin and travel plans for each attendee
• Keep a record of sessions attended as well as exhibitors or areas visited during the event for each attendee
• Utilize attendee tracking to observe and respond to bottlenecks, over-crowding, and safe spacing needed around sensitive areas

Design Room Layouts for Social Distancing

With Social Tables, you’ll have the tools to easily design your event to accommodate social distancing and safety guidelines to ensure that you have the right attendee capacities for each space.

• Map out locations of hand sanitizing stations, mask stations, wall-mounted cleanliness stations, and more for public areas
• Run a diagram check to ensure your layout meets designated requirements
• Collaborate with stakeholders and visit your venue virtually to see what your event looks like down to the last detail
Offer Touchless Event Check-In & Badge Printing

Attendees can use a QR code, Apple Passbook, or Wallet for Android to have a touchless check-in experience with Event OnArrival.

- Attendees receive QR codes or digital wallet information before the event
- Attendees can check-in and print their badge without touching any screens
- Printers can self-cut badges to allow for easy assembly by the attendee
Manage Session Capacity

- Set and publish session capacities to ensure rooms are not overcrowded
- Contactless session scanning provides session counts and access control to prevent overcrowding
- Self-check-in kiosks allow for contactless session check-in
- Planners can use OnArrival dashboards to closely monitor attendance and use overflow session rooms for near or at-capacity sessions to manage occupancy
- Know how many are registered for the session and layout the room for that number in compliance with social distancing guidelines
Quickly and Easily Communicate with Attendees

Planners can leverage the Event Management Platform and the mobile event app Mobile Event Apps to keep attendees up to date both before and during your event.

- Emails can be sent regarding key event details or schedule changes to all registrants or just specific session registrants
- Push notifications allow planners to manage overflow rooms for popular sessions
- Dynamic event guide deliver updated alerts on any immediate changes due to health concerns
- Contact exchange promotes in-app networking to share contact information while maintaining privacy and social distancing regulations
Safely Facilitate Onsite Meetings Between Attendees

**Appointments** allow planners to manage the capacity and timing of attendee interactions

- Appointments can be set by the attendee or planner
- Manage your day to meet with only the most critical face-to-face appointments
- Virtual attendees can use the same tools to book appointments
- Appointment meeting rooms can be adjusted within Social Tables to practice social distancing guidelines
Enable Touchless Contact Sharing

**LeadCapture** can collect contact information with a single scan or wave of an RFID encoded badge at mandated distance regulations.

- Touchless badge scanning
- Send and receive event content and literature digitally
- Attendees can be qualified on their smartphone or a dedicated device for staff