

## OCTOBER 2021 PROCUREMENT DIVISION MEETING | OCTOBER 1 | ARLINGTON, VA

NDIA remains at the Heart of the Mission, which—through the evolving meeting environment—has further become one of ensuring the health and safety of our members, registrants, exhibitors, sponsors, and staff. We want all individuals to be comfortable and confident when attending NDIA events. To assist in this effort, NDIA has implemented measures as recommended by the WHO, CDC, DoD, and OPM as well as state and local health authorities. This document lists the standard procedures you can expect to see at in-person NDIA meetings, conferences, and events. For complete information, please refer to specific event webpages and email communications.



### RESOURCES IN ADVANCE

- Local city and travel information, including: hotel/venue safety | airport guideline resources | airline requirements for travel | safe ground transportation options | restaurant safety requirements | and more
- Updates on in-person guidelines as necessary
- Enhanced “Know Before You Go” email documenting procedures and reminders



### COVID-19

- Attendees will be required to provide proof of vaccination or proof of a negative COVID-19 test within three (3) days of arrival
- All participants must sign a COVID-19 waiver
- Periodic guideline updates and re-evaluations



### ON-SITE SAFEGUARDS

- Enhanced cleaning of high-touch surfaces
- Signage encouraging participants to follow precautions to minimize the spread of COVID-19
- Attendees who are not vaccinated must wear face coverings; attendees who are vaccinated must follow state and CDC guidelines
- NDIA has face masks available for those without their own
- Hand sanitizer stations



### REGISTRATION

- NDIA staff wear appropriate Personal Protective Equipment
- Badges are distributed utilizing pick-up time slots or other means to effectively limit crowds
- Clearly marked lines with social distancing decals or ropes with stanchions



### GENERAL SESSIONS & BREAKOUTS

- Socially distanced seating
- One entrance and one exit to each room when feasible
- Q&A segments utilize Sli.do or similar applications to eliminate the sharing of microphones



### FOOD & BEVERAGE FUNCTIONS

- Packaged food options to minimize touch points
- Grab-and-go selections
- Hotel/venue staff utilize masks and gloves
- Decal reminders about social distancing
- One-way traffic flow
- Use of outdoor seating when available



### PHYSICAL CONTACT & SOCIAL DISTANCING

- Six (6) feet of distance between all participants
- Avoid physical contact such as handshakes and embracing
- Avoid physical business cards; digital alternatives are recommended
- Leaving devices at an accommodation or in a vehicle is recommended to eliminate touch points; alternate means of device storage may be available



### SPEAKERS

- Speaker ready rooms are arranged to maintain social distancing
- Audio/Visual equipment is sanitized between presentations/sessions
- Speaker panels are spaced out per social distancing guidelines
- No-touch Q&A segments



### HYBRID EVENTS

- Hybrid events combine “live” in-person sessions with “virtual” online components.
- Virtual attendees have access to virtual content from the in-person event
  - Virtual schedules may include keynote/general sessions, featured speakers, breakouts, or exhibits
  - Registration options may include “in-person only,” “virtual only,” and “in-person and virtual”

**NOTE:** NDIA follows strict health and safety guidelines for all in-person events. For more information, visit [NDIA.org](https://www.ndia.org).

