

Indian variant and resilience planning

Venue

Explore with your venue if they are willing to reduce numbers to enable you to switch to a fully virtual event from the venue.

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What is your venues cancellation policy – check if this has been amended as some venues are offering different terms due to the pandemic.

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Check to see if your venue is able to accommodate your delegate numbers and technical team with social distancing should this be reintroduced / not be removed as intended.

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Suppliers

Hold weekly catchup meetings with all your key suppliers, including Event Production and Presenters

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Review cancellation terms with all your key suppliers – will they allow you to amend your agreement with them?

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Explore alternative options with your Event Production company; can they support you moving to a virtual only event, do they have the necessary knowledge and expertise?

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The Event

Create an alternative plan should the event not be able to take place – this may be bringing together presenters only and all delegates are online.

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Ensure you have up to date contact details for all attendees should you need to change to a virtual only event. It may be useful imputing these on to an spreadsheet so you can messaged everyone easily.

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Keep in regular communication with your attendees – keeping them up to date with what's happening etc using weekly newsletters or social media.

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