

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.

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

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.

Suppliers

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

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

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?

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.

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.

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