



**INSPIRED LEADERS
SHAPING CITIES**

INTERNATIONAL DOWNTOWN ASSOCIATION
910 17TH STREET NW, SUITE 1050
WASHINGTON, DC 20006
202.393.6801 | DOWNTOWN.ORG

IDA Annual Conference & Marketplace Guidelines and Protocols

PLEASE NOTE: Safety guidelines below are subject to change at any time based on federal, state and local regulations. We ask that in-person attendees follow all safety instructions provided by IDA in conjunction with the CDC at all times, and that registrants do not attend any in-person events if feeling unwell or showing any symptoms of illness.

IDA places the highest priority on the health and safety of our members, partners and colleagues. We require that attendees adhere to all guidance in order to make our 2021 event safe, secure and enjoyable for all. As the economy continues to reopen, and facial coverings and physical distancing requirements are eased for fully vaccinated individuals, IDA recognizes that recommendations for large indoor events will evolve. With the current vaccination trajectory and continuous regulation updates, it will allow IDA to expand our conference as guidelines shift. At this point in time, the Centers for Disease Control and Prevention (CDC) still recommends facial coverings and physical distancing for larger indoor events. We will continue to monitor information from the CDC and will maintain consistent communications regarding the conference on [IDA's event webpage](#).

HOTEL	Conference hotel has developed a global program introducing new standard of hotel cleanliness and disinfection.
PHYSICAL DISTANCING ENFORCED	Physical distancing will be required at all sessions, plenaries and when consuming food and beverage. Chairs will be situated at least six feet apart. We ask that attendees do not move chairs within the session rooms. Sessions will occur at staggered times to prevent traffic/congestion throughout the hotel meeting space. Session rooms will be monitored to ensure not to exceed maximum capacity.
SIGNAGE	Proper signage will be placed throughout the hotel meeting space indicating physical distancing, cleanliness protocols and additional information along with offsite events taking place off hotel property. Signage will also be placed in public areas of the hotel.
ROUTINE CLEANING IN ALL PUBLIC AREAS	Session rooms will be thoroughly cleaned in-between each session. Mobile workshops utilizing bus transportation will also be cleaned in between each workshop, if applicable.
MASKS REQUIRED	Attendees will be required to wear face masks at all in-person functions except when eating or drinking. Masks must be worn over your face and mouth and secured under your chin. We recommend that attendees read CDC guidelines for best practices regarding usage of masks.
HAND SANITIZING STATIONS	Hand sanitizing stations will be provided at all in-person functions. We recommend that attendees follow CDC guidelines and utilize hand sanitizing stations before and after eating as well as all sessions and breaks along with washing your hands frequently with soap and water for at least 20 seconds and avoid touching your eyes, nose and mouth with unwashed hands. Hand sanitizers will contain at least 60% alcohol and should cover all surfaces of the hands and rubbed together until

	they feel completely dry. IDA also strongly recommends and suggests to bring your own sanitization items for personal use outside of the conference, when traveling and when consuming food and beverage.
GRAB & GO FOOD OPTIONS	When possible, all food and beverage will be provided in sealed grab-and-go containers to minimize contact with others. Food and beverage must be consumed seated at the hotel. For receptions taking place outside of hotel property, food and beverage will be provided by catering staff and/or pre-plated for grab and go.
DAILY HEALTH SCREENINGS	On-site health personnel will be present every day by trained professionals. Attendees may be required to provide confidential health information to appropriate providers. COVID-19 testing site information will be provided upon request. IDA strongly recommends and suggests to conduct self-temperature checks separate from the onsite screening upon registration check-in.
ASSUMPTION OF RISK AND LIABILITY WAIVER REQUIRED	Attendees who wish to attend in-person will be required to complete a COVID-19 assumption of risk form during the registration process for the conference and liability waiver onsite during registration check-in.