

# FEI

SEPTEMBER 20-21, 2021

Encore Boston Harbor, Boston

## Your Guide to a Safe, Secure Experience

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# OVERVIEW

The FEI: Front End of Innovation team, is excited to bring the entire event industry together under one roof for an unparalleled immersive experience. We are committed to creating an event where our community, partners, staff, and local workforce can have an enjoyable and successful experience, conduct business effectively and do all of this in safety and comfort.

The health and safety of our customers and staff remain our #1 priority. Our event has been organized in accordance with the CDC's guidelines, Informa's AllSecure Health and Safety standards and in partnership with Encore Boston Harbor, a Sharecare VERIFIED with Forbes Travel Guide property.

The following information includes everything you need to know and every step we are taking to deliver a safe, secure experience. Please take a few minutes before you arrive to familiarize yourself with our on-site policies, services, and how to stay informed during the event.

*Note: the following information is effective as of September 16, 2021.*

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# BEFORE YOU ARRIVE

Have you completed your self-assessment? Are you free from any known COVID-19 symptoms? Great! We look forward to seeing you soon.

If you feel unwell, please take care of yourself. If you have any of the known symptoms of COVID-19, we must also ask that you stay home. You can refer to the CDC's COVID-19 self-checker guide [here](#).

## Before you depart:

- Have your proof of vaccination and/or negative test readily available. This is required of all (insert event name) participants and staff. See below for more information.
- Have your digital or print registration bar code readily available. This will expedite your entry upon arrival at the event
- Check your flight and travel arrangements for any COVID-19 related restrictions or requirements
- We are closely following the latest CDC guidelines on mask wearing. Event staff will wear masks at all times at indoor event activities and at staff discretion for outdoor activities. Unvaccinated guests are required to wear masks at all times at indoor activities. Vaccinated guests are encouraged to wear masks at indoor activities. ALL guests are asked to bring their own masks to the event; a limited quantity of masks will be available on-site

## Providing proof:

FEI is requiring all participants and support staff to provide proof of full vaccination or negative test prior to entering the event, specifically:

Vaccination proof:

- Must display the date the vaccine was administered, or in the case of a 2-dose vaccine series the date of second dosage
- Must be accompanied by a form of legal identification to verify the participant's information matches the proof provided
- In accordance with CDC guidelines, people are considered fully vaccinated:
  - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
  - 2 weeks after a single-dose vaccine such as Johnson & Johnson's Janssen vaccine

# BEFORE YOU ARRIVE

Proof of negative test:

- May be provided in digital or paper format
- Must be administered no more than 3 calendar days prior to entering the event
- Must be accompanied by a form of legal identification to verify the participant's information matches the proof provided

We have an open line of communication in place with the facility, hotel partners and local health officials. Before the doors open, we will conduct inspections to ensure the venue is safe, clean, and ready for business.



# DURING THE EVENT

We are taking additional measures to ensure your health and safety at the event. Please plan accordingly and allow extra time when arriving at the show and making appointments with customers.

## When you arrive:

- All participants will be required to show proof of vaccination or negative test results at the Registration area located in Promenade 2 prior to receiving your lanyard and entering the event (see section “Before You Arrive” for more detail)
  - Once the required form of proof has been verified by event staff, participants will receive an official event lanyard and gain entry to the event
  - Any participant unable to provide legal identification to verify the proof provided will not receive an official event lanyard and will be asked to secure the necessary identification prior to attempting re-entry
  - Any participant unable to provide proof of vaccination or negative test results will not receive an official event lanyard and will be directed to local testing sites

## Mask policy

We are following the latest CDC, state and local health authority guidelines on mask wearing.

- All event staff - including security staff, foodservice staff, contractors, union laborers and volunteers - will wear masks at all times for all indoor activities during event hours. Mask wearing is at the staff’s discretion during outdoor activities
- Speakers are not required to wear masks during sessions or presentations but will practice social distancing
- Unvaccinated guests are required to wear masks at all times at indoor activities. Vaccinated guests are encouraged to wear masks at indoor activities. ALL guests are asked to bring their own masks to the event; a limited quantity of masks will be available on-site
- The registration process is designed to minimize contact with staff or equipment; our staff will regularly clean all equipment
- Indoor and outdoor sessions, including eating areas, have been designed to accommodate social distancing
- Please follow all recommended health and safety measures, including those from the CDC, such as washing your hands often and covering your cough or sneeze. Please do not come to the event if you have any of the symptoms of COVID-19

# DURING THE EVENT

- We have designed the event to give everyone space and comfort and reduce the chance of crowding in any location
- We've increased staff to provide the BEST customer service and make sure information is easily accessible
- Trash will be removed through the venue with greater frequency
- Daily disinfecting will take place to sanitize all restrooms and frequently touched public areas.

## Feeling sick unexpectedly at the event?

- Please visit the Registration area in Promenade 2. An event staff member or hotel personnel will be available to assist.
- If you are experiencing symptoms of COVID-19, we must ask you to leave the venue. Please visit one of these local testing facilities immediately: Find a MA Test site
- If you test positive for COVID-19 during the event and are unable to travel, we will work with you and the hotel to accommodate you. Please contact Kristin Wittreich at [Kristin.Wittreich@informa.com](mailto:Kristin.Wittreich@informa.com) or 1.908.239.9054 for assistance

# STAYING INFORMED

## Contact Us Anytime

If you have any questions about our health and safety measures or how you can best prepare, contact Kacey Anderson at [kacey.anderson@informa.com](mailto:kacey.anderson@informa.com).

## Before the Show

Please refer to [FEI Health & Safety page](#) to review a full list of health and safety measures.

## At the Show

Signage referencing our health and safety measures will be placed throughout the venue.

Our staff will also be ready to answer your questions at the FEI Registration area in Promenade 2.



# ADDITIONAL HEALTH & SAFETY RESOURCES

## Encore Boston Harbor

The Encore is Sharecare VERIFIED with Forbes Travel Guide property, which is earned by completing and maintaining verification on more than 360 global health security standards. You may find more information about this program [here](#)

## Hotel Partners

Encore Boston Harbor, a Wynn Resort, is our official housing partner. Information on their health and safety standards are available [here](#)

## Airline Travel

### AMERICAN

Travel Information Health & Safety

### DELTA

Travel Information Health & Safety

### JETBLUE

Travel Information Health & Safety

### SOUTHWEST

Travel Information Health & Safety

### UNITED

Travel Information Health & Safety

## Ride Share

### UBER

Health & Safety

### LYFT

Health & Safety

## Additional Resources

### US TRAVEL ASSOCIATION

Industry Guidance

### CDC

General Guidelines Travel Guideline

# About Informa AllSecure



FEI: Front End of Innovation will be organized in accordance with Informa's AllSecure health and safety standards. As the world's leading events' organizer, Informa has developed a detailed set of enhanced measures to provide the highest levels of safety, hygiene, and cleanliness, and to ensure that our customers, partners, and colleagues can connect, learn, know more, and do business effectively, safely and with confidence.

All Informa events will be run according to official government and local authority guidance in the first instance, as well as any venue or location-specific regulations. In addition, all Informa events will follow the [ten Informa AllSecure priority commitments](#).



We are following the [CDC's latest guidance](#) on mask wearing and would encourage everyone in our community to do the same. Any guests who will be wearing masks are encouraged to bring their own, as a limited quantity will be available on-site. We've allowed for space, comfort and are reducing



All guests will be encouraged to register online before the show enabling barcode scanning to minimize contact upon entry. Registration counters will be cleaned frequently.



the chance of crowding at any single point. Plus, there will be signage and reminders on recommended distancing practices.



We will undertake enhanced cleaning before, during and after our event, working with venue partners to ensure the highest standards of hygiene and cleanliness. Additional hand sanitizing stations will be provided throughout the event space, encouraging all participants to regularly wash and disinfect their hands.