

2020

# A PLACE TO *feel Safe*

EVENT  
EXETER  
University of Exeter

**aim**  
An assurance of excellence in  
business meetings and events  
Service. Safety. Health. Responsibility.

# OUR commitment from us to you

We love events and we love people, so ensuring a safe environment for our clients and staff is fundamental for our future.

As we look ahead and adapt for a new era, we're working hard to ensure that, when the time is right we continue to offer a first-class service, whilst keeping our customers and indeed our colleagues safe.

What we pledge to you and your delegates is a safe, relaxed environment, where you can enjoy your event experience at ease.





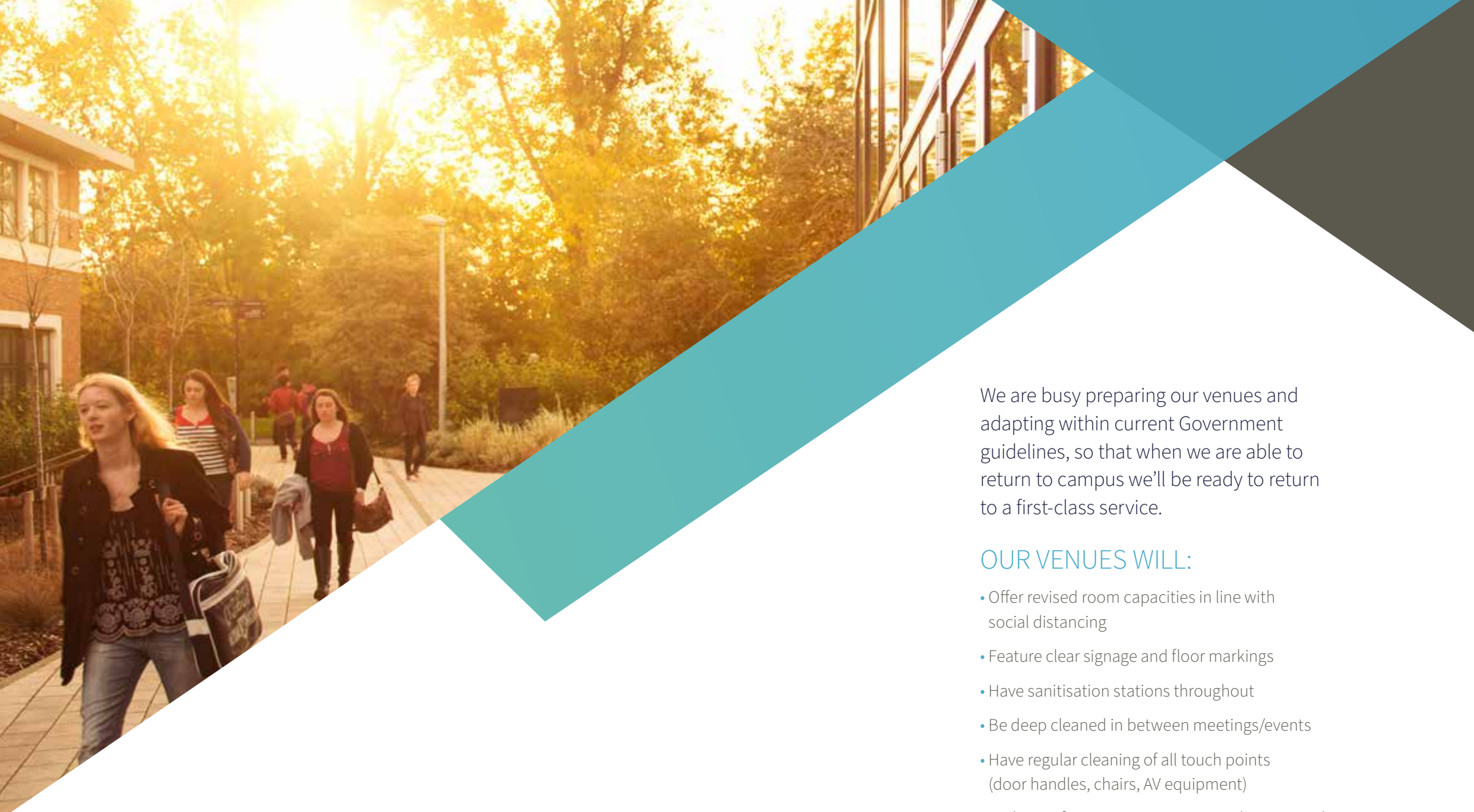
# THE SAME DEDICATED *Team*

Whilst we are currently unable to deliver live events, we are still available to talk through your eventing plans and aspirations and plan for the future.

## OUR TEAM WILL:

- Complete Covid-19 employee training before returning to campus
- Adhere to flexible booking conditions
- Work with you every step of the way to design a safe and deliverable event





THE SAME  
UNIQUE *spaces*

OUR VENUES

*The same unique spaces  
offering flexible options  
for all manner of events*

We are busy preparing our venues and adapting within current Government guidelines, so that when we are able to return to campus we'll be ready to return to a first-class service.

OUR VENUES WILL:

- Offer revised room capacities in line with social distancing
- Feature clear signage and floor markings
- Have sanitisation stations throughout
- Be deep cleaned in between meetings/events
- Have regular cleaning of all touch points (door handles, chairs, AV equipment)
- No longer feature unnecessary touchpoints such as flipcharts, paper and pens - all available on request
- Offer an Antibacterial kit for all meetings/events
- Give you plenty of outdoor green space for meetings and breakout sessions

# THE SAME EXCEPTIONAL *events*

## CATERING

- Bespoke menu packages designed to maximise the impact of your event and budget
- Event specific risk assessments and full compliance to current guidelines
- Local, ethically sourced produce from the South West
- Highly trained and welcoming staff

## ACCOMMODATION

- Easy check-in with advanced pre-paid bookings
- Bedrooms will be deep cleaned and sanitised between bookings
- All housekeeping equipment will be sanitised at the beginning and end of each shift
- Room keys will be sanitised and provided in envelopes
- Regular daily touch point cleaning
- Provision of cleaning products and equipment for users of kitchen facilities
- Strict adherence to British Institute of Cleaning Science (BICSc) standards

## DIGITAL TECHNOLOGY

We're excited to be able to offer new opportunities for online events. Whether it's a hybrid event, with limited numbers of delegates on campus and others online, or purely streaming your event to a worldwide audience, we can work with you to find a solution.

We understand that those online delegates are just as integral as those at the live event and can provide a seamless interactive experience for both parties.

**Speak to a member of the team to find out more.**





# VISIT US *virtually*

Fancy touring our venues? Sadly that's not possible right now, but you can take a look at our virtual tours and have a good look inside. Join members of the team as they introduce you to our venues, giving you vital information along the way.

## YOUR COMMITMENT

We are putting measures in place to ensure you and your delegates are safe. At the same time, we kindly ask that you:

- Adhere to social distancing and signage guidelines on campus
- Brief your delegates before your event with regards to measures in place. We'll send Venue Safety Guidelines for you to share with delegates, before your event
- Plan ahead with regards to your event layout to ensure social distancing measures are in place
- Encourage delegates to stay at home and join virtually if they are feeling unwell in any way

