



WHEN YOU'RE READY TO MEET
WE'RE READY
TO IGNITE THE LOCAL ECONOMY

PSAV ENCORE®

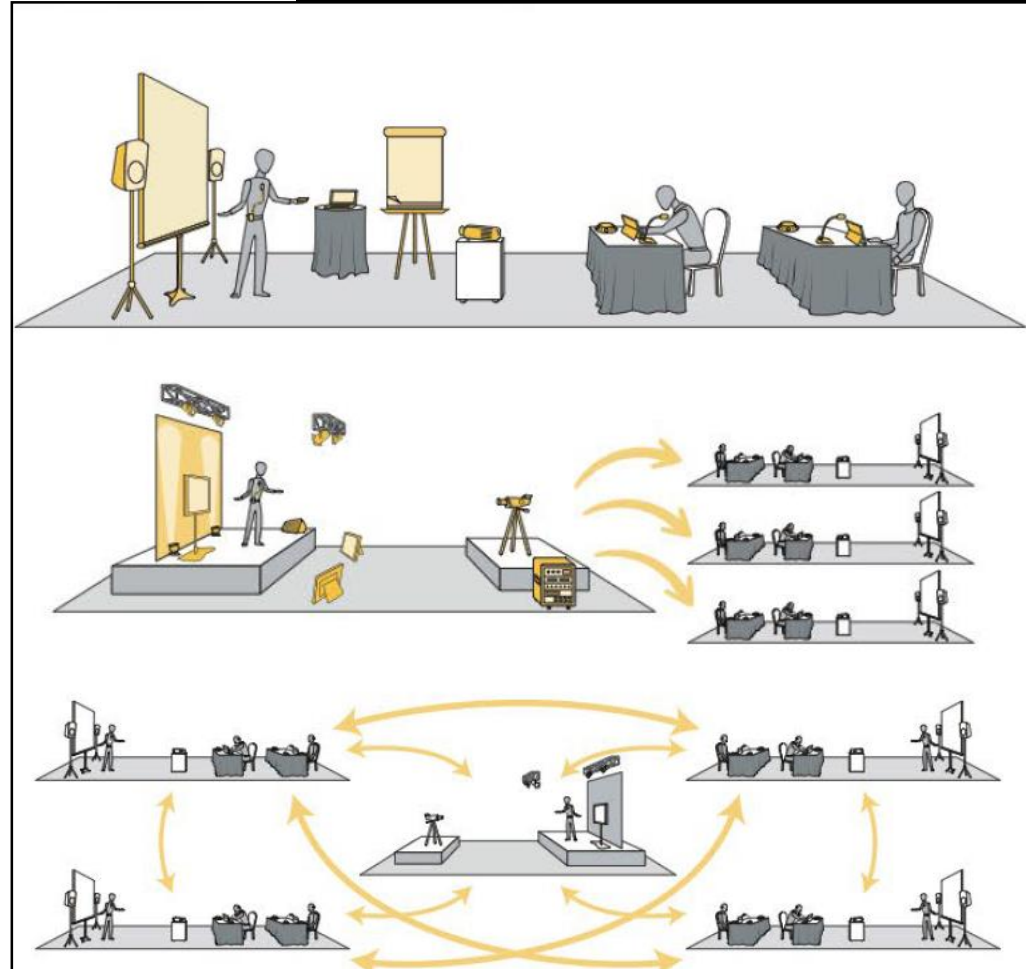
MeetSAFE

GUIDELINES



MeetSAFE

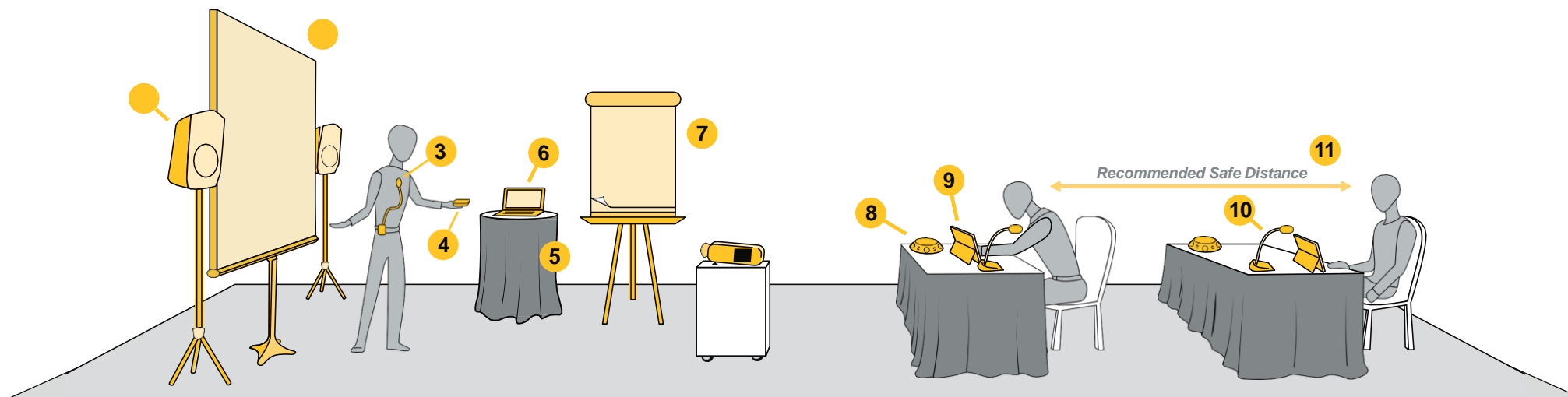
1. MEETING DESIGN OPTIONS



MeetSAFE

MeetSAFE Design 1

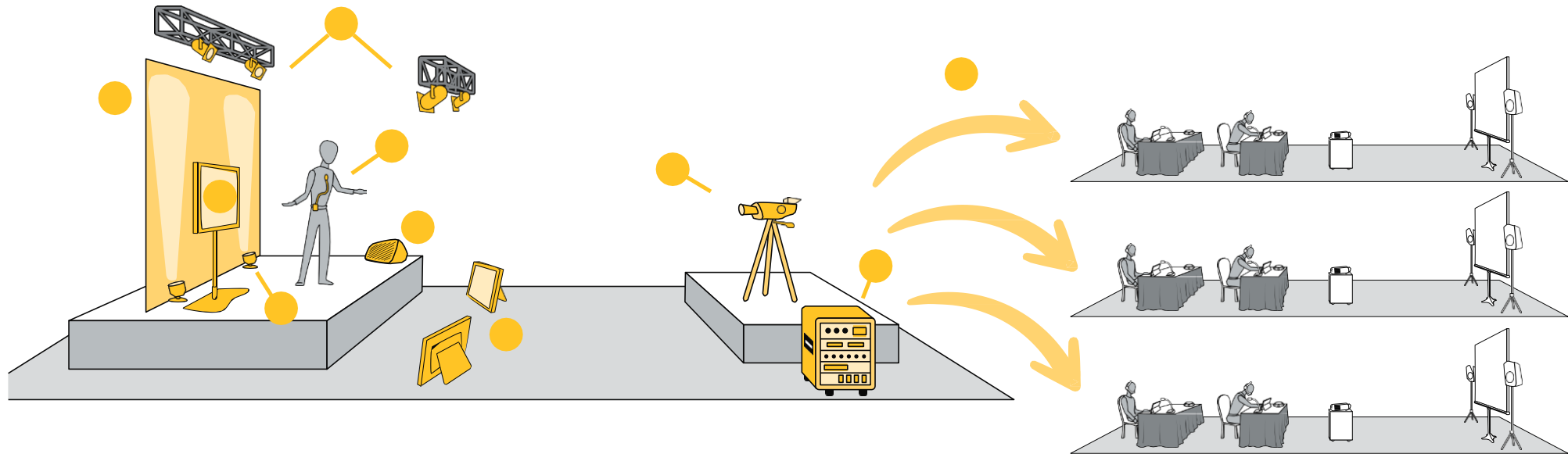
One Room



MeetSAFE

MeetSAFE Design 2

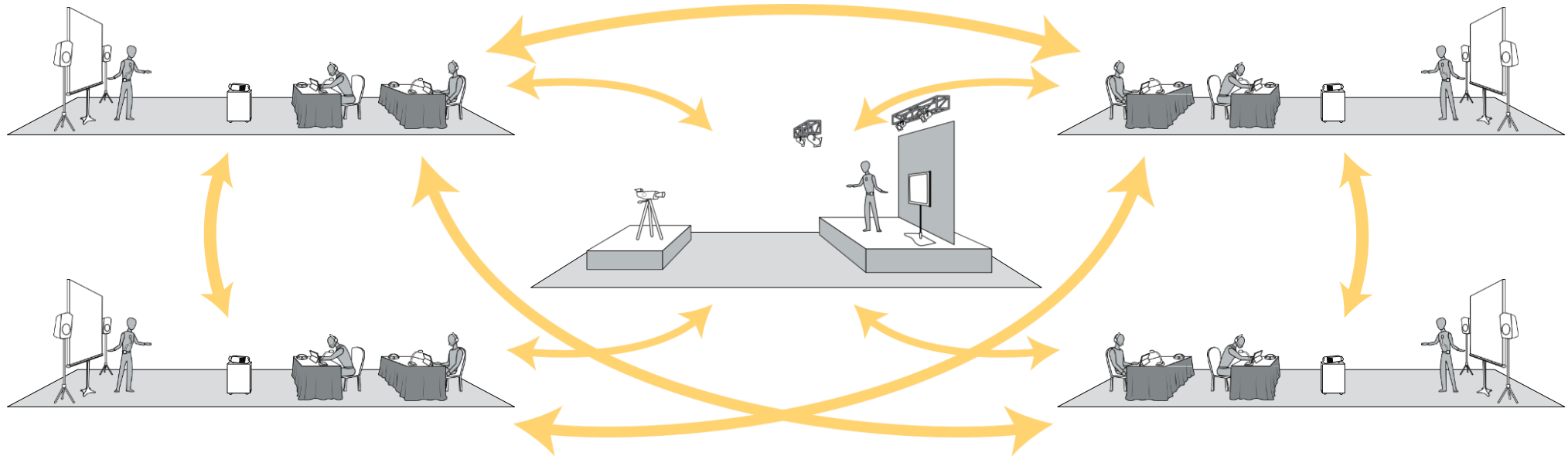
Multi-room / Broadcast Communication



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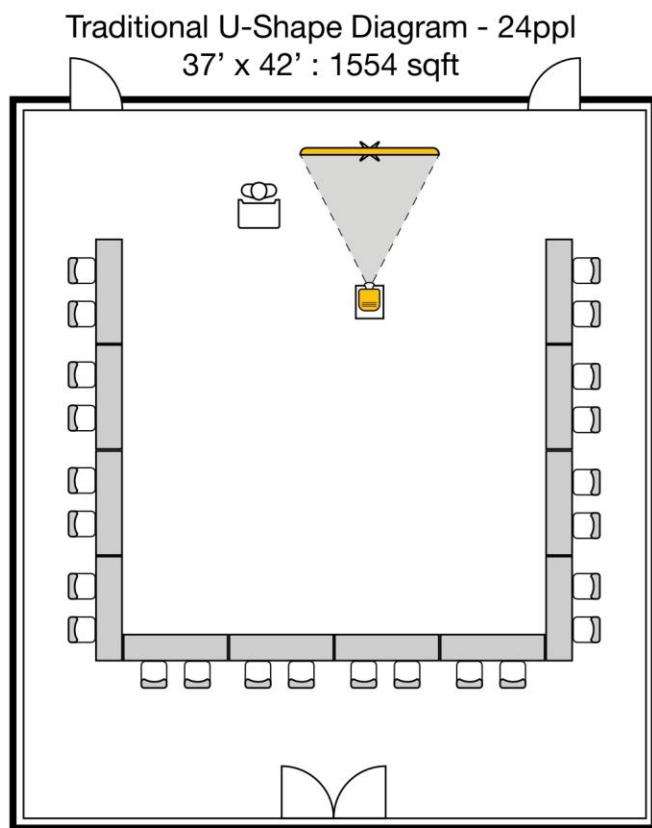
MeetSAFE Design 3

Multi-room / Multi-venue, Networked Communication



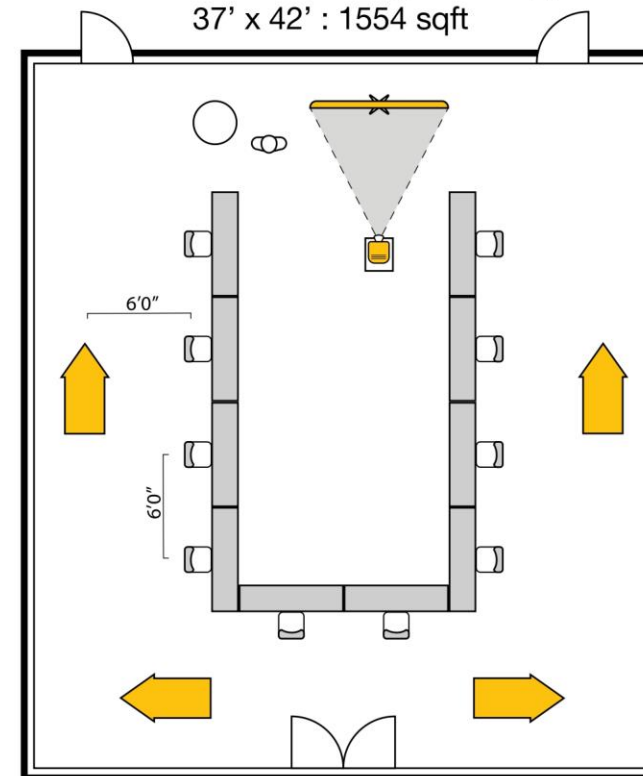
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Floor Plan Option - 10 ppl U-Shape



NEW

Modified U-Shape Diagram - 10ppl
37' x 42' : 1554 sqft

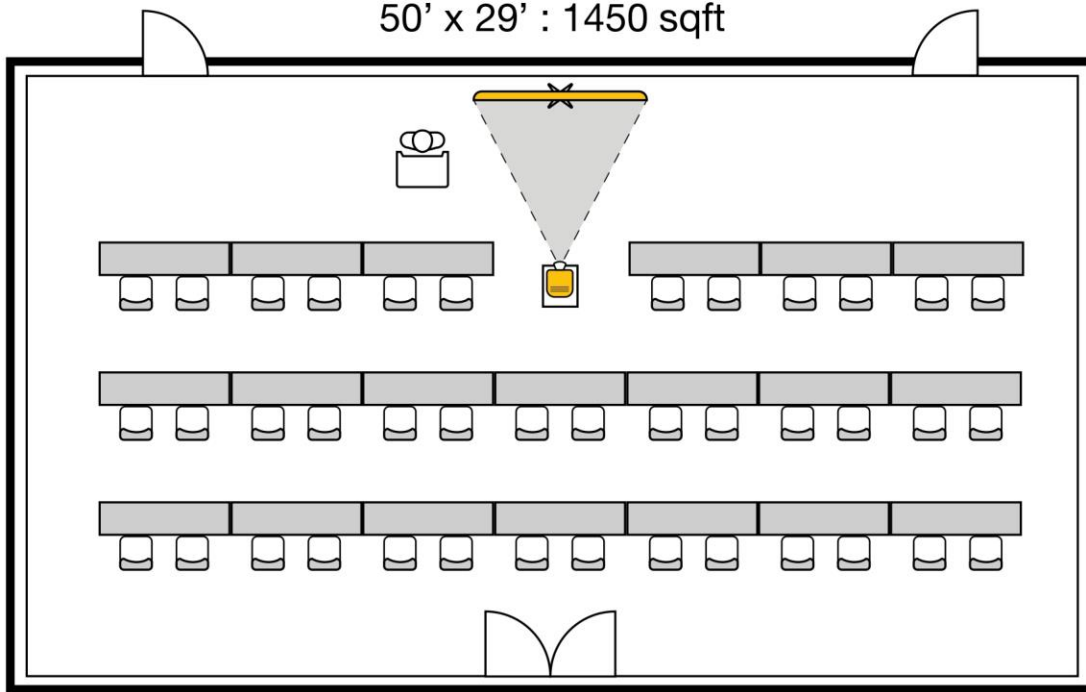


- Increased distance between each attendee. This is designed to help maintain limited contact within the meeting environment.
- Intentional directionally based traffic flow within the room as indicated by decals that are on the floor.

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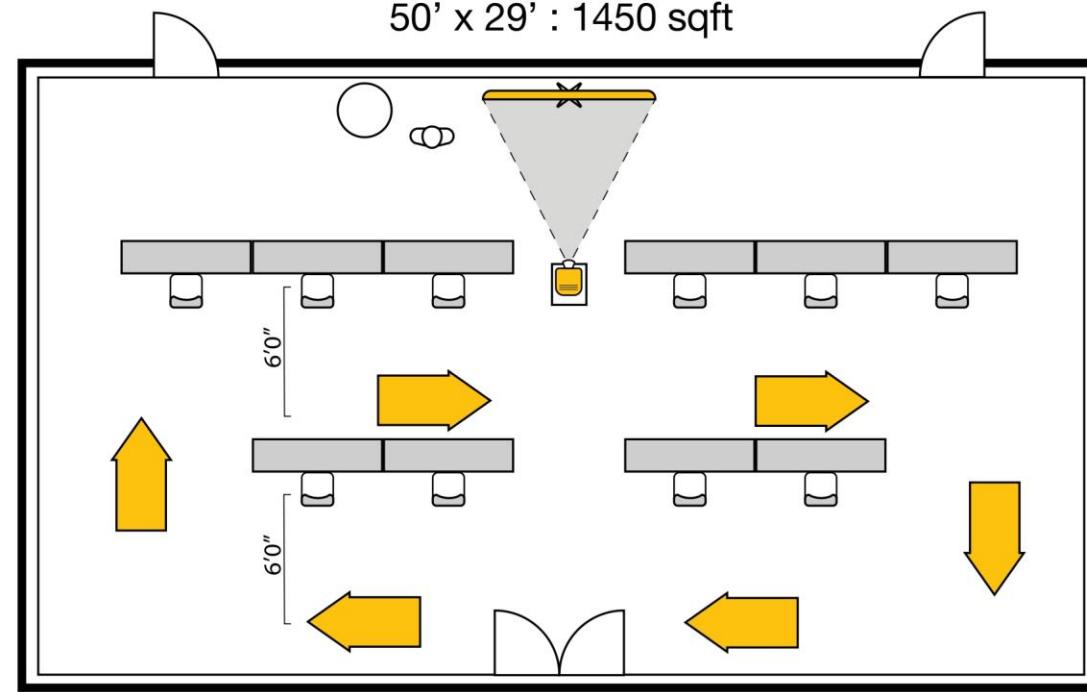
Floor Plan Option - 10 ppl Classroom

Traditional Classroom Diagram - 40ppl
50' x 29' : 1450 sqft



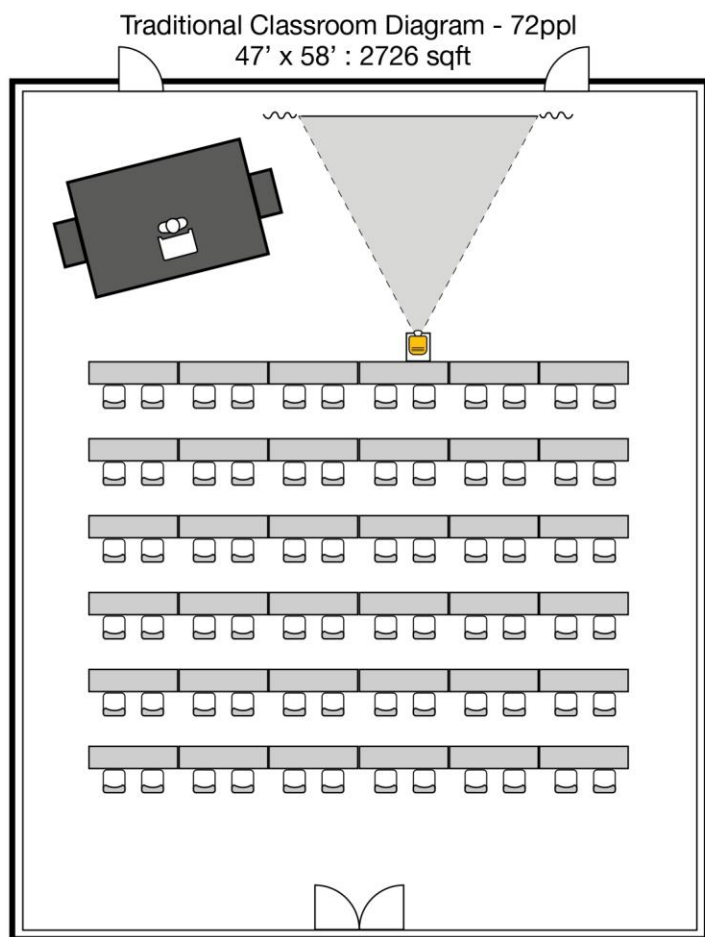
NEW

Modified Classroom Diagram - 10ppl
50' x 29' : 1450 sqft

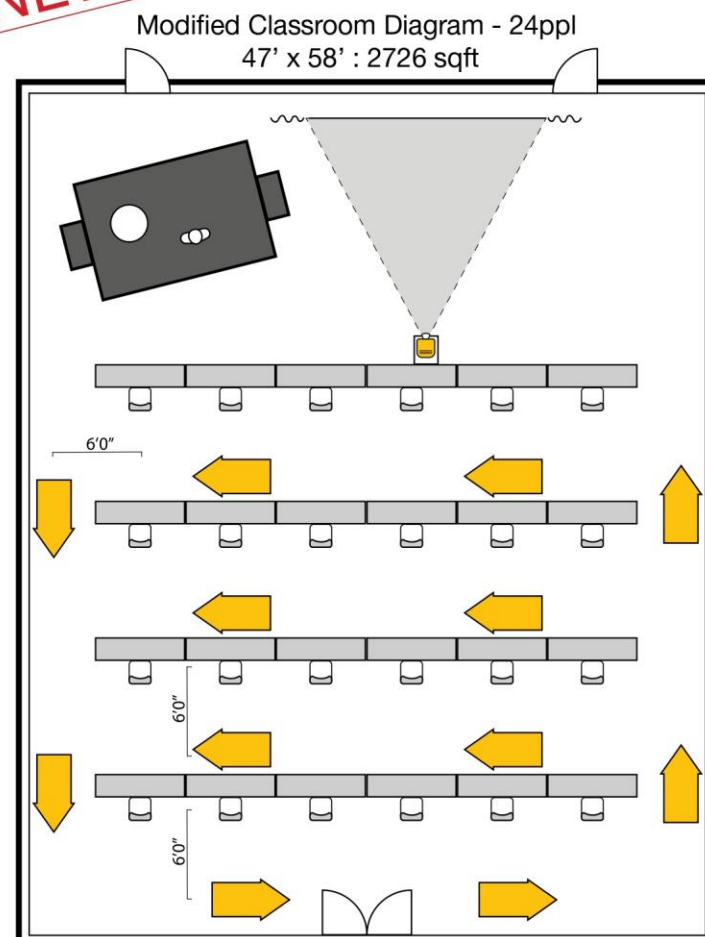


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Floor Plan Option - 25 ppl Classroom



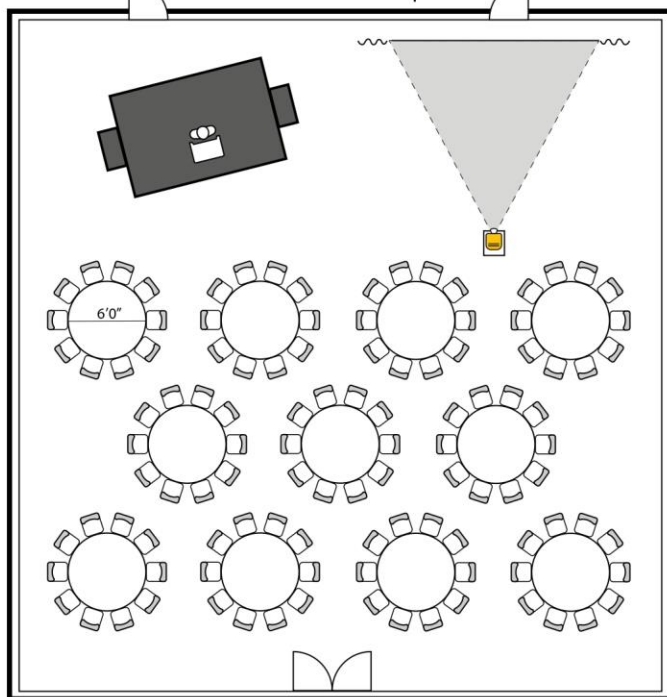
NEW



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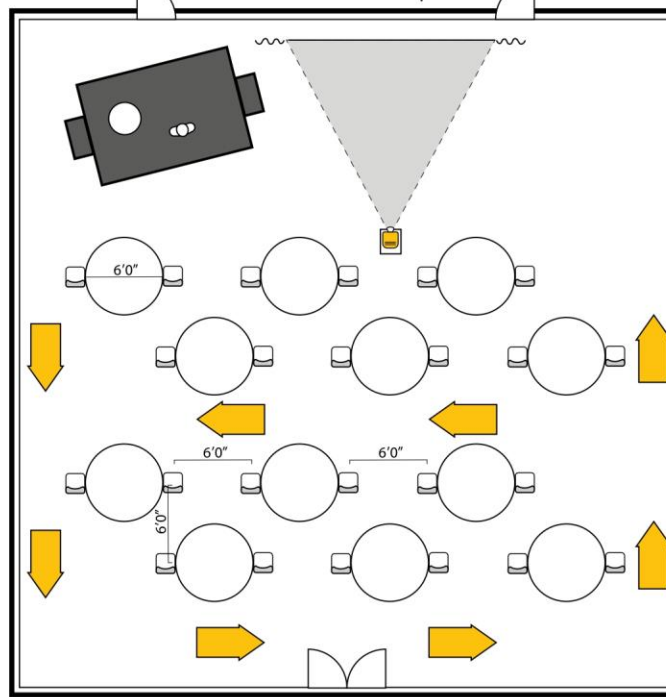
Floor Plan Option - 25 ppl Single Chair

Traditional Rounds Diagram - 110ppl
51' x 53' : 2703 sqft



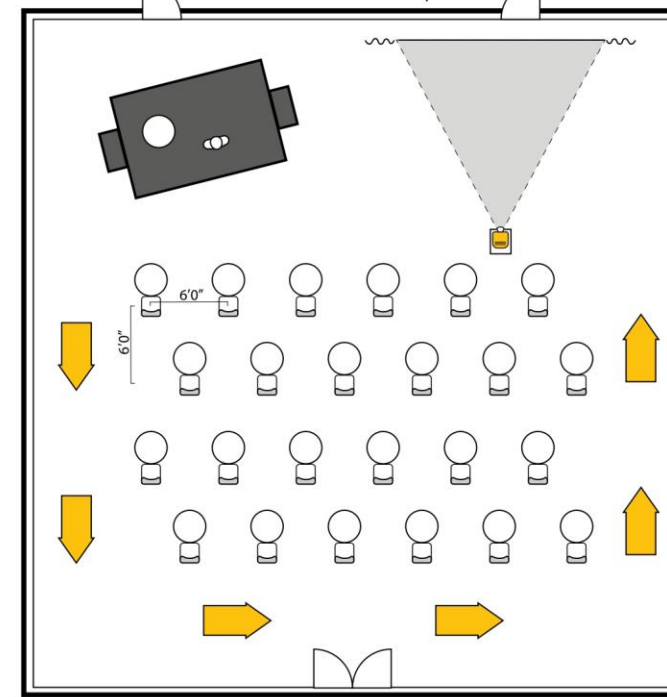
NEW

Modified Dual Rounds Diagram - 24ppl
51' x 53' : 2703 sqft



NEW

Modified Single Rounds Diagram - 24ppl
51' x 53' : 2703 sqft



4. CLEANING GUIDELINES

HIGH TOUCH ITEMS CLEANED FOR YOUR SAFETY

Lavalier Microphone
Handheld MIC
Head Set MIC
Headphones
Push to Talk MIC
Polycomm Unit
Radios and Other Comms Equipment
Laptops/Computer
Keyboard and Mouse
Tablet
Slide Advancer
Wireless Presentation Accessories (i.e. Clickshare)
Power Strip
Cable
Monitor
Projectors and Cart
Flip Chart Easel
Flip Chart Markers
Tech Table Equipment

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Workplace and Equipment Cleaning SOP

PSAV/ENCORE remains committed to providing a safe and healthful workplace for all team members, customers, and business partners. With that, our team members will be required to follow the recommended guidelines with regard to general hygiene and disinfecting equipment between events. If your event should require a more enhanced cleaning solution, please reach out to your representative.

Meeting Space:

- Refresh (prior to event start) and strike:
 - Technician will use approved cleaners / disinfectants to clean all high-touch areas of PSAV equipment to include:
 - Mics
 - Remotes / Slide Advancers / Wireless Mice
 - Faders / Dimmers
 - Flipchart Easel / Markers
 - Radios
 - PSAV/ENCORE Music Devices
 - Laptops / iPads
 - Podium surface (PSAV-ENCORE provided)
 - Headphones
 - Polycom Units
 - Power Strips
 - Technician will leave a cleaning verification card with their name, signature, and date / time the cleaning was completed (1 hour prior to event start)

Dear Customer:

ENCORE PSAV

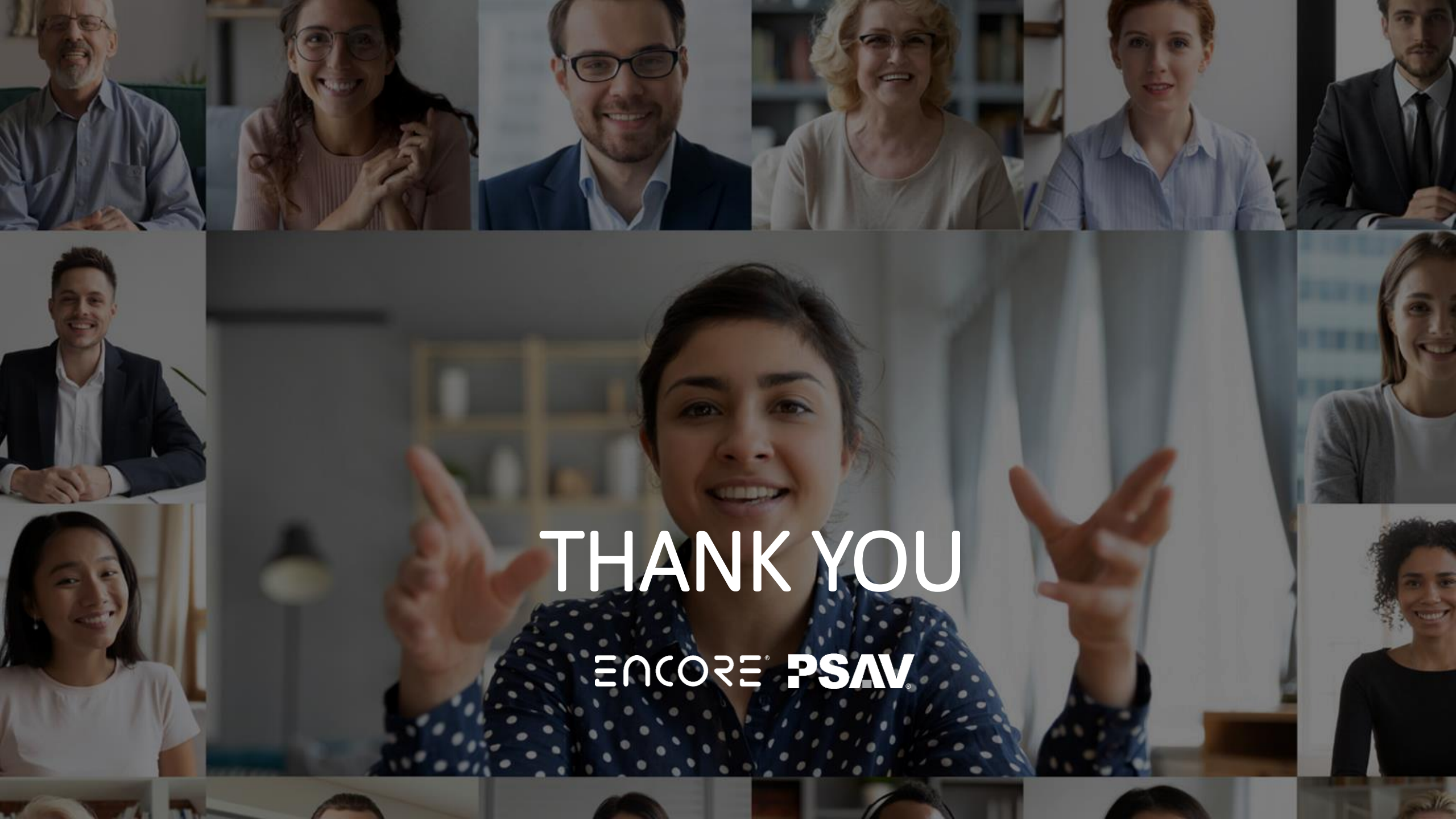
Our team values your safety as much as your overall event experience. We have carefully wiped down all high-touch points with alcohol wipes to limit the risk of spreading germs. We do this to protect you, our venues partners, and our team members. We are happy to do so.

Cleaned by: _____
Date/Time: _____

- Technician will meet guest in room prior to doors, make introduction, test equipment and verify cleaning
- All team members will comply with local guidelines and work in coordination with local venue plans pertaining to PPE use and distancing

Office / Storage Space:

- Routine handwashing for at least 20 seconds with soap and water
 - Encourage cleaning of personal cell phones and personal tools on a routine/daily basis
- Hand Sanitizer and approved chemicals should be available for team member use in both office and storage rooms
- Daily High-touch items should be regularly cleaned using approved cleaners / disinfectants – avoid cross-use where appropriate
 - Light controls/switches, doorknobs and drawer/cabinet handles
 - Hardline phones, house phones, MOD phones and radios
 - Computers mouse and keyboard
 - Tools (Truss wrench, measuring devices, pliers, lifts / ladders)
- When handling equipment and cases, contact points should be cleaned using appropriate cleaners / disinfectants to include pushing / lifting points and handles



THANK YOU

ENCORE[®] PSAV[®]