

KONTEC 2021

Infection protection and Hygiene concept

STATUS: PRELIMINARY

CONTINUOUS UPDATING IN ACCORDANCE WITH HYGIENE
REGULATIONS

Status April 27, 2021

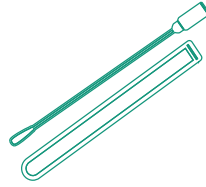


PARTICIPATION IN KONTEC 2021

FOR SURE!

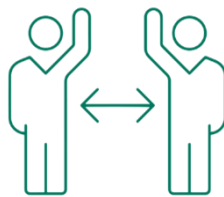
CORONA QUICK TEST

FREE OF CHARGE ON SITE
& BINDING



WEAR MOUTH-NOSE PROTECTION

HAND WASHING & DISINFECTION



KEEP 1.5 M DISTANCE

AVOID BODY CONTACT



OBSERVE PATH CONCEPT

IN CASE OF SYMPTOMS OF ILLNESS
STAY AT HOME



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OUR HYGIENE CONCEPT IN CORONA TIMES - Quick Overview

Changes marked in blue

The Corona pandemic affects everyone's private as well as professional lives. In order to guarantee you a safe visit in compliance with the Corona regulations even during this extraordinary time, we have developed this hygiene concept.

We are confident that the Corona pandemic can be contained by August 2021, but with all the measures considered so far, we are already positioned to provide you with the best possible protection during the symposium.

THIS FIRST PAGE IS FOR A QUICK OVERVIEW:

TEST We offer the tests free of charge and daily. Participation in the test and a negative result are a prerequisite for joining KONTEC. They are to be repeated regularly, every 24 hours.

TICKETS Ticket sales take place exclusively online. Please bring your Print@Home ticket printed in A4 format to KONTEC (suitable sleeves are on site). This allows us a contactless access to the event. Please show your ticket and your negative result at the entrance and exit.

Mouth-nose protection For the protection of all participants a general mouth-nose protection obligation applies during the event days - except at seating areas, e.g. at exhibition stands or in the catering area. Guests who do not have their own mask will be provided with a mouth-nose protection in the entrance area.

INDIVIDUAL RESPONSIBILITY To protect the health of all participants-innen, we draw attention at numerous points in the building to observe the minimum distance of 1.5 meters and to refrain from physical contact and handshaking.

Information notice at the entrance that guests & staff with Covid-19 associated symptoms and contacts of Covid-19 cases are excluded from participation. In case of suspected cases, we apply a defined procedure for clarification (*No. 29 Handling of suspected cases*).

CONTACTLESS WAYS We plan the entrance situation according to the conditions. We also specify minimum distances in waiting areas. All door systems (except sanitary facilities) remain permanently open as far as possible to reduce contact with surfaces. Floor stickers on traffic areas provide orientation for maintaining the minimum distance of 1.5 meters.

AREA ENLARGEMENTS We are increasing the space for our guests to move around and have specifically booked the ICD exclusively for KONTEC 2021.

MEETING AND CONFERENCE ROOMS For the protection of all participants-innen, we also adjust the seating and the number of seats here. We do not offer standing room and specify separate entrances and exits as necessary.

DISINFECTION We keep disinfection dispensers available at all key locations in the building (entrance and sanitary areas).

CLEANING Regularly touched surfaces (e.g., counters, tables, handrails, doorknobs) on the premises are cleaned at an increased rate. Sanitary facilities are cleaned at a high frequency. Hand washing and disinfection facilities are provided at sufficient intervals.

VENTILATION Increase the volume of outside air (every 15 minutes) for room air conditioning systems in the event rooms to achieve an appropriate air exchange.

EXHIBIT STANDS Exhibitors keep disinfectant on hand at their booths to ensure regular disinfection of contact surfaces.

SANITARY SERVICE A qualified medical service is available on site at all times.

HOUSE RIGHTS We exercise our house rights on people who do not comply with the rules.

General

1. General information

We are looking forward to welcoming you to KONTEC 2021! Please read the following information to ensure a safe event.

The concept for the realization of KONTEC was created by atm in cooperation with the Maritim ICD, the partner in the trade fair construction and under consideration of the current Corona Protection Ordinance of the State of Saxony, so that the symposium can be carried out safely for all participants under pandemic-related hygiene and distance precautions. [THE MEASURES AND CONTENTS OF THE DOCUMENT WILL BE CONTINUOUSLY ADAPTED ACCORDING TO OFFICIAL REQUIREMENTS AND THE SITUATION. WE ASK FOR YOUR UNDERSTANDING FURTHER HYGIENE PROTECTION MEASURES REMAIN RESERVED. <](#)

2. Contact person & responsible person hygiene

Event organization/coordination & person responsible for hygiene and infection control compliance:

Janet Scherping
 Organization
 for atm Gesellschaft für aktives technisches Marketing GmbH (atm GmbH)
 Willhoop 3 | D 22453 Hamburg
 email scherping@atm-hamburg.com
 mobile +49 (0)174 611 61 62 | phone +49 (0)40 228137790

3. Organizer

KONTEC Company for Technical Communication mbH (Kontec GmbH)
 Dudenstr. 6 | D 68167 Mannheim

4. Venue

ICD International Congress Center Dresden
 Devrientstraße 10-12/ Ostra-Ufer 2
 D 01067 Dresden
 Phone: +49.351.2160 | www.dresden-congresscenter.de

5. Further companies & contact persons for exhibitors and catering

Maritim Hotel & International Congress Center Dresden

Anja Marutschke
 Devrientstraße 10-12/ Ostra-Ufer 2
 D 01067 Dresden
 Phone +49.351.2161006 | E-Mail:
meeting.dre@maritim.de | www.dresden-congresscenter.de

cubicworx GmbH (exhibition stand construction partner company)

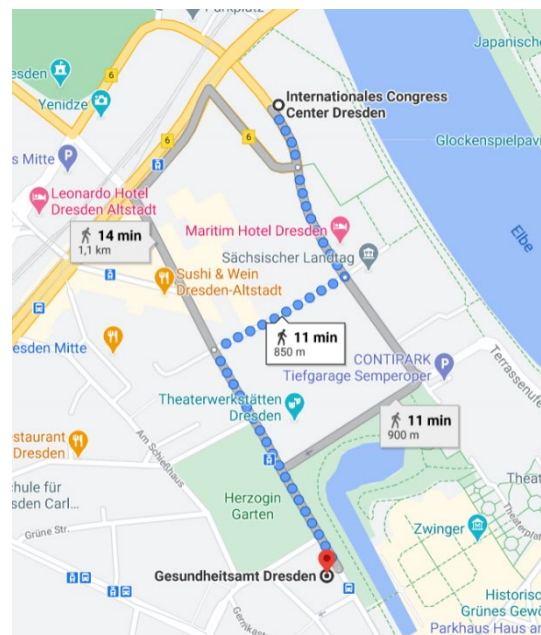
Kristin Kremer
 Hermann-Mende-Strasse 4 | D 01099 Dresden
 Phone +49.351.40752255 | E-Mail:
kongress@cubicworx.de

Brähler ICS Konferenztechnik AG - Branch Office Dresden

Christian Müller, Project Manager
 Königsbrücker Str. 96 | 01099 Dresden
 Phone +49 351 888 55 33

Health office Dresden

Ostra avenue 9
 01067 Dresden
 Phone +49 351 4885301



6. Personal

The staff of the ICD and the service providers of atm/Kontec are regularly instructed on the implementation of the hygiene concept.

- Instruction of the personnel about the hygiene and distance rules
- Notice board signs
- Regular control of the compliance with the distance rules and the hygiene concept
- Active communication of the initiated prevention and occupational safety measures
- Appointment of a suitable contact person on the staff for the implementation of the protection and hygiene concept

Check-in & event area

7. General information about participation & arrival

Individuals with **symptoms** suggestive of **COVID-19 disease** (e.g., fever, sore throat, cough) **are excluded from attending** the facility/symposium. Also, the free test with negative test result is decisive for participation.

Please observe the **currently valid entry and quarantine regulations** (<http://www.rki.de>, www.bmi.bund.de).

Our guests are informed about hygiene measures to be observed by appropriate signage.

8. Risk groups

Persons who belong to the risk group with regard to the COVID-19 disease (persons over 60 years of age or with previous illness) are requested to inform themselves during the event via the notice boards or in advance online, about current regulations or changes. It is particularly important to reduce the risk of infection as much as possible, for example through general rules of conduct.

9. Number of participants

We are currently subject to an attendance cap of **855 people*** (as of 04/27/2021). Through online registration as well as online tickets, we always have our visitor numbers in view. Our staff on site will always keep an eye on the distribution of event participants-innen and visitor flows and regulate them if necessary.

***People** required to conduct the event are not to be included in these maximum numbers.

10. Contact Tracking

For the admission to KONTEC a registration with your (personal) contact data is mandatory*. Participation in KONTEC without consent to this is unfortunately not possible.

We assume, until final information, that your registration data from the ticket purchase is sufficient. For a quick follow-up (if necessary), we ask you to leave phone numbers with which you can be reached at best 24*7.

Your data will be kept available for the health department of the city of Dresden for a period of 4 weeks in accordance with data protection regulations. A transfer only takes place in the event of an infection.

Legal basis: The legal basis for data processing is Article 6 (1) c) DSGVO. According to this, data processing is permitted if it is necessary for the fulfillment of a legal obligation. The legal obligation results from § 2a of the Corona Protection Ordinance of the State of Saxony.

11. Entering and leaving the venue

- **Notice signs:** Distance regulation, without symptoms, disinfection possibilities, hand hygiene.
- Widening of the approach path to the entrance to maintain a safety distance of 1.50 m
- Entrance is via the large staircase opposite the Maritim Hotel. The left door is used as entrance and the right door as exit (one-way street principle; separation by cords).
- Contactless entry and exit by scanning the access card
- **Control at the inlet by proof of a current negative corona test (see point 12). If necessary, also check by means of an infrared fever thermometer.**
- Floor markings indicate the distance. Separate entrances and exits, where possible, as well as wayfinding systems within the building to avoid conflicting streams of visitors.
- **Mandatory:** Hand disinfection at the entrance. Disinfection dispensers are available

12. Corona tests

The tests are offered free of charge and daily. Participation in the test and a negative result are prerequisites for entry to KONTEC. The tests are to be repeated regularly, every 24 hours, over all days from the first test until the end of KONTEC.

Positively tested persons are excluded from participation and are asked to behave according to the hygiene concept and to go into quarantine.

13. Place and time of testing

There will be a testing center in the immediate vicinity of the ICD. Testing will be possible every day and throughout the day. This means that testing can take place at any time, even the day before, which relieves the time account on Wednesday at the admission or the other days. It is currently possible to test 500 people in 60 minutes. The tests are performed by trained personnel. Test kits for self-testing will not be available and results of self-tests will not be recognized.

The test center is open all day, so waiting times can be avoided, especially in the morning. We will inform you about the exact procedure/opening hours/etc. as soon as the discussions with the test partner have been concluded.

All guests and contributors will be tested and only then will they be granted access to the conference area and/or exhibition halls. Testing is mandatory for set-up personnel, booth personnel, speakers, guests, staff and third party contributors. ICD personnel will also be tested.

Vaccinated and recovered individuals will also be tested as there is currently no medical evidence to determine if transmission by the Sars-Cov-2 virus can be ruled out. Should this change, we will announce this.

Concerning the tests and attendances for the booth staff and for self-builders, we will inform the exhibitors in an extra mailing about the procedure.

14. Accreditation of pre-registered participants-innen

- Sending the access card as a Print@Home ticket by e-mail or available in the My Ticket portal at any time.
- Print@Home ticket is brought by the individual guest and visitor-in A4 format and automatically inserted into the provided sleeves incl. lanyard,.
- Contactless entry and exit by scanning the access card plus presentation of the "test result".

15. Accreditation of non-registered participants or participants registered at short notice-without an admission card

- Registration is provided with glass panes
- Only card payment is provided
- Accreditation is only possible if tickets from the advance sale are still available
- The amount of visitors is limited

16. Access to the event premises by persons not belonging to the company

- The access of persons from outside the company is to be limited to a minimum if possible and the organization is to be notified in advance by name.
- Contact details of external persons entering/leaving the event building must be documented. Use the "Service provider registration" form provided.
- The ordering party of the external personnel has to inform the service provider about the measures that are currently in force with regard to infection protection from SARS-CoV2

During the event & catering

17. Hygiene during the event

Persons with respiratory symptoms or fever should generally not be on the premises. Persons with symptoms suggestive of COVID-19 will be excluded from the symposium.

- We recommend the use of the free Corona warning app
- In numerous places of the building is warned to keep the minimum distance of 1.5 meters.
- Contactless entry and exit of the building by scanning the access card
- Please refrain from physical contact and handshaking
- A general mouth-nose-protection obligation applies if the distance cannot be maintained - except for seating areas, e.g. at exhibition stands or in the catering trade
- Objects used by visitors and customers are disinfected regularly and several times a day.
 - Door handles, handrails on staircases, frequently used surfaces (furniture, tables, counters, elevator displays, etc.) are cleaned regularly. The disinfectants used can be found in the Maritim hygiene concept. The cleaning work and times carried out are documented by ICD staff.

- In the sanitary facilities, especially the toilets, toilet flushing, taps, etc. are cleaned regularly, especially before admission and before and after the breaks
- Provision and filling of disinfection dispensers, if necessary mouth-nose protection & disposable gloves
- Throughout the house there are pictograms reminding about the observance of the distance and MNS duty
- As organizers of KONTEC, we keep an emergency supply of mouth-nose protection, disposable gloves and disinfectant on hand
- Rescue and escape routes must, as always, be kept clear at all times
- We exercise our domiciliary rights in the case of persons who do not comply with the rules.

18. Catering during the symposium

- Lunch will take place on the terrace level as well as in the restaurant of the Maritim. At the place the mouth-nose protection can be removed
- The coffee breaks in the exhibitions are arranged in such a way that the contact between guests but also food is reduced to a minimum
- Food is served at catering stations
- Cakes and snacks for the coffee breaks will be handed out (pre-packed)
- Drinks are served in small bottles through beverage stations
- Catering at the stand is possible

Speaker·innen, Lectures & Rooms

19. Conference & Meeting Rooms

The seating is arranged so that a distance of at least 1.5 meters can be maintained at all times. It follows the spacing and hygiene rules and **must not be changed**.

For the protection of all participants·innen we adjust the seating and the number of seats. We do not offer standing room and specify separate entrances and exits where necessary.

The lectures will take place in the Great Hall and on the conference floor. These will each have parliamentary seating. Seating plans show that the distance regulation of 1.5 m is observed and that the maximum permitted number of persons is not exceeded.

20. Output of any headphones required for simultaneous translation

- Simultaneous translation and headphones will be provided for the Great Hall only.
- Issued (probably against deposit (ID card)) at the registration desk or in the large hall by staff members wearing disposable gloves·innen.
- Headphones (and transponders) are for one-time use only during the event

21. Speaker·innen | Lecturer

- In addition, presenters please note the instructions and regulations that will be communicated in advance
- Submission of presentations will be done digitally in advance. Only in urgent cases is an ICD technician available in the speaker preparation room, 3.40
- The poster presentations are automatically fixed in the given box

Exhibitor & Exhibition

22. Stand construction

- Exhibitors are requested to register their stand personnel & service providers (stand builders), who are already on duty on Monday/Tuesday by name with the organization. There will be an entry list and a negative test (testing possible on site) is necessary.
- We recommend planning stands more generously and with a lower degree of construction in order to allow as many people as possible to visit the stand at the same time.
- Lateral boundaries by partition walls are already installed by our partner stand construction company, provided that the stand construction takes place above them.
- Exhibitors with self-built stands are requested to create lateral boundaries by means of partition walls in case there are immediate stand neighbors
- Contact your stand builder at an early stage regarding the implementation of protection and hygiene rules at your exhibition stand
- Accesses/deliveries via the delivery entrance/rear entrance on set-up or dismantling day via separate entrance and exit, subdivision of the routing in the foyer to the delivery entrance into a one-way system

- There will likely be a wayfinding system through the back of the exhibit
- Spacing and hygiene rules can lead to delays in set-up and dismantling. Therefore, please make full use of the set-up and dismantling times provided. We ask for your patience should it take a little longer due to hygiene measures.
- All companies involved in the exhibition stand (exhibitors, stand constructors, service partners) must be instructed by the exhibitor regarding compliance with safety and hygiene regulations. Furthermore, all companies are obligated to inform their personnel in terms of occupational health and safety. Please document the daily attendance of your personnel so that you can present them to the responsible authorities upon request. Please note No. 17 *Access to the event site by persons not belonging to the company*

23. Exhibitor & Exhibition

- As far as possible, only serving sealed food and beverages, i.e. pre-packaged food and small bottles
- If exhibits, showcases, counters, displays, screens, etc. are placed directly on the stand boundary, the exhibitor must ensure that the minimum distances can be maintained
- Objects used by visitors and customers will be disinfected regularly and several times a day by the exhibitors themselves, using disinfectants they must bring with them.
- In the case of personal contacts and in meeting areas with tables and chairs, it is recommended that the minimum distance may be reduced by suitable structural measures (e.g. acrylic glass panes). However, a general obligation to wear a medical mouth and nose covering (OP, KN 95 or FFP2 mask), depending on the pandemic situation also everyday masks and the requirement of the authorities is not canceled.
- Exhibitors must instruct the service providers they commission (caterers, hostesses, etc.) in the hygiene and safety measures. Please note No. 17 *Access to the event site by persons not belonging to the company*. The names of these persons must be registered with the organization in advance.

24. For exhibits before the ICD

Open spaces around free-standing exhibits shall be generously marked with distance markers to provide orientation for visitors-innen.

Events within the symposium

25. Exhibitors evening

The evening of exhibitors can take place.

26. Research meets industry

- The event will take place in the gallery of halls 1 - 2 in compliance with the mask requirement
- No more than 5 people per round or table, approx. 60 participants in total.

27. Evening banquet

The evening banquet can be held on the terrace and conference level with 640 people at present, in compliance with hygiene and distancing measures.

Important notes

28. Dealing with suspected cases

If a guest, participant-in or employee-in the conference is suspected of having COVID-19 disease, the following procedure will be followed:

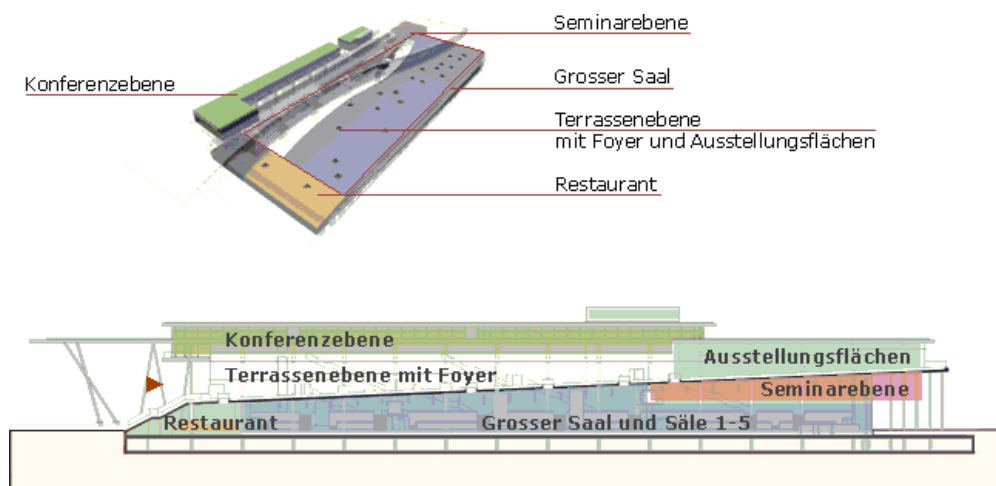
- ✓ If there is any suspicion, on-site medical personnel will be called in immediately.
- ✓ If necessary, the individual will be sent immediately to a hospital or home and asked to contact a physician of his or her choice immediately.
- ✓ The contact person for infection and hygiene protection at the event must be informed immediately (Janet Scherping, mobile +49 174 611 61 62).
- ✓ The contact surfaces (e.g. exhibitor stand, toilets, door handles) should first be thoroughly cleaned by instructed cleaners / personnel.
- ✓ Identify persons who have been in the immediate vicinity of the suspected person. This information is important for determining chains of infection and must be forwarded to the health department if necessary.
- ✓ In justified cases of suspicion, the contact person for infection and hygiene protection reports the suspicion to the responsible public health department before the test result becomes known. The health office can then make further arrangements, e.g. regarding the handling of possible contact persons.

- ✓ The person concerned is responsible for contact tracing in cooperation with atm GmbH/ Kontec GmbH.
- ✓ Until the test result is known, the individual must remain in home quarantine/hospital.
- ✓ If the infection is confirmed by a positive test result, the physician/hospital reports the result to the public health department. This then contacts atm GmbH/ Kontec GmbH and orders further measures.
- ✓ Disinfection of surfaces after contact / touching by a (laboratory-confirmed) person infected with the coronavirus with a tested disinfectant suitable for viruses can further reduce the spread of the pathogen. All disinfectants with proven limited virucidal efficacy are suitable for inactivating SARS-CoV-2. Products with the limited virucidal PLUS and virucidal spectrum of activity can also be used. Suitable products are listed, among others, in the lists of the Association for Applied Hygiene e.V. ("VAH list") and the Robert Koch Institute ("RKI list").

29. Further regulations

- Occupational safety standards of the Federal Ministry of Labor and Social Affairs https://www.bmas.de/SharedDocs/Downloads/DE/Arbeitsschutz/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=1
- New Saxon Corona Protection Ordinance from 28.01.2021 <https://www.uksachsen.de/aktuelles/detailansicht/neue-saechsische-corona-schutz-verordnung-ab-28012021>
- Corona Occupational Health and Safety Ordinance as of 01/27/2021 <https://www.uksachsen.de/aktuelles/detailansicht/neue-corona-arbeitsschutzverordnung-ab-27012021>
- The Saxon Corona Protection Ordinance as well as other official announcements and important information on the corona virus can be found at <https://www.coronavirus.sachsen.de/>.
- Recommendations of the Robert Koch Institute on infection control https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html
- Hygiene requirements of the Saxon State Ministry for Social Affairs and Social Cohesion <https://www.coronavirus.sachsen.de/amtliche-bekanntmachungen.html#a-6650>

30. Overview levels of the ICD



31. Room occupancy

The allocation takes place, according to the current state of knowledge and is to be adjusted if necessary.

Designation in ICD	Occupancy	Max. Number of persons / seats	Size in sqm
SAALEBENE			
Large hall	Plenary Lectures Live	350	1.165
Gallery of the halls 3 - 5	Poster sessions		NN
Gallery of the halls 1 - 2	Research meets industry		NN
Halls 1 - 5	Technical exhibition	778	2.441
ICD Restaurant & Hall Foyer	Technical exhibition		NN
CONFERENCE			
Conference 1	Forum 1 Short presentations in the context of KONTEC DIREKT	78	185
Conference 2 & 3	Forum 2 Short presentations in the context of KONTEC DIREKT	117	244

Conference 4 - 6	Plenary lectures video transmission	259	530
Conference 7 & 8	Exhibitor warehouse	30	81
SEMINAR LEVELS			
Seminar room 1	Individual meetings - reservation possible via atm	8-10	88
Seminar room 2	Individual meetings - reservation possible via atm	7	65
Seminar room 3-4	Individual meetings - reservation possible via atm	5-11	108
Seminar room 5-6	Individual meetings - reservation possible via atm	4-13	99
Seminar room 7	Individual meetings - reservation possible via atm	4	35
TERRACE LEVEL			
Terrace inside	Lunch break and evening banquet	476	870
Terrace outside	Use individually		NN

Note on the event

We hereby inform you that we process your personal data electronically. For further information, please refer to our privacy policy (<https://www.kontec-symposium.de/>).



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