

IMEX Frankfurt 2019 Safety Plan

Event Details

Event name	IMEX Frankfurt 2019
Event organiser	IMEX
Event start date	21/05/2019
Event end date	23/05/2019
Event venues	Messe Frankfurt Ludwig-Erhard-Anlage 1 60327 Frankfurt Germany

Staff Safety Measures

Staff safety measures before the event

Safety measure	Applicable?
TNZ to collect staff dietary requirements if food is to be served at the event and pass onto the event organiser	Yes
TNZ to pass on any staff health or mobility conditions that staff would like taken into account onto the event organiser	Yes
TNZ to consider staff fatigue and travel disruptions when planning travel to and from the event	Yes
TNZ to share the event programme with staff	Yes
TNZ to consider and monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes
TNZ to remind staff travelling internationally to check that their passport is valid for travel	Yes
TNZ to remind staff travelling internationally to make their own visa and vaccination arrangements (if required)	Yes
TNZ to remind staff travelling internationally to review the MFAT travel advisory website for the destination(s) they are visiting	Yes
TNZ to remind staff travelling internationally to register their travel with their country's travel advisory body (if applicable)	Yes

TNZ to remind staff travelling internationally to leave copies of their full itinerary, passport and travel documentation with their manager	Yes
TNZ to remind staff travelling internationally to give their manager's name and mobile phone number to their significant other/close family member	Yes
TNZ to remind staff travelling internationally to take a copy of the travel insurance card with them	Yes
TNZ to request that staff notify a TNZ staff member if they begin to feel unwell at the event	Yes

Staff safety measures during the event

Safety measure	Applicable?
TNZ to ensure that staff to adhere to the 'code of conduct policy'	Yes
TNZ to monitor levels of staff fatigue and travel disruptions and take action if required	Yes
TNZ to monitor potential emergency situations that could affect staff safety and well-being and take action if required	Yes
TNZ to check up on any unwell staff at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes

Staff safety measures after the event

Safety measure	Applicable?
TNZ to reflect on what more could be done to minimise risks to staff at future events	Yes
TNZ to notify GM People and Culture of any staff incidents or accidents that occurred during the event	Yes

Delegate Safety Measures

Delegate safety measures before the event

Safety measure	Applicable?
TNZ staff organising the event to understand the 'event code of professional conduct'	Yes
TNZ staff organising the event to be trained in managing unacceptable behaviour	Yes
Delegates to agree to the 'event code of professional conduct' when they register for the event	Yes
TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event	Yes
TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence	Yes
TNZ to collect delegates' dietary requirements if food is to be served at the event and pass onto the event organiser	Yes
TNZ to pass on any delegate health or mobility conditions that staff would like taken into account onto the event organiser	Yes
TNZ to share the event programme with delegates	Yes
TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence	Yes
TNZ to brief delegates that they need to make their own medical and travel insurance arrangements if travelling outside of their country of residence	Yes
TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence	Yes
TNZ to recommend that delegates monitor their country's travel advisory body if travelling outside of their country of residence	Yes
TNZ to request that delegates notify a TNZ staff member if they begin to feel unwell at the event if travelling outside of their country of residence	Yes
TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes

Delegate safety measures during the event

Safety measure	Applicable?
TNZ to monitor delegates' code of conduct and take action if required	Yes
TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required	Yes
TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes
TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes

Delegate safety measures after the event

Safety measure	Applicable?
TNZ to reflect on what more could be done to minimise risks to delegates at future events	Yes
TNZ to notify GM People and Culture of any delegate incidents or accidents that occurred during the event	Yes