

GUIDELINES FOR DELEGATION OFFICES AND MEETING ROOMS AT THE 64TH GENERAL CONFERENCE IN LIGHT OF THE COVID-19-RELATED MEASURES

The following guidelines for delegation offices and meeting rooms at the 64th General Conference (GC) should assist Member States that have reserved delegation offices and/or are planning to hold meetings at the Vienna International Centre (VIC), to follow COVID-19-related measures and restrictions.

Given the need to avoid increased physical presence on the VIC premises, Member States are urged to keep the number of their delegates accessing the VIC for the purposes of the GC to a minimum.

Delegation Offices

Member States that have reserved a delegation office in the VIC will be contacted and provided with the following information about the delegation office by the Division of Conference and Documents Services (MTCD):

- Room layout/plan with fixed seating arrangement (numbered seats) for participants inside the room; and
- Maximum number of persons allowed inside the room based on room size.

Member State delegations are requested to provide the Secretariat with the name and contact details of a designated COVID-contact person from their delegation to assist with the following:

- Take note of and provide attendance records of the meeting participants inside the delegation office as per the distancing measures and room capacity for the meetings held inside the delegation office to: GC-Room-Reservations.Contact-Point@iaea.org.

Meeting Rooms

Requests for a meeting room (e.g. for bilateral meetings) should be sent to GC-Room-Reservations.Contact-Point@iaea.org stating the exact date, times, expected number of participants and if the title of the meeting should be announced on monitors around the venue.

Meeting rooms can be booked from 30 minutes to 2 hours maximum.

Upon booking a meeting room, Member States will be contacted and provided with the following information about the room by the Division of Conference and Documents Services (MTCD):

- Room layout/plan with fixed seating arrangement (numbered seats) for participants inside the room; and
- Maximum number of persons allowed inside the room based on room size.

Member State delegations will be requested to inform MTCD (above email) about the meeting participants (number and names) attending the meeting.

Changes in meeting attendance, if any, must be communicated to MTCD after the meeting.

As additional measures, when planning meetings, Member State delegations should bear in mind to

- bring their own laptop (if needed);
- keep the number of participants to the minimum;

- wear face masks or other nose-mouth covering when entering, walking around in and leaving the room;
- observe hygiene measures (e.g. coughing/sneezing etiquette)
- adhere to the assigned meeting times; and
- ensure that any leftover materials are removed from the room at the end of meetings (e.g. documents).

Additional Information

- Member States should adhere to the maximum number of persons allowed inside their assigned delegation offices and/or meeting rooms, as numbers have been approved by UNSSS and the VIC Medical Service;
- Information on key preventive measures will be displayed in delegation offices and meeting rooms;
- Member States are requested to maintain the rooms' layout and seating arrangement;
- If the distance to the next occupied seat is less than one meter, a face mask or other nose-mouth covering must also be worn by relevant persons at the assigned seats;
- Delegation offices and meeting rooms will be regularly cleaned and sanitized between scheduled meetings;
- The IAEA will not provide any IT equipment in rooms in order to minimize common use of equipment by different meeting organizers; and
- Delegates must wear face masks or other nose-mouth covering when approaching a security officer.

For logistical and administrative matters, please contact GC-Room-Reservations.Contact-Point@iaea.org. During the GC week, please call +1 2600 27 227 or +1 2600 27 000 in case of GC room reservations related matters.