

Dear guests,

stay safe, meet safe, dine safe.

This is the motto we have adopted and reflected on, as health is our top priority. In order to contain the spread of the coronavirus, the following hygiene and protective measures have been defined for our company in a practice-oriented approach:

- Please bring **your own pen** and **completed registration form**.
- Please wear **a mouth and nose covering in all public areas** and keep a **minimum distance of 1.50 m**. Our staff also wear so-called everyday masks.
- Due to the high level of contact, the **reception desk and the coffee and food serving areas have been fitted with a protective pane**.
- **Disinfectant dispensers** are available at **various entrances and in the public sanitary facilities** for increased hand hygiene. Nevertheless, **regular hand washing** is important.
- The **walking paths** within our facility have been **newly designated** so that you can move around the building with the necessary **safety distance of 1.50 m**.
- The **seminar rooms** are arranged in such a way that **tables and chairs are at the required minimum distance**. Please take your seat immediately and avoid walking around the room.
- The **seminar rooms** are **ventilated at regular intervals**.
- Depending on the package booked, we will provide you with **cold drinks in the seminar room directly at your table**, which we will refill during coffee breaks.
- **You will be assigned your seat in the restaurant**, please wait at the entrance. Please take your coats with you to your seat.
- The **servicing of food and drinks** has also been **reorganised**. The staff will serve the food at the designated serving area. The **meal times have been timed** for each conference to ensure that the minimum distance is maintained.
- Please **pay as cash-free** as possible.
- The **public sanitary facilities** can be **entered individually**. If you have booked a room with your seminar, please use only the restroom in your own room if possible.
- All surfaces with which you come into contact are **disinfected by us several times a day**, as are the public sanitary facilities.

We look forward to welcoming you back and ask you to observe these rules.

A pleasant time in our house wishes you the team of

Europäische Akademie Otzenhausen