



## Local Group Event Contingency Plans

The coronavirus is having a significant impact on the world population and various events. We have to take an in-depth look at all of our upcoming events, assessing the the impact on both the organization and on attendees. The health and safety of our attendees is the key focus. Following is a look at scenarios local groups should consider and assess.

### **Types of Events that could be impacted:**

- Monthly meetups, meetings, game nights, etc.
- Regional Gatherings
- Meetups at public venues
- Testing

### **Resources to assist in this matter:**

- Center for Disease Control - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Local/State Government sites for declaration of emergency (or health rules).

### **Things to be considered:**

- Check your registration cancellation policy and determine if you need to make changes during this time.
- Check your hotel contract:
  1. Understand the cancellation clause and due dates of payments. Depending on when your event is, you may have various amounts due if you cancel by specific dates. The closer you get, the more you will have to pay.
  2. See if your contract has any clause related to postponing the event to a later date. Many contracts today have a clause that allows you to move the event within the year without fees.
  3. If you have sleeping rooms in your contract, see if there is an attrition clause. This will indicate how many of the rooms you must reserve in the block so that you are not charged the balance. If you continue with your event, but have cancellations, this might impact you financially.
- Check any of your vendor/speaker contracts for cancellation clauses, fees, etc.
- Be thinking of how your attendees will engage on-site if you continue. Questions to consider are:
  1. How does this impact hospitality/food being served? Would changes reduce any risks? Will the hotel implement changes to food service?
  2. Registration – Should volunteers wear gloves to distribute badges and materials? Do you have hand sanitizer at registration?
  3. Games – With people being able to randomly touch games, how are you keeping them sanitized after each play?



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4. How many attendees do you believe will attend with the current information available on the situation? What is the number of attendees you need in attendance for a good experience?
- Determine which scenario makes sense for your in-person event:
    1. Cancel the event
    2. Postpone to another time, if possible
    3. Consider holding the event virtually. You can utilize free meeting software such as Google Hangout, Slack, Skype, etc. This allows for video and audio to all involved.
    4. Continue as planned

Please use your best judgement for the health and safety of the members. If you have questions regarding your event, please contact your RVC. If you need assistance with reviewing your hotel/venue contract or if you cancel/postpone your event, please contact Becky Folger at [localgroups@americanmensa.org](mailto:localgroups@americanmensa.org). We will work to get the national online calendar updated with the information on your event.