



澳門貿易投資促進局  
Instituto de Promoção do Comércio e do Investimento de Macau  
Macao Trade and Investment Promotion Institute

## **Preventing novel coronavirus**

### **– Advice to the convention and exhibition industry**

(Updated on 5<sup>th</sup> September, 2022)

To cope with the latest situation of the Novel Coronavirus (COVID-19), the Macao Trade and Investment Promotion Institute (IPIM) calls on the local MICE (Meetings, Incentives, Conventions and Exhibitions) industry, MICE event organisers, relevant working groups and participants to be proactive and take precautions, paying attention to both personal and environmental hygiene, stay alert and adapt to the latest changes. With reference to the guidelines of the Health Bureau and the international MICE organisations, the following measures are recommended by IPIM for all MICE events that may lead to crowds gathering:

#### **1. Preventive measures of exhibitors, attendees, buyers and staff**

- 1.1** Event organisers should evaluate thoroughly the importance of the activity, understand and assess in advance the risk of COVID-19 infection at the location and nature of the activity in order to decide whether the event should be conducted.
- 1.2** It is the responsibility of all staff (including exhibitors) to be fully vaccinated against COVID-19. Those who have to be in contact with customers at work, or those who work in a confined space with other people, who are likely to infect others after being infected with COVID-19, the following applies: if the initial COVID-19 vaccines have not been completed (2 doses initially of inactivated or mRNA vaccines) up to 14 days prior, they should undergo nucleic acid test at least once every 7 days.
- 1.3** Event organisers should keep track of exhibitors, attendees, buyers and staff's travel histories, departure history, valid contact information, especially non-local participants' routes to and from Macao, flights and ports of entry and exit for the past 14 days.



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- 1.4 Non-local participants should be reminded that they must abide by the entry quarantine measures and pandemic prevention guidelines in Macao. They must hold a valid certificate of negative nucleic acid test results when entering Macao. Those arriving from high-risk areas or overseas must undergo medical observation at designated locations. For more details and the latest arrangements please visit the “Special Website against Epidemics” from the Novel Coronavirus Contingency Co-ordination Centre of Macao SAR Government:

**<https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx>**

- 1.5 Event organisers should set up an effective registration mechanism, reminding all personnel to co-operate with the organiser to complete the registration process, providing accurate information and implementing the management of contact data and itinerary registration.

## **2. Preventive measures of exhibitors, attendees, buyers, staff and visitors on site**

- 2.1 Event organisers should take the temperature of all individuals entering the event venue and require them to scan the "Venue QR Code" at the entrance of the event and present their Macao Health Code. Event organisers must decline admission of anyone with a yellow or red health code, fever or respiratory symptoms, contact with any positive COVID-19 cases, or people with a higher risk (including those who have been to a high-risk area within 14 days).
- 2.2 Signage should be put up in the venue to remind people to observe personal hygiene and not to assemble.
- 2.3 All exhibitors, attendees, buyers, staff and visitors are advised to wear a facemask at all times and only to take off the facemask when necessary (e.g. eating at the designated dining zone).



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- 2.4 Perform crowd management by limiting the capacity of the venue to 50% of the normal capacity or below. Perform crowd management as appropriate. Suspend admission to the venue when there are too many people, and people queuing for admission in an open space must be an arm's length distance apart.
- 2.5 Sufficient distance should be maintained between the exhibition booths and aisles. Crowd density of the venue should be properly controlled to keep an unblocked flow that allows people in the aisles to have at least 1 metre of distance between them.
- 2.6 Visitors and participants should be seated at least 1 metre apart, while the seats should be cleaned and disinfected regularly and more frequently with 1:100 diluted bleach solution.
- 2.7 Food stalls (if any) can only provide a takeaway service. Dining or tasting events should not be arranged at the exhibition booths.
- 2.8 Event organisers should consider carefully about whether to set up a dining area in the event venue and arrange dining activities (including exhibitors and staff meals) in the designated area. The dining tables must be placed one metre apart from each other and a water-resistant board should be set on each table. All tables and seats should be disinfected regularly with 1:100 diluted bleach solutions to minimise the risk of infection.
- 2.9 If any product experience events are arranged at the business matching zone or exhibition booths, participants should avoid sharing the equipment and tools, or disinfect the equipment and tools after every use with 1:100 diluted bleach solutions.



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### **3. Arrangement for organising or attending meal gathering events**

- 3.1 If an organiser intends to organise any kind of on-site dining event, the organiser must follow the relevant guidelines released by the Health Bureau. It is recommended to replace banquets with receptions where participants do not have to take off their facemasks.
- 3.2 For more information of disease control requirements for meal events, please refer to the “Points to Note for Organising or Attending Meal Gathering Events”, which is available at the Prevention Guidelines column on the Special Webpage Against Epidemics.  
<https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx>

### **4. Other specific management measures**

- 4.1 Prepare in advance an appropriate amount of anti-epidemic supplies such as spare facemasks, thermometers, liquid soap, cleaning & disinfection materials.
- 4.2 During the event, public areas, places where people frequent, event venue equipment and toilets (such as lifts, escalators bannisters, door handles, drawer handles and registration counters.) should be frequently cleaned and disinfected.
- 4.3 Washrooms should be furnished with plenty of liquid soap, as well as disposable paper towels or a functioning hand dryer. A small hygiene station (one table and two chairs) providing disinfectants and facemasks and managed by staff should be set up near the queuing area of each washroom. Clean and disinfect washrooms every 15 minutes.
- 4.4 An appropriate supply of alcohol-based sanitisers should be made available to the public at suitable locations in the venue.



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- 4.5 When arranging MICE events, the number of entrances and exits should be minimised to ensure effective control measures.
- 4.6 Sufficient rubbish bins with lids should be provided and emptied frequently.
- 4.7 If any object or surface is contaminated with vomit, sputum, blood or other body fluids, it should be cleaned and disinfected immediately with 1:49 diluted household bleach.
- 4.8 Ventilation of the conference hall should be strengthened. A place should be reserved at the venue for the isolation of suspected cases.
- 4.9 Through broadcasts, text messages, promotional videos, event official website or social platforms, the visitors and participants are encouraged to visit the exhibition in a civilised manner, reduce gatherings, and pay attention to personal protection.
- 4.10 Pay close attention to the pandemic information released by the Macao SAR Government, take precautionary measures, and promptly release and update information on disease prevention to exhibitors, attendees, buyers, staff, visitors and attendees,
- 4.11 The main organiser should send information to all visitors to the event, requesting they report abnormal health conditions (during or after the event). Should the visitor/participant be found to have fever, respiratory symptoms, and be diagnosed as suspected, confirmed and asymptomatic infection of COVID-19, please inform the main organiser in a timely manner, so as to cooperate with the local pandemic prevention department in the early investigation of relevant contacts as soon as possible.



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## 5. Assistance from IPIM

- 5.1 IPIM has set up an enquiry hotline (Tel:6210-6655 / office hours: Monday to Friday, 09:00 – 18:00) to provide an instant enquiry service and assistance to the MICE industry, event organisers and participants. Please inform the Centre for Disease Control and Prevention (CDC) of the Health Bureau (Tel: 2870-0800) and IPIM’s enquiry hotline on 6210-6655 if a large number of MICE participants and staff are unable to attend the event due to illness.
  
- 5.2 If an MICE event that has applied for the “Convention and Exhibition Financial Support Programme” under IPIM has to be postponed due to the pandemic, the applicant needs to declare the postponement and state the reason when submitting the report. For any adjustment or cancellation of subsidised MICE events due to the epidemic, please contact IPIM.
  
- 5.3 In response to the development of the COVID-19 pandemic and the need for pandemic prevention measures, IPIM will make adjustments to the relevant advice in a timely manner.

For more information on pandemic prevention, please visit the “Special Website against Epidemics” from the Novel Coronavirus Contingency Co-ordination Centre of Macao SAR Government:

<https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx>