

HEALTH AND SAFETY GUIDELINES – 2022 CONFERENCE

- **APQC welcomes you to the 2022 Conference!** The health and safety of all persons attending the Event is of paramount importance. With our [Marriott Hotel](#) partner, [The Westin Houston, Memorial City](#), we have adopted these Health and Safety Guidelines in accordance with federal, state, and local regulations, including [Open Texas](#), [Harris County](#), and the [CDC](#). Registration and attendance at, or participation in, APQC's in person events constitutes an agreement by the attendee to abide by the hotel property health and safety rules and APQC's efforts to comply with state and local regulations. Any person who refuses to adhere to these Health and Safety Guidelines may be excluded from the Event.

- **General Attendance Guidelines**
 - Health and safety are a shared responsibility. Doing your part is essential to ensure your personal health and the safety of others and the conference community during the Event. Any person who refuses to adhere to these health and safety guidelines may be excluded from the Event.
 - To minimize the risk of transmission of SARS-CoV-2, the Event will be conducted in accordance with state and local regulations then in effect, as well as the rules and regulations of the Westin Hotel. Please review [What to Expect](#) to understand what the hotel is doing to provide a safe and healthy environment in accordance with [Marriott International's Commitment to Clean](#).
 - All persons attending the Event will be required to adhere to all applicable COVID-related restrictions, which may include among other things wearing a face covering, engaging in appropriate physical distancing, not attending the Event if feeling sick or showing symptoms of illness, etc.
 - It is possible that new or different COVID-related restrictions may be required or imposed just prior to or even during the Event. Please continue to read your APQC conference emails, download and monitor the APQC Events app, and visit our [conference website](#) for the most up-to-date information.
 - We encourage all attendees to practice preventative measures such as those outlined by the [Center for Disease Control and Prevention \(CDC\)](#).

- **Guest Rooms**
 - Mobile check-in is available – please download the Marriott Bonvoy app on the [Apple App Store](#) or [Google Play](#) to take advantage and for contactless services.
 - Mobile Chat and Guest Requests via Marriott Bonvoy app provides resource for no contact requests for in-room dining and any room needs (extra towels, etc.)
 - Review the [What to Expect](#) for information on availability of housekeeping and room services during your stay.
 - Early check-in and late check-out will be *extremely* limited, as housekeeping requires additional time to clean rooms in-between guests.

- **Meeting Spaces**
 - Changes are expected until the time of the event. As an event registrant, you will receive information prior to being on-site.
 - Meeting spaces will be set for social distance should local, state or CDC guidelines recommend at the time of the event.
 - Rooms will receive deep, frequent cleaning to disinfect meeting spaces in accordance with Marriott International Commitment to Clean and the hotel specifications in affect at the time of the event.
 - Please do not leave anything in the meeting rooms when you leave unless it is at your assigned seat, if utilized.

- **Meals**
 - Meal functions will offer hygienic options tailored to group size, which may include attendant buffets, grab & go, canned & bottled beverages and plated service. Design of food and beverage station set-ups will maintain appropriate distancing and any cafeteria style may have hotel staff serving attendees (partitions and sneeze guards will be present) following Marriott International Commitment to Clean and hotel specifications in affect at the time of the event.
 - Attendees may be pre-assigned a specific food station and/or dining area for the entirety of the meeting to decrease traffic and lines or we may utilize a color-coded station map if needed.
 - Break and beverage stations may be staffed by hotel or provide pre-packaged options in accordance with hotel specifications at the time of the event.
 - Breakouts may have staggered dismissals to breaks/meals.

- If you need to cancel your attendance for any reason, please review the [APQC participant terms and conditions](#) for detailed information about our cancellation policy.
- We appreciate your cooperation with our efforts to conduct the Event in a safe manner by following these Health and Safety Guidelines!