

COVID-19

We are following government and public health advice in order to keep our delegates and tutors as safe as we can.

The venue, the Chartered Institute of Arbitrators, has also undergone a rigorous risk assessment and measures have been implemented ahead of the training next week.

Various measures have been put in place and we would ask that you read the following carefully and follow the advice given.

Social distancing

In order to enable social distancing, the conference rooms we will be using, will be at less than 50% capacity. Please ensure you maintain your distance from other delegates and the tutors. It would be helpful if you could sit in the same seat if you are attending multiple days.

We will be opening as many windows and external doors as we can. It will not be possible however to use the air conditioning in the rooms so please bear that in mind when dressing for the day.

Hand Sanitiser / cleaning

Please ensure you are washing your hands regularly throughout the day. We will provide hand sanitiser in the meeting rooms, however, please feel free to bring your own.

High traffic areas will be cleaned regularly throughout the day and we will also ensure tables and chairs are wiped down as much as possible.

Equipment / Documents

Please bring as little as possible with you - especially bags and coats. There is no need for you to bring laptops.

You have been emailed the joining instructions and attached documents. PLEASE PRINT THESE OFF AND BRING WITH YOU EACH DAY OF THE COURSE. Please write your name on them.

We will not be able to distribute spare copies and you will not be able to share documents with other delegates.

The venue will not be able to provide you with paper and pens so please bring your own.

Refreshments

The venue is unable to provide any food or refreshments other than water. Please feel free to bring additional drinks with you or purchase additional drinks from the nearby coffee shops during breaks.

Your information

The venue requires us to provide a list of all delegates' names, email addresses and contact telephone numbers. This will be held confidentially for 21 days from the last day of the course and will then be destroyed.

The sole purpose of this is to enable the venue to contact you should an outbreak of Covid-19 occur or to notify you of exposure to Covid-19.

Should you develop any symptoms in the 21 days prior to the end of the course, please contact us immediately on 0207 583 0444.

Symptoms

Should you develop symptoms prior to the course, PLEASE DO NOT ATTEND. Please contact us on 0207 583 0444 or 07834545166 if on the morning of the course.

Face covering

Whilst not at this stage mandatory, we ask that you bring a face covering with you to wear during the teaching phases of the course. You may wish to wear a face covering throughout the entire week.

Papers / personal belongings

If it is necessary to bring a jacket, please keep this on the back of your chair. Please keep any bags under your desk.

We ask that you take all of your belongings away with you each day.

Please contact us to discuss any of the above.

We look forward to welcoming you safely.

Please reply to this email a simple "yes" confirming you have read, understand and agree with the contents of this email.