General conditions for events at TU Graz from 1 July 2020 and on

Version 3.0

31.7.2020
1. Types of events

From 1 July and on, closed events with a defined and registered circle of participants (i.e. their names must be listed and information on how to reach them must be provided) can take place at TU Graz under specific conditions, taking into account the special conditions for events (described below) and the specifications listed in the TU Graz COVID-19 Hygiene Manual.

These events include:

1. Faculty and institute events (e.g. anniversary events, inaugural and farewell lectures, retirement celebrations, award ceremonies, internal Institute celebrations)
2. Internal seminars, workshops and continuing education (closed events)
3. Events and meetings of associations, committees and student teams
4. Music rehearsals (these are only permitted in the larger rooms and special care must be taken to comply with the hygiene regulations and the social distancing rule)

From 1 September and on, academic celebrations (the conferral of master's and doctoral degrees, awards) as well as public lectures, conferences and congresses can take place again at TU Graz:

1. Conferences/congresses/symposia and seminars and workshops that are open to the public

   The one-meter social distancing rule must be observed in all rooms, when entering and leaving the room(s), during breaks, in sanitary areas and cloakrooms. Supervisory personnel should be available to provide assistance, and measures such as floor markings or enabling the participants to move outside should be provided.

2. Graduation ceremonies, open lectures

   These will take place with limited access provided and broadcast live. The TU Graz Event Service must be involved in planning and carrying out the event. The current regulations for master’s and doctoral graduation award ceremonies can be found in the document Graduation Award Ceremonies and Reunion Celebrations at TU Graz COVID19.
3. **Reunion celebrations** (silver and golden graduation award ceremonies for degrees) These are held in line with the graduation award ceremonies for the conferral of master’s and doctoral degrees and are held in the larger lecture halls. The current regulations for reunion celebrations can be found in the document *Graduation Award Ceremonies and Reunion Celebrations at TU Graz_COVID19*.

4. **Concerts** may take place according to the room specifications.

5. Lectures and **Urania events** or other organisations

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**From 1 October and on, fairs** (e.g. Teconomy, BiTbau, beWANTED, Study Abroad Fairs, Meet Hidden Champions) as well as **sports classes** (gymnastics, yoga, dance classes) can be held again. The event organisation team must develop a safety concept well ahead of time, which facilitates decision-making regarding the feasibility of the event. This concept must be submitted to the Event Service for further internal coordination.

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**2. General conditions**

The following general conditions and the currently valid provisions given in the *Hygiene Manual* apply when holding events of any kind:

- **Registration of all internal and external events** (e.g. conferences, congresses, seminars, faculty workshops, academic celebrations, alumni and career-related events) at the TU Graz Event Service (+43 316 873-7191, patricia.goetz@tugraz.at).

- **Available spaces and rooms (see Chapter 4)** can be used according to the currently valid regulations.

- **Inform participants of the event** well ahead of time about the rules of conduct and the admission procedure (e.g. via the website, by mailings, or by notices on the printed invitation cards).

- **Keep registration lists**. If an infection occurs, you will be able to trace the chain of contact and inform the participants.

- The **information sheet on the rules of conduct** at TU Graz should be placed at the event location (if necessary, several times) in a position that is clearly visible to all participants.

- Enough **disinfection materials / possibilities** must be available (one disinfectant dosing station per 50 participants, one refill pack)

- **Protective masks that cover the mouth and nose** (In German: *Mund-Nasen-Schutz, MNS*) must be provided and distributed to guests upon request.

**IMPORTANT:** The information sheets, the disinfectant dosing stations and protective masks that cover the mouth and nose can be obtained from the TU
Graz Event Service. Please order these materials ahead of time (at least 3 working days).

In addition, for congresses, conferences, symposia, fairs and exhibits:

- **Supervisory staff must be organised** (e.g. the ÖWD (fee-based!)) to control the flow of visitors (e.g. entry and exit, ticket controls, cloakrooms) and to monitor the social distancing and behavioural rules

Please involve the TU Graz Workplace Safety staff in your planning.
Coordination: gerold.koscher@tugraz.at, +43 316 873 6540

### 3. Services / hospitality / catering

- **Gastronomy regulations have to be considered** when serving food and drinks

- Buffets can only be set up for smaller numbers of participants (up to 60 persons) and access needs to be clearly defined: in smaller groups with social distancing observed within the group.

- If the number of participants exceeds 60, the food must be served by the catering staff.

- The guests will be asked to remain seated at one table; changing seats is not allowed.

- Standing receptions and standing coffee breaks are not permitted

### 4. Room seating

**Removable seating**
In rooms with removable seating (e.g. theatre seating), the one-meter social distancing rule in all directions must be observed.

This results in the following room capacities:

- Assembly hall (173 m²): approx. 45 people in the public seating area
- Lecture hall II (223 m²): approx. 55 people
- Lecture hall i9 (164 m²): approx. 45 people

**Fixed seating**
In rooms with fixed seating, the following specifications should be observed:

- Every fourth seat in each row can be occupied
- The available seats in the rows before and after are offset by two seats.

This results in the following room capacities in these rooms:

- Lecture hall P1 (492 seats): approx. 120 people
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- Lecture hall P2 (182 seats): approx. 45 people
- Lecture hall I (243 seats): approx. 60 people
- Lecture hall i7 (222 seats): approx. 55 people
- Lecture hall i13 (300 seats): approx. 75 people
- Lecture hall H (171 seats): approx. 40 people
- Lecture hall BMT (163 seats): approx. 40 people

In particular, it is necessary to point out that the large lecture halls will only be available to a limited extent in WS 2020 due to examination activities and the teaching programme.

5. Contact points

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Tel.: +43 316 873 6540 | e-mail: gerold.koscher@tugraz.at

Additional information about the current regulations regarding COVID-19 can be found at www.tugraz.at/go/coronavirus