Guidance for organizing in-person meetings at the Vienna International Centre (VIC)

Based on the advice of the VIC Medical Service, in-person meetings can be arranged at the VIC in accordance with a number of precautionary safety measures. When planning an event with in-person participation at the VIC, organizers must conform to the following safety measures and specific instructions:

General safety measures
- All participants should be reminded that in line with the guidance from the Austrian authorities for the workplace and recommendations of the VIC Medical Service, all persons entering the VIC, including meeting participants, are required to comply with the low epidemiological risk criteria as defined by the Host Country:
  - proof of a full vaccination not older than 360 days and valid from the date of second vaccination (from 6 December the validity will be reduced to 270 days); or proof of full vaccination with a vaccine that does not require a second shot (e.g. Johnson & Johnson) not older than 270 days and valid from the 22nd day after vaccination (from 3 January a booster shot will be required); or proof of one vaccination dose not older than 360 days following a positive PCR test or positive antibodies test; or proof of full vaccination and a booster shot not older than 360 days.
  - a certificate of recovery from COVID-19 illness not older than 180 days.
  - proof of a negative PCR test not older than 48 hours (as applied in Vienna), or a rapid antigen test not older than 24 hours.
In this regard, by swiping their grounds pass/badge, meeting participants entering the VIC declare that they possess valid documentation meeting one or more of these criteria. They also confirm that they produce the documentation to the conference, meeting and event organizers, UN Security and Safety Service (UNSSS) officers or VIC Medical Service, if required.
- A distance of at least one metre among meeting participants should be ensured.
- FFP2 masks are mandatory in all areas at the VIC where masks are required. These include meeting rooms, security entrance and exit gates and all other common spaces in the VIC, including corridors, elevators, rest rooms, the Rotunda, kitchens, the Commissary, banks, pharmacy and the post office. Masks are not required when seated in an office or when seated in the cafeteria.
- Organizers should facilitate contract tracing by recording participants’ contact details and seating arrangements. This information will be kept for 28 days and destroyed thereafter.
- The COVID-19 quick guide precautions trifold should be shared with participants in advance (available HERE) and the video to inform meeting participants about general safety precautions (available HERE) should be shown at the beginning of meeting.

Additional measures for meetings with 100 or more participants:
- A COVID-19 contact person responsible for overseeing the COVID-19-related safety measures should be appointed.
- A COVID-19 prevention concept should be developed. This includes guidelines for training employees and, based on a risk analysis, measures to minimize the risk of infection, in particular:
  - Specific hygiene measures.
  - Procedures in case of COVID-19 infections or symptoms.
  - Measures to manage the flow of people, including for sanitary facilities, to ensure appropriate distance.
  - Procedures regarding the administration of food and beverages. Please note that no food and beverages are allowed to be served at the meeting except in designated areas such as the VIC cafeteria and coffee corners.

For further advice, contact VIC Medical Service at: medical-admin.contact-point@iaea.org.
For emergency during a meeting, organizers should call the VIC Medical Service (ext. 22222) or the Security Emergency Operations Centre (ext. 99).