



REOPENING GUIDELINES

Science History Institute Conference Center

What has CHANGED:

Our team will be wearing face masks. You won't be able to see our smiles, but know that we are delighted to welcome you back to our conference center. And we ask that you also wear face coverings.

Rooms will be roomier. Although our conference center is still the same size, we have changed our occupancy standards and room sets to maximize physical distancing and improve traffic flow.

Meals will look a bit different. As part of our commitment to sustainability, we have always avoided excess packaging and disposable serving products; however, following the best practice recommendations concerning the virus, we will be adding more individually packaged single-serve items and making other changes to our menus and service protocols.

New signs and more hand sanitizer. From the moment you enter our building, you will see new signs reminding you of the many precautions we are using to keep our visitors and staff safe and healthy. We also will have hand sanitizer in hands-free dispensers strategically placed throughout the conference center.

What is the SAME:

Friendly and professional service. Our team has used the months we were closed to events to do a deep dive into our daily operations, looking critically at ways to improve our guest experience. We've attended webinars, completed online training, and read countless articles on best practices and meeting experiences.

The entire conference center team (guest facing and behind the scenes) is **ServSafe** food handler certified. We recently completed a thorough audit of our kitchen and food-handling practices to confirm that we are ServSafe compliant and are employing **the best practices to mitigate the spread of COVID-19.**

Upgrades to our built-in **AV capabilities** in the past year enabled us to provide **hybrid meetings** with ease, well before we knew there would be an increased demand for the hybrid experience. Our AV specialists have spent the past months honing their "virtual skills" as the Science History Institute moved our public programming to a virtual environment.

Our team is eager to put all of that learning and training into practice, returning to the activities we still love doing every day—**creating exceptional experiences** for our clients and their guests.

Warm and welcoming environment. Until a few months ago, most of us didn't think that much about the air we breathe and the things we touch throughout the day. In the past few months, we have spent quite a lot of time thinking about just that—the air in our building and all the things that you're likely to touch during a visit.

We've learned that having unique scientific objects on display is not the only advantage to our conference center being a part of a museum; we also share an **air-handling system**. To preserve and protect objects in our museum—and our collection of rare books and manuscripts—the HVAC is fully compliant with best practices for museums and the air filtration throughout our conference center and meeting rooms is on par with hospital-grade systems built to minimize the spread of airborne pathogens.

Our public spaces are designed to invite you to sit down, plug in, and make yourself at home, and that will not change. For the comfort and safety of all our guests, we have increased the frequency and visibility of maintaining our meeting rooms and public spaces. You will see our staff conducting hourly **cleaning and sanitizing** of frequently touched surfaces and objects in public spaces and restrooms; disinfecting shared AV equipment, such as microphones and keyboards between users; and cleaning and disinfecting tables, seating, and door handles during breaks. We've always kept our conference center clean, but now you will see us in action.

The client comes first. Our team has been working hard to support each other and our clients during this time of uncertainty while proactively adapting to this ever-changing environment. Throughout this crisis we have worked **collaboratively** with our clients to adjust to the unfolding situation and to find workable solutions to seemingly unsolvable challenges.

Our conference center's vision statement directs us to be “event alchemists—transforming substances into exceptional experiences.” In order to help you create an exceptional experience for your event attendees, we are first committed to creating an exceptional experience for you, the event planner.

We have said it before and are looking forward to demonstrating it again soon: ***the Science History Institute conference center has all the elements for an exceptional event!***

If you have any questions about hosting an event with us or would like to schedule a site visit, please reach out to us at facilityrental@sciencehistory.org or 215.629.5151.