



**International Microwave Symposium**  
21 – 26 June 2020  
Los Angeles, California



Dear Exhibitor:

IMS has been following the developments around the COVID-19 virus (Coronavirus) and how that may affect the event. Please know we are committed to hosting a safe and successful event. Our top priority is focused on the health and safety of all participants, including attendees, exhibitors, vendors, staff, industry partners, and others involved in the event.

The IEEE, MTT Society, and IMS, RFIC, and ARFTG Steering Committees are addressing the rapidly-changing situation. Microwave Week (IMS, RFIC and ARFTG) will be held as planned, beginning 21-26 June 2020. All policies and deadlines remain in effect with respect to show rules and regulations including the exhibit space cancellation and space reduction policy.

We urge all travelers to keep informed on risks, precautions, and symptoms to make educated decisions. Travelers can check for updated information on the following sites:

- World Health Organization's website on the Corona Virus (<https://www.who.int/health-topics/coronavirus>)
- Centers for Disease Control's reference materials (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)
- National Health Commission of the People's Republic of China (<http://en.nhc.gov.cn/>)

#### **Additional Safety Measures to be Implemented**

It is our goal to create a healthy and safe environment where our vendors and guests can conduct business, talk about our innovative industry, and strengthen relationships. As such, we will be implementing additional safety measures as follows:

- Adhering to the travel restrictions and guidance of the U.S. Department of State. Alternative presentation methods are under consideration for presenters traveling from impacted areas, and, if necessary, will be announced well in advance of the event.
- The convention center will position hand sanitizer stations and disinfectant wipes in key high-traffic areas throughout the center. Additionally, they are taking health and safety measures including but not limited to both cleaning and thoroughly disinfecting common areas and surfaces during the day, including: registration counters, floors, escalator and staircase hand rails, elevators, doors, bathrooms, shuttle buses, information stands, conference areas and catering points throughout the event.
- Disinfect speaker AV equipment and stage sets in between conference sessions
- Encourage exhibitors to frequently clean and disinfect high traffic areas of their booth
- No Handshake Policy: As a hygiene precaution we are recommending avoidance of the traditional handshake
- Include signage throughout the show to remind attendees of hygiene best practices and guidelines provided by the CDC

- When an attendee badge is to be scanned by an exhibitor, we ask the attendee to remember they should be the only one to touch and hold it up if someone wishes to scan it.
- Will have urgent care health information for anyone who may become sick or feel ill. They should separate themselves from the conference and stay isolated.

### **General Hygiene Precautions**

The following common-sense hygiene precautions are also recommended to all staff, exhibitors and attendees:

- Persons who feel unwell (i.e. fever, cough, and requiring admission to hospital) should stay at home
- Wash hands frequently using soap and water for 20 seconds
- Frequent use of hand sanitizer
- Avoid close contact with sick individuals
- Maintain distance if you are coughing or sneezing and wash hands frequently
- Cough or sneeze into your elbow or use a tissue and discard in the trash immediately

As more is learned about the outbreak, all stakeholders will be informed of relevant changes. Due to the rapidly evolving developments we encourage you to check the IMS website [Travel and Safety Information](#) page frequently for updates.