

# TAGA 2022 Annual Technical Conference

## Onsite Safety & Cleanliness

The safety and well-being of our Attendees, Sponsors, and Staff is the top priority of PRINTING United Alliance, NAPCO Media, the Event Management Team and the Sheraton Oklahoma City Downtown Hotel. This document is designed to summarize our safety and precautionary measures in light of the COVID-19 pandemic. As we advance towards our conference scheduled for March, we will continue to refine this document.

### TAGA 2022 Annual Technical Conference (arrival, check-in, meals, and sessions)

#### Event Check-in and Badge Pick-up

After you arrive at the hotel, please visit the conference registration desk located in the Ballroom cootroom area. We will have your badge and any materials organized for you to pick-up with minimal contact. Hand sanitizer will be readily available.

A hand sanitizer station will be located on the first floor, second floor, and the gym.

#### Meals

All meals will be served with plenty of seating for social distancing.

#### Educational Sessions

Meeting room layouts will be tailored to each type of session in order to ensure adequate social distancing and a productive, safe and comfortable experience for all attendees and sponsors.

- Keynotes & General Sessions: All general sessions will take place in One Broadway Ballroom. We will offer distanced seating, as well as an option for individual seating.
- Breakout Sessions: These smaller sessions will also set up for social distancing.

### Hotel Safety & Cleanliness Program

#### Arrival Experience

The Sheraton Oklahoma City Downtown Hotel front desk check in area has been prepped to ensure safe distancing. Per Marriott guidelines, plastic barriers are no longer required.

#### Disinfecting & Cleaning:

The hotel will be cleaning and disinfecting high touch surfaces and areas like lobbies, guestrooms, restaurants, meeting/event space, recreational areas, public restrooms, elevator buttons and employee areas. For more information, visit [Marriott's Commitment to Clean](#).

#### Social distancing

Per the CDC, City of Oklahoma City and Marriott guidelines and social distancing protocols are currently no longer enforced.

#### Restaurants

The restaurant in the Sheraton Oklahoma City Downtown Hotel is currently open, except for lunch due to staffing issues. There are plenty of local dining options in the surrounding area.

Block 23 is open for Breakfast from 6:30AM-10:30AM Daily. There is a grab and go cooler for lunch items available. Aria Lounge is open Sunday-Thursday 4:00M-11:00PM and Friday & Saturday 4:00PM-12:00AM. The hotel currently does not offer in room dining.

**Face Masks:**

Your safety during TAGA 2022 Annual Technical Conference is a priority. Social distancing will be in place and recommended (as much as possible at an in-person event). Hand sanitizer and masks will be made available at the conference registration desk. Mask are recommended; however, it is not a requirement if you are vaccinated.

Follow-up communication will be sent the prior to the conference with any new updates or changes.

**Hygiene:**

Attendees are reminded to frequently wash their hands and use alcohol-based hand sanitizer. A hand sanitizer station will be located on the first floor, second floor, and the gym.

**Temperature Checks:**

Temperature checks will not be conducted on attendees as part of the conference.

**Guestrooms:**

Each guestroom will be cleaned with hospital-grade disinfectants. Guestrooms will be thoroughly cleaned for your arrival, however, currently the hotel will not clean your room during your stay. If you require any toiletries, towels or trash removed, just dial 0 for the operator. If you require any toiletries, towels or trash removed please dial "0" by 10:00am each morning.

**Let's have a great event & please be respectful of one-another's space**

We are excited to bring our community together again live and in-person. We ask all attendees and sponsors to be respectful of one another's space as we seek to put on a safe conference. Please reach out to our team with any questions, concerns, comments, and/or suggestions you have about the TAGA 2022 Annual Technical Conference.

**Event Contacts:**

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