



HFMA annual conference 2021

Covid-19 protocol

Ensuring the safety and wellbeing of all our members, delegates, exhibitors and staff during the HFMA annual conference remains our top priority. We will be running the event in line with the latest government guidance, taking responsible measures to make the conference Covid-19 secure.

Please note this guidance is subject to change and will be updated in line with government advice

Before the event – submit your negative lateral flow result:

- We ask that in the two days prior to arrival at the Hilton London Metropole, all attendees complete a lateral flow test and register their test result via the [NHS website](#). Full details on this process will be provided in the joining instructions.
- For a faster registration process when you arrive at the event, we advise you send through your test result in advance. Please send to conferencepass@hfma.org.uk **by 5pm on Tuesday 7 December at the latest**. Any email submissions after this time will not be processed and you will be asked to present your negative lateral flow test result at registration on arrival. Until we are satisfied you have a negative result you will not be admitted to **any** part of the event.
- Delegates should not travel or attend the annual conference if they have symptoms or need to self-isolate. The [NHS website](#) has the most up-to-date advice on symptoms and when to self-isolate.

At the event:

- If you have not submitted your lateral flow test result by email beforehand, please have your result ready to present at the registration desk in order to collect your badge and access the event. Full details on this process will be provided in the joining instructions. Until we are satisfied you have a negative result you will not be admitted to **any** part of the event.
- Staff will be on hand at the entrance doors to remind delegates to have their lateral flow test result ready.
- **Mask wearing will be mandatory throughout the event, except for when eating and drinking. We ask you to strictly adhere to this. Masks will be available from the registration desk for anyone that requires one.**
- We also ask that you **complete a lateral flow test each morning during the conference**. We will have limited supplies of tests available should you need one, but we ask that you bring your own tests with you
- During the conference we ask you to respect distances between one another as much as possible.
- Hand sanitising stations will be available throughout the hotel.
- Hilton CleanStay: the Hotel continue to take additional measures in the cleaning of public areas. More information can be found on their [website](#).

If you develop symptoms at the event:

The main symptoms of Covid-19 are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

If you develop any of the three key Covid-19 symptoms while at the annual conference, you should put on a face mask, notify staff on the registration desk and make arrangements to travel home as soon as possible whilst avoiding any unnecessary contact with other people. When you get home you should book a PCR test and isolate until you receive a negative result.

After the event:

We encourage all attendees to complete a lateral flow test when returning home from the event, as a precaution.