

COVID-19 - Monitoring IEEE's Global Event Business

2019 新型冠状病毒—IEEE 全球活动业务指导

IEEE's Event Emergency Response Team (EERT) is monitoring the COVID-19 outbreak (*Corona Virus*) and its potential risk to IEEE's global event business. While the World Health Organization (WHO), U.S. Centers for Disease Control (CDC) and other regulatory bodies have reassured the public that the risk is low outside of the virus epicenter, it is important for IEEE's conference organizer community to be both informed and ready to respond as inquiries arise.

IEEE 的活动应急团队 (EERT) 密切关注 COVID-19 (冠状病毒) 爆发及其对 IEEE 全球活动业务造成的潜在风险。尽管世界卫生组织 (WHO), 美国疾病控制中心 (CDC) 和其他监管机构已向公众保证在病毒中心以外的区域风险很低, 但是要让 IEEE 会议组织者充分了解并做好准备, 以及在询问时做出回应至关重要。

Action Planning

行动计划

EERT, in partnership with IEEE's legal, risk, and corporate communications organizational units, has developed a set of scenario-driven action plans and communications to address concerns and mitigate any potential risk. EERT will provide procedures and tools to address event community needs, evaluate plans and design procedures as the situation evolves, and offer consultation and guidance based on situational analysis.

EERT 与 IEEE 的法学, 风险和公关组织机构合作, 制定了一套由行动计划和沟通文案, 以解决问题并减少任何潜在风险。EERT 将提供程序和工具来满足活动的需求, 随着情况的发展评估计划和设计程序, 并根据情况分析提供咨询和指导。

We recommend that IEEE conference organizers:

我们建议 IEEE 会议组织者:

- Review venue contracts and engage IEEE prior to any decisions to relocate, postpone, or cancel a conference for appropriate guidance related to financial impacts as well as contractual obligations by the organization
在决定更换地点、推迟或取消会议之前, 请先查看场地合同并咨询 IEEE, 以获取有关财务影响和合同义务的适当指导
- Review attendee lists regularly to determine number of participants registered with country/city of origin from affected cities/regions who may be negatively impacted due to travel restrictions

定期查看参会者名单，以确定在受影响的城市/地区向原籍国家/城市注册的参与者人数，这些参与者可能因旅行限制而受到不利影响

- Consider relaxing attendee cancellation and refund policies depending upon circumstances
根据情况考虑放松参会者的取消和退款政策
- Provide author(s) and/or keynote presenter(s), who are be impacted, options for alternative virtual presentation
为受影响的作者或报告人提供可选择的虚拟演示方式
- Flexibility related to ' author non-presented paper policies to allow for publication despite their inability to present their accepted paper to the conference, or support presentation virtually
灵活处理“未到场作者”政策，或提供虚拟演示方式
- Engage IEEE EERT for consultation and guidance to ensure a consistent approach
与 IEEE 活动应急团队进行磋商和指导，以确保方法的一致性

Conferences organizers should be ready to offer alternative presentation methods due to travel restrictions and/or fear of travel via virtual presentation(s). IEEE MCE's digital events team is prepared to assist conferences as part of IEEE's Event Emergency Preparedness action planning and we would be happy to discuss this further with the organizing team if needed

由于旅行限制和/或担心旅行而无法参会，会议组织者应准备提供替代的虚拟演讲方法。IEEE MCE 的数字事件团队已准备好协助会议，作为 IEEE 事件应急准备行动计划的一部分，如果需要，我们很乐意与组织团队进一步讨论

Resources 资源

IEEE references official sanctioned agencies concerned with international public health for fact-based resources and updates on the virus to help guide planning and response. Primary agencies both within the U.S. and globally are referenced as follows:

IEEE 引用的信息来自与国际公共卫生有关的官方机构，以提供基于事实的资源及有关病毒的更新，以帮助指导规划和应对措施。美国 and 全球主要机构的引用如下：

- World Health Organization's website on the Corona Virus
世界卫生组织 (<https://www.who.int/health-topics/coronavirus>)
- Centers for Disease Control's reference materials
疾病控制中心 (<https://www.cdc.gov/coronavirus/COVID-19/index.html>)
- National Health Commission of the People's Republic of China 中华人民共和国国家卫生健康委员会 (<http://en.nhc.gov.cn/>)

Steps to Minimize Risk at Your Event

将活动风险降至最低

While global health agencies are taking necessary steps to monitor transportation channels via screening processes, it does not guarantee that an infected person won't pass through undetected. It is reasonable for IEEE events to take precautions for the safety and well-being of its participants to further minimize the risk by:

尽管全球卫生机构正在采取必要措施通过筛查过程来监控交通渠道，但不能保证感染者不会通过未被发现的通道传播。对于 IEEE 活动，采取预防措施以确保参与者的安全和健康是合理的，可通过以下方式进一步降低风险：

- Ensuring attendees are aware of the safety guidelines set out by the World Health Organization (WHO) and the U.S. Centers for Disease Control (CDC)
确保与会者了解世界卫生组织（WHO）和美国疾病控制中心（CDC）制定的安全准则
- Ensure participants know the signs of infection
确保参与者知道感染迹象
- Provide an onsite point of contact for individual concerns about recent development of symptoms and publish contact information widely through communication channels for the event
提供现场联系点以解决个人对症状最近发展的担忧，并通过活动的宣传渠道广泛发布联系信息

- Work together with the event venue to develop an isolation plan for any symptomatic individuals who have recently traveled to/from affected areas
与活动场所合作，为最近来往于受影响地区的任何有症状个体制定隔离计划
- Create a communication plan for how to inform and reassure other attendees in the event that a suspected case does occur
制定通讯计划，在可疑案例确实发生时通知和确保其他与会者的安全
- Ensure you have a list of contact information for the nearest hospital and centers for disease control
确保您具有最近的医院和疾病控制中心的联系信息列表

In Conclusion

小结

While many of the steps seem logical, it is important to think about them in advance. As event organizers, we are the front lines and we must stay prepared. Questions and support should be directed to eert@ieee.org

虽然许多步骤看起来是合乎逻辑的，但是提前考虑它们是很重要的。作为活动组织者，我们在第一线，我们必须做好准备。有关问题和支持，您可直接发邮件至 eert@ieee.org