



Welcome at ECC & Holiday Inn Leiden

At ECC & Holiday Inn Leiden you can meet safely and responsibly. In order for the meeting to run smoothly, we would like to ask you to obey the following rules. This way we keep our location safe and free from corona. Thanks in advance!

- ✓ **Wear a face mask in all public areas of our location until you are seated in the conference room. Always follow the indicated walking routes.**
- ✓ **All rooms are equipped with new setups, taking into account the guideline of 1.5 meters distance between the participants.**
- ✓ **In every room there is a service point where coffee / tea / water / soft drinks are available, as well as small snacks such as mints and biscuits.**
- ✓ **All our meeting packages are adapted in content to the possibilities that we can and may provide at the time of the meeting.**
- ✓ **Meeting guests are served lunch in the room, requiring as little contact with the guests as possible. Guests are requested to have lunch in the meeting room itself and the hall is not changed in between**
- ✓ **All set-ups take into account the standard facilities in the room and one coffee / tea service point at the back of the room. Staff has no contact with the conference tables.**
- ✓ **Coffee and tea are replenished at fixed times during the day.**
- ✓ **Lunch is placed on the service tables at the agreed time, including snack / soup.**
- ✓ **An additional disinfection station is available for our meeting guests. There is also a hand sanitizer available in every meeting room.**
- ✓ **The number of people that may be admitted in a meeting room depends on the most recent guidelines of the RIVM.**