

# COVID-19 Safety Guidelines for the Upcoming Symposium

Dear Participants,

As we prepare for the upcoming symposium, your safety and health remain our top priority. Please adhere to the following COVID-19 safety guidelines:

- Face masks are mandatory at all times indoors.
- Please maintain a distance of at least 6 feet from others.
- Hand sanitizing stations will be available throughout the venue.
- Temperature checks will be conducted upon entry.
- If you are feeling unwell or exhibiting any symptoms, please stay home.
- We encourage the use of digital ticketing to minimize contact.

Thank you for your cooperation in ensuring a safe environment for all attendees. We look forward to a successful and engaging symposium.

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]