



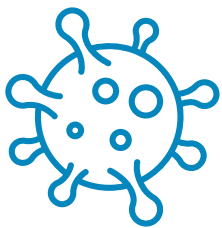
# Attendee information pack

## Notes for attendees



### DEVICES & COMMUNICATION

- There are no restrictions on bringing hand-held communication devices into the live-stream room for social media reporting.
- There must be a delay of 10 minutes between any evidence given and the communication or publication of that evidence using Twitter, other social media, or any other form of communication.
- Attendees must not take photographs or make audio or video recordings inside the Amba Hotel to protect the identity and privacy of others.
- Mobile phones must be switched off or put on silent in the live-stream room. Telephone calls are not permitted in the live-stream room when the Inquiry is in session.
- Following each open hearing, the Inquiry will publish the day's transcript on the Inquiry website, along with any evidence referred to on the day.



### CORONAVIRUS (COVID-19)

*The Inquiry is taking every possible precaution to protect attendees and ensure hearings are conducted following government guidelines.*

- Attendees displaying symptoms of coronavirus should not travel to the Amba Hotel.
- Attendees will have their temperature taken upon arrival. Anyone with a high temperature will be asked to return home.
- Attendees need to provide their name, email address and telephone number before entry to facilitate contact tracing. Optional NHS Test and Trace QR codes are also displayed at the hotel entrance.
- Face coverings must be worn in the live-stream room and communal areas of the hotel.
- All seats within the live-stream room are at least two metres apart. Please try to stay two metres from other people at all times. A one-way system is in place inside the live-stream room and elsewhere in the Amba Hotel to aid social distancing.
- Hand sanitiser and wipes are available at entrances.
- Chairs and tables in the live-stream room are disinfected after every session.



For safety, attendees need to go through a metal detector and a bag search.



Hot drinks & food are permitted in the live-stream room, but please avoid eating when the Inquiry is in session.

## Who's who?

Different groups of individuals can be identified by the colour of their lanyards.

Please speak to an usher or a member of UCPI staff if you have any questions.



**BLUE:**  
**UCPI STAFF**



**GREEN:**  
**USHERS**



**BLACK:**  
**PRESS**



**RED:**  
**SECURITY**

## Floorplan

Please only enter and exit the live-stream room via the marked doors.

You need to check-in at the registration desk when you first arrive.

- LIVE-STREAM ROOM
- MEETING ROOMS (NO PUBLIC ACCESS)
- 1 ENTRANCE TO LIVE-STREAM ROOM (HYDE PARK 1)
- 2 EXIT FROM LIVE-STREAM ROOM (HYDE PARK 1)
- >> ONE-WAY SYSTEM (does not apply when accessing WC facilities)
- WC FACILITIES
- DISABLED WC FACILITIES



Main entrance & registration desk



FREE WIFI AVAILABLE | SSID: AMBA