

# Event participant health and safety guide

The ECPR organises multiple events across Europe every year, traditionally hosted by Universities across their premises and other public buildings. As the organiser of the event, the ECPR has the responsibility for the health and safety and wellbeing of all participants whilst they are taking part in the academic and plenary programme. Beyond this, while participants are travelling and taking part in other social activities outside of the structure of the event or auspices of the ECPR, their health and safety is their own responsibility. The ECPR cannot be responsible for individuals' welfare on these occasions, but it has put together some general advice and guidance particularly for those attending such an event for the first time.

When travelling or working abroad, participants must be aware of important differences that will influence their activities. The risks of foreign travel generally stem from the language barrier, the traveller's unfamiliarity with the location, health risks, local customs, internal security or political instability, and transport infrastructure. Most first-time business travellers will think as tourists; however, business travel is different and has different risks. This guide aims to give you the useful information for your health and safety.

If you notice anything suspicious or have any concerns about health and safety, please notify either the ECPR or local staff immediately – contact details can be found below.

## **Travelling to the event**

As per the Terms and Conditions of registration, participants are responsible for obtaining the relevant travel insurance, to include (whilst travelling or attending the event); paid attendance fees, personal belongings, and emergency medical care. If you are a non-local participant, we encourage you to bring your European Health Insurance Card (EHIC).

Insurers must be made aware of the reason for your travel and the policy should cover 'routine' travel risks, including flight problems, medical emergencies (personal accident, local medical costs), lost luggage, additional transport costs etc. Insurance should also cover major international travel disruption caused by natural disasters, such as volcanic eruptions, earthquakes and bad weather, as well as civil and political unrest. It is also important to make your insurer aware of any changes in your health or circumstances (i.e. pregnancy, temporary or long-term illnesses or injuries).

Particularly if you are travelling abroad, consider finding a travel companion you already know well and trust, to share the journey with. If this is not possible, ensure someone at home knows of your travel plans and check in with them regularly throughout your trip. Try to schedule travel for arrival during the day, rather than late at night, as onward connections may be less available. Work your travel itinerary through from start to finish and try to identify contingency/alternative plans in the case of delays. If you have booked your travel and or accommodation via ECPRs Travel Agent you can contact the 24 hour support with regards to a booking or cancelled travel on +44-1206-716111 or email [reservations@gdg.travel](mailto:reservations@gdg.travel) (you will need to provide your trip number).

ECPR events are normally held within Europe, however it is advisable to familiarise yourself with any significant cultural differences and the current political situation in that country at the time. The [UK's Foreign Office](#) provides travel advice for UK citizens, the bulk of which would also be applicable to other nationalities also; check with your government for similar advice and guidance and any entry/Visa requirements well in advance.

Take copies of your passport, insurance and travel documentation and keep a copy both with you and at home, where they can be accessed in the case of an emergency.

## **Accommodation and local travel**

The ECPR often makes block bookings or negotiates preferable rates for participants at hotels close to the university and/or venue. It is advisable to take advantage of these bookings not only because of the price,

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but also because of ideal location, quality assurance and the fact that many other participants will be staying there too.

Before arrival familiarise yourself with the location of the hotel you are staying in, in relation to the university and public building the event will be taking place in. Links to local travel information can be found on the ECPR website.

## Alcohol and social events

The ECPR organises a number of plenary events and receptions as part of the event programme. Alcohol may be served at these events, usually with food. In such social environments it can be easy to lose track of the amount you are drinking and how it is affecting your judgement, so participants should be mindful that they are in a foreign environment and be particularly aware of and responsible for their own safety. If at any time they feel concerned about their wellbeing, unwell or unable to return safely to their hotel they should inform a member of the local team or ECPR staff.

The ECPR cannot be responsible for any social events organised outside of the advertised plenary programme. Whilst networking is a key part of an event, participants should exercise the same vigilance with regards to their health and safety as they would at home.

## Code of Conduct

As per the Terms and Conditions of registration, all participants are expected to adhere to the ECPR's Code of Conduct, and the Venue Code of Ethics. The [ECPR's Code of Conduct](#) sets out expected behaviour for all participants during its events; should you experience/observe a breach thereof, please inform a member of ECPR staff immediately. The names of ECPR staff, and their contact details are listed below. During office hours, staff are usually found at the registration desk or in the exhibition area. ECPR is committed to providing a safe and supportive environment to all; ECPR take reports of breaches seriously and will work in collaboration with the university to address any concerns. You can also raise a complaint in writing by emailing us on [complaints@ecpr.eu](mailto:complaints@ecpr.eu).

Staff may also be found at the registration desk or in the exhibition area. If appropriate the ECPR will be able to take over the situation and ensure the correct guidance, support or action occurs in collaboration with the university.

## Medical emergencies

Should you need to seek medical help while you are at an ECPR event, advice and guidance are available at your hotel (if out of event hours) or from a member of ECPR or local staff (if during event hours).

In case of emergency call: 112

Advice and help for women (24h anonymous helpline): +49 8000 116 016. Anonymous multi-lingual online chat support is also available [here](#).

## Fire and crisis evacuation

In the case of a crisis such as a *terror* or *amok* attack, the first to notice should call the police on 110. For their own safety, all participants must stay in the room, close the doors as firmly as possible and hide under the tables.

In the case of a fire evacuation, on hearing the alarm you must leave the building immediately by the nearest exit and congregate across the street at the [Troppauplatz](#). It is the duty of the person discovering a fire to raise the alarm immediately by pressing the alarm (buttons are available on the walls, and throughout the building).

Fire evacuation maps are displayed on every floor next to all staircases, entrances and lifts. In case of fire, do not use lifts and close all fire doors. All doors are fireproof. There are red buttons next to every door, which will close them automatically. All fire exit signs are in German only; however, they have a recognisable symbol on them (a green sign with a running figure). Please familiarise yourself with the building and all

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nearest exits on arrival. Please also familiarise yourself with the location of the registration and exhibition areas, since this is where ECPR staff are most likely to be found during the event.

## **ECPR representatives**

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Student helpers are circulating around the buildings throughout the event; they can be identified by their black and white branded ECPR t-shirts.