

**AAE Annual Meeting 2020**  
**Munich, Germany | 7-9 October 2020**

**Various scenarios**

**Participants AAE Annual Meeting 2020 Working Group:**

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In this document we outline the various options and issues to consider for the AAE Annual Meeting 2020.

**Projected timeline/milestones:**

- 15/05/2020, AAE board meeting: Inform the Board of the preparatory work of the working group – various scenarios already considered and mentioned below.
- 10/06/2020, AAE board meeting: Present & discuss communication strategy to AAE delegates regarding Munich meetings – inform delegates of our considerations and issue a brief survey in the 2<sup>nd</sup> half of June.
- From June 2020: monitor developments closely and issue – if necessary – extra survey(s) in July/August.
- From July/August: Continue preparations based on the outcome of the survey(s) and when the situation in October is starting to become evident

**Scenarios and issues to consider:**

**1. Scenario 1: Physical meetings**

- As planned and to stick to the meeting schedule for 7, 8 and 9 October 2020
- Travel in Europe is no longer restricted
- ‘Corona-measures’ are probably still active and must be taken into account (e.g. social distancing, forming groups).
  - Will there be enough space in the meeting rooms and for the breaks?
  - Will Munich Re allow external visitors and if so will they restrict the amount of visitors?
- Offer the possibility to dial in through LoopUp.
  - Would require speaker/microphone
  - Would require instructions to chairs
- Will PPE be required?
  - Do we have to supply PPE?

## **2. Scenario 2: Spread physical meetings**

- To spread the traffic of external visitors
- E.g. have meetings on 7, 8 and 9 October 2020
- Travel in Europe is no longer restricted
- Munich Re must have meeting rooms available, also on 7 October.
- Delegates must also be available also on 7 October. Currently we informed them that the meetings take place on 8 and 9 October.
- 'Corona-measures' are probably still active and must be taken into account (e.g. social distancing).
  - Will there be enough space in the meeting rooms and for the breaks?
  - Will Munich Re allow external visitors and if so will they restrict the amount of visitors?
- Offer the possibility to dial in through LoopUp.
  - Would require speaker/microphone
  - Would require instructions to chairs
- Will PPE be required?
  - Do we have to supply PPE?
- Consider spreading Dinner

## **3. Scenario 3: Physical meeting with restrictions**

- To stick to the (committee) meeting schedule for 8 and 9 October 2020
- Consider having meetings on 7, 8 and 9 October 2020
- Delegates must also be available also on 7 October. Currently we informed them that the meetings take place on 8 and 9 October.
- To allow only delegates to meetings, no observers
- To reduce the number of external visitors
- Munich Re must have meeting rooms available
- Travel in Europe is no longer restricted
- Offer the possibility to dial in through LoopUp.
  - Would require speaker/microphone
  - Would require instructions to chairs
- Will PPE be required?
  - Do we have to supply PPE?

## **4. Scenario 4: Fully virtual meetings**

- No need to travel
- Not dependent on available space/rooms in Munich Re
- All necessary systems are available (LoopUp)
- Would be more cost efficient than physical meetings.
- Meetings could be spread over more days
- Meetings should be no longer than 3 hours according to survey results.

## **5. Special considerations**

### **a) General Assembly**

In case of a virtual General Assembly

- How can quality be assured?
- Consider using "Event by LoopUp"

**b) Physical vs Virtual - To take into account**

- Restrictions set by Munich Re
- Restrictions set by local government (e.g. are hotels/restaurants open? Is 'group forming' allowed?)
- Travel restrictions in Europe
- Willingness to travel among delegates
  - Monitor closely. What behaviour will people show during the summer holiday?
  - Conduct a survey among delegates. Perhaps multiple (e.g. in June, July and August) to spot a possible trend on their willingness to travel as/if 'the curve flattens'
  - Perhaps there will be restrictions set by employers

**c) Potential Solutions**

- Go virtual, as outlined in scenarios 1-4
- Plan meetings over more days, even if virtual
- Extend the day. Start at 08.00 instead of 09.00
- No more than 2 Committees/groups at the same time
- Issue a communication rather than an invitation in June