



Materials for Meeting Professionals

Last updated 2/26/20

Template Letter to the Editor:

To the Editor:

At this time, no federal restrictions are in place to prevent meetings and travel in the United States. However, misinformation – in the news, on social media and among colleagues – has led to some incorrect assumptions and premature calls for meeting cancellations in the U.S.

[INSERT REFERENCE TO RECENT/APPLICABLE NEWS COVERAGE]

As of now, anyone hosting or attending a meeting in the U.S. may proceed as planned, while continuing to consult information from the Centers for Disease Control and Prevention (CDC) and local public health authorities. Confusion and questions are natural.

Based on the latest guidance from the CDC, here are the facts:

- The travel restrictions that have been put in place on the advice of the CDC are specific to China. This means any foreign national who has been in China in the last 14 days may not enter the U.S. American citizens and permanent residents who have been in China in the past 14 days will be allowed to enter the U.S., but will be redirected to one of 11 airports to undergo health screening. Depending on their health and travel history, they will have some level of restrictions on their movements for 14 days from the time they left China.
- Additionally, the U.S. State Department has advised U.S. citizens to “exercise increased caution” when considering travel to South Korea or Japan; however, there are no additional protocols for travel from those countries.
- Health officials are recommending the same personal best practices that are standard for a typical flu season (e.g., frequent hand washing) – and have taken no action to curb upcoming conferences, conventions, trade shows and exhibitions in the U.S.

As anyone who has been to a conference, convention or tradeshow can attest: meetings bring incredible benefits to people, businesses and the economy – especially in cities that rely on travel to sustain themselves.

Our hope is that this situation resolves quickly, travelers exercise healthy travel habits and some reassurance is granted to those hosting and attending meetings during this time.

[INSERT NAME AND ORGANIZATION]