



Liverpool World Centre  
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**[www.liverpoolworldcentre.org](http://www.liverpoolworldcentre.org)**  
Monday, 16 March 2020

Dear LWC partners,

**RE: Covid 19 and LWC services**

As you are aware, there has been a great deal written and reported about Covid-19, the Coronavirus. I want to stress that LWC is closely monitoring the situation and taking daily updates from Government advice to business, via Public Health England, and the Foreign and Commonwealth Office (FCO). This letter sets out some of the implications of government advice in terms of organisation operation, events and travel.

**Organisation operation**

At the time of writing there is no guidance to suggest that LWC should not work from its offices and staff are being advised to follow government guidance on self-isolating. However, we have made contingency plans for remote working should circumstances change.

**LWC events (in the UK)**

LWC events and trainings happen outside of LWC offices (such as at schools, universities, external venues). As such, the first assessment of whether an event should go ahead will be dependent on the operations of schools, venues etc. that host our events. However, LWC may wish to cancel/postpone an event at any time. Those involved in events will be kept updated as often as is possible.

*Note for delegates*

The LWC cancellation policy will apply should an event go ahead, and a delegate not wish to attend (see <http://liverpoolworldcentre.org/wp-content/uploads/2017/05/LWC-Cancellation-policy-May2017.pdf> )

*Note for contributors, speakers workshop leaders etc.*

A contributor not wishing to attend an event that is going ahead must refer to their contractual agreement. Should LWC cancel, payments (including any travel already purchased) will be reviewed on a case by case basis.

**Travel (domestic and international)**

The first assessment of whether to cancel an international event/ travel to another country/ or visits from outside the UK will be dependent on FCO or partner country equivalent advice. However, LWC may wish to cancel/postpone an event before a venue decides that they cannot host.

As a partner of LWC, I appreciate your understanding and flexibility in helping us manage this situation.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Pablo Guidi".

Pablo Guidi  
Director, Liverpool World Centre