**Headline: Update: COVID-19 Notices**

Lead in copy:

Please know that our thoughts are with those affected by the COVID-19 outbreak.

The health and safety of our members and participants are our first priority. We are closely monitoring any specific travel advisories through official channels which include the World Health Organization (WHO) and the U.S. State Department *(change U.S. State Department accordingly to conference location country’s official government source)*.

Before traveling to the conference, we recommend that you stay informed of any information your local health agencies may make available and take reasonable precautions to protect yourself.    IEEE continues to closely monitor this dynamic situation and will provide updates with any developments.  
  
The health and safety of attendees is our top priority and therefore the following proactive tips are being taken to maintain a safe and healthy environment at *(insert conference acronym):*

* We are committed to following regional jurisdiction guidelines and rules in maintaining a safe environment for our attendees. The World Health Organization’s (WHO) guidelines are located [here.](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public)
* We are working closely with the *(insert venue name here*) in *(enter city)* and surrounding venues hosting official *(insert conference acronym)* programming to ensure there are sufficient medical processes in place and sanitation products readily available.
* We are supporting individuals who may be unable to travel to *(insert conference location here)* from affected regions
* We will continue to provide timely WHO and other relevant updates to registered attendees throughout the conference as may be needed.