



Green Meetings/Greenvents – checklist for event organisers

The criteria listed here are mandatory and are taken directly from the criteria catalogue. **If the organiser cannot or does not want to meet all of these criteria, the event CANNOT be staged as a Green Meeting/Green Event.** In addition to the mandatory criteria, there are optional criteria – see the attached guidelines.

Communication

1. External communications for a Green Meeting

The licensee and the event organiser communicate the event's Green Meeting measures and sustainability standards to the event participants, and the public, at an early stage: in the **invitation**, on **registration**, via the **website**, in **programme brochures**, and via various other media.

Event participants are called upon and encouraged to support and participate in the Green Meeting measures.

2. Internal communications for a Green Meeting

All of the organisation's staff and external partners are informed **in good time and in writing** that the event will be implemented as a Green Meeting.

3. Contact person for visitors, staff, suppliers

The organiser names a person responsible for Green Meeting measures and communicates this.

4. Green Meeting feedback survey

The Green Meeting questions can be included in the event-specific feedback form, if there is one. If not, a feedback form on the topic of Green Meeting must be given out (or sent out after the event).

Travel to and from the event, accommodation

5. Travel to the event without the use of a car must be possible

If it is not possible to travel to the event by public transport, a shuttle service must be provided.

6. Communicating environmentally friendly travel to and from the event

When the event is advertised, or at the latest upon registration, participants are informed **primarily about environmentally friendly travel options to and from the event.** Train links, timetables, information on public transport connections, the walking distance between the station and the venue, etc., are presented in detail and **illustrated with priority over travel by car** (in the invitation and programme, and on the website).

7. Travel to side events
Side events, excursions, etc. are organised so that they can be reached on foot or by public transport or using a shuttle service to take participants in groups.
8. Availability of accommodation in hotels with environmental certification
At least one hotel among those offered to visitors must have ISO Type I environmental labelling, * or be certified in accordance with the EU's Eco-Management and Audit Scheme (EMAS) or ISO 14001.

An up-to-date **list of all accommodations and restaurants** with ecolabelling, by federal state, can be found at www.umweltzeichen-tourismus.at under "Betriebe".

*Current ISO Type I ecolabels include:
the Austrian Ecolabel, EU Ecolabel, Green Globe, Green Key, CSR Certified, Earth Check, Travelife

9. Communication about the Green Meeting to hotels
The licensee or event organiser informs **all accommodations** about the event's environmental standards and requests all accommodations that do not have the Austrian or EU Ecolabel to declare their environmental measures using the checklist (preferably directly in the partner database). In addition, the organiser informs these hotels about the possibility of gaining environmental certification (Ecolabel, EMAS or ISO14001). (Template available)

Procurement, materials and waste management

10. Informing staff on-site about reducing and separating waste
All staff are informed in an appropriate way (e.g. by means of written information or directions) about avoiding waste and separating unavoidable waste according to the venue's or the event's specifications, and are obligated to do so. Suitable and sensible means of separating and collecting waste are provided.
11. Informing participants/visitors on-site about reducing and separating waste
All participants are informed in an appropriate way about avoiding waste and separating and disposing of unavoidable waste according to the venue's or the event's specifications, and are obligated to do so. Suitable and sensible means of separating and collecting waste are provided at multiple locations in spaces open to visitors.
12. Re-use of name badges
Name badges must be designed so that they can be re-used. Visitors must be able to deposit their name badge in a box after the event, or to give it in at the registration desk or cloakroom.
13. Paper and printing
All **printed materials associated with the event** (invitations, meeting packs, documents, posters, etc.) are produced according to the **principle of using the minimum possible resources**: low quantity, small format, double-sided printing, substitution by digital storage devices, e-mail services, internet platforms, apps, etc.
14. Paper quality for printed materials about the event
Paper used for external communications (e.g. brochures, letters, programmes, envelopes, etc.) has ISO Type I environmental labelling or is 100% recycled or is at least totally chlorine free (TCF), or meets the criteria of the "ÖkoKauf Wien" sample folder.

FSC (Forest Stewardship Council) and PEFC (Programme for the Endorsement of Forest Certification Schemes) labels alone are not sufficient!

15. Ban on disposable drink packages as give-aways

Exhibitors/stand assembly partners

16. Informing exhibitors, with recommendations on environmental criteria

The licensee or the event organiser informs all **exhibitors** about the event's environmental standards and communicates the **recommendations** on environmental criteria (template available).

17. Informing stand assembly partners, with recommendations on environmental measures

All companies taking part in the event and **directly or indirectly responsible for construction of (exhibition) stands** are informed about the event's environmental standards. The **recommendations** regarding environmental criteria for exhibition stands are also communicated (template available).

18. Contractual agreement with exhibitors

The following **written contractual agreement** is concluded with all exhibitors (template available):

- a) Waste produced at a stand must be disposed of as specified according to the waste management system.
- b) No disposable cups, plates, cutlery, etc. may be used at the stand during the event. Canned drinks may not be used, given out or sold.
- c) The materials for which the exhibitor is responsible (stands, roll-ups, decoration, flooring, etc.) must be re-usable and will be re-used.

Catering

19. Contractual agreement with the caterer

The event organiser concludes a **contract in writing** with the catering supplier regarding compliance with Green Meetings/Green Events criteria.

Both of our caterers (Gerstner and Gourmet) are certified with the Austrian Ecolabel themselves.

20. No use of disposable plates, cups, cutlery, etc., canned drinks or capsule coffee machines

This applies to the event organiser as well as to exhibitors.

21. Drinking water stations

Free drinking water is provided to participants at stations throughout the area in which the event takes place.