



## How do I get my Green Meeting certified?

If you are organising a conference, meeting or other event and would like it to be certified according to the **Austrian Ecolabel criteria**, a number of conditions must be met.

In addition to complying with the **mandatory criteria**, a minimum number of **optional criteria** must be satisfied. These optional criteria can be freely chosen, and each one contributes a certain number of points. The requirements of the UZ62 Guideline are considered fulfilled if the mandatory criteria are complied with, **and** the minimum points required for the type of event in question is reached by complying with optional criteria.

### Certification process

1. Assessment of whether the event is suitable for certification (Guideline section 1.1).
2. **Written agreement/consent** from a licensee (Messe Wien) for certification of the event.
3. From this point onwards the following words may be used in conjunction with the event: **“We are working to host the event in accordance with criteria for the Austrian Ecolabel for Green Meetings and Green Events.”**
4. Planning the meeting in accordance with green meeting criteria; **provision of all relevant evidence** by the organiser and its **entry into the Green Meetings database** by the licensee (Messe Wien).
5. Once all of the necessary criteria have been met, the following words may be used when advertising the event:

**“This event meets the criteria for the Austrian Ecolabel for Green Meetings & Green Events.”**