






## Checklist for the Sustainable Organisation of Meetings and Events of the Alpine Convention

Event: *title, place, date, estimated number of participants*

Short description:

Contact person: *name, address*

Regional or national certification not applicable because:

Venue	Concrete implementation
<ul style="list-style-type: none"> <li> Choose a location with high ecological standards (e.g. energy efficient) and</li> <li> Good accessibility by public transport or foot</li> </ul>	
Accommodation	Concrete implementation
<ul style="list-style-type: none"> <li> Recommend hotels with high ecological standards (e.g. certified)</li> <li> Recommend hotels in walking distance or with good connection to the event location</li> </ul>	
Technical Equipment	Concrete implementation
<ul style="list-style-type: none"> <li> Choose a local/regional technical supplier to minimise the need for transportation, if possible</li> </ul>	

## Catering/Meals

## Concrete implementation

- Choose caterers and restaurants which have high environmental standards
- Ask caterers and restaurants to use regional/seasonal foods (this should be possible without additional costs) and, if possible, organic and fairtrade products (might increase costs)
- Ask for at least one vegetarian menu alternative or ask for vegetarian food only
- Avoid single-use packaging (e.g. for sugar, salt, pepper or candies)
- Ask for a supply of tap water; if feasible, avoid bottles
- Communicate the ecological reasons behind the choice of foods (e.g. on menu cards)
- Avoid food waste by adjusting the amount of food to the number of participants and try, if possible, to organise the reuse of leftovers

## Mobility

## Concrete Implementation

- Encourage the use of public transport and provide information on public transport options; refrain from giving information on car or plane travel
- Recommend comparing the overall travel times between plane, car, and public transport
- Organise shuttles where public transport is not available

## Procurement of Supplies

## Concrete Implementation

- Use reusable badges and collect them after the meeting
- If give-aways are necessary, try to choose gifts which will actually be used and have a small ecological footprint
- Use reusable decoration only (plan rollups etc. accordingly)
- Paper:
  - Minimise the printing of material
  - Use recycled or at least FSC-certified paper
- Pay attention to ecological/social certificates of purchased goods

## Waste Management

## Concrete Implementation

- Reduce waste as much as possible
- Ensure, as far as possible, recycling or reuse
- Provide bins for waste separation

## Social Responsibility

## Concrete Implementation

- Ensure accessibility for disabled people in all aspects of the event
- If possible, include social projects (e.g. for catering or give-aways)
- Promote gender equality in selection of speakers

## Communication

## Concrete Implementation

- Communicate the sustainable approach to the organising team, all suppliers (technical, catering, venue, accommodation, etc.) and the participants
- Include the “Alpine Convention Green Event” logo in the internal and external communication
- If possible, get a “green event” label and include it in communication with the participants