

## Checklist for the Sustainable Organization 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:

<b>Venue</b>	<b>Concrete implementation</b>
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- 🌿 Choose a location with high ecological standards (e.g. energy efficient) and
- 🌿 Good accessibility by public transport or foot

<b>Accommodation</b>	<b>Concrete implementation</b>
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- 🌿 Recommend hotels with high ecological standards (e.g. certified)
- 🌿 Recommend hotels in walking distance or good connection with the event location

<b>Technical Equipment</b>	<b>Concrete implementation</b>
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- 🌿 Take a local/regional technical supplier to minimise the need of transportation, if possible

## Catering/ Meals

## Concrete implementation

- Choose caterers and restaurants, which have high environmental standards
- Ask caterers and restaurants to use regional/seasonal foods (that should be possible without additional costs) and, if possible, organic and fair trade 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 organize the reuse of left-overs.

## 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 transportation
- 🍃 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 people with disabilities at all parts 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 organizing team, to all suppliers (technique, 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 the communications with the participants