

sustainability checklist

1. Mobility

- Examine alternatives: virtual meeting
- Choice of venue: choose venues that are conveniently accessible by public transport
- Information for participants: Information on the use of environmentally compatible means of transport (explicit references to this in the invitations)
- Recording the mode of travel (inquiry about the mode of travel at the time of registration, in order to be able to offset emissions later and to raise awareness)
- Offset of unavoidable greenhouse gas emissions! Pay compensation.

2. Accommodation of participants

- Consideration of environmental management systems and certifications of the hotels and conference centers (www.emas-register.de, http://ec.europa.eu/environment/ecolabel/index_en.htm)
- Hotels in booking portals especially research hotels in booking portals, especially according to sustainability aspects (www.bookdifferent.com/en/) important: good rail connections, energy consumption

3. Buildings, energy consumption

- Selection of conference buildings and hotels taking into account the aspect of energy consumption, orientation towards an EMAS registration or the European Eco-Label
- Heating: in all meeting and conference rooms, heating should not exceed 20 degrees Celsius.
- Cooling: cooling not more than 6 degrees below outside temperature

4. Waste management for building materials and interior equipment

- Waste logistics: separate waste collection and disposal ensure
- Transport packaging: as far as possible, use reusable, at least recyclable transport packaging in order to avoid waste.
- Reuse: create a concept for reuse.

5. Sustainable procurement in general

- Needs assessment: Check whether there is any need at all.
- Examine alternatives to new purchases
- Reduction of consumption: digital invitation and event management
- Environmentally friendly paper products

6. Catering

- Offer products from organic farming and fair-trade products (e.g. coffee, tea).
- Seasonal and environmentally friendly transported food.
- Vegan and vegetarian catering.
- Drinking water: provide piped drinking water in carafes.
- Tableware, cutlery and glasses: use of reusable tableware, cutlery and glasses
- Food packaging: Use of packaging that avoids or reduces waste.
- Involve staff: Raise awareness of serving staff, e.g. Serving smaller quantities,

7. Waste prevention

- Packaging materials at the conference venue: use reusable packaging and ordering in bulk
- Take-back and reuse
- Use of recycled material
- Separate waste collection

8. No guest gifts

- No procurement of guest gifts and give-aways

9. Evaluation of the data collected

- Guideline for action/source of supply: Determination of greenhouse gas emissions caused

10. Virtual and hybrid events

- End devices: Use of the most energy-efficient end devices possible
- Resolution: Setting a data-saving resolution
- Participate in video conferences via LAN, W-LAN and not via mobile radio
- Turn off video output: As far as possible and reasonable for the event video output (speaker switches on video, listeners switch off video).
- Enable virtual participation

11. Digital behaviour

- Clean-up-Day
- Reduce file size prior to sending, link rather than attachment etc.
- Use Green Server (sustainable web hosting)

12. Finances

- Work with banks that invest in sustainable funds