

Your checklist for a sustainable event in Tirol



Climate-friendly transport

- Your employees or participants will have already been informed about environmentally friendly travel options during the registration process.
- The participants will be asked how they intend to travel to the event.
- In principle, climate-friendly travel to and from the event is communicated as a priority.
- Is the venue accessible on foot, by bicycle, or public transport?
- Is secure bicycle parking available?
- Are there cooperative arrangements with local public transport companies?
- If the event location is not accessible by public transport, environmentally friendly alternatives such as bus or shuttle services, bicycle taxi services, call-sharing cabs, or carpooling should be used.
- Participants are informed about local car-sharing models during the invitation process. Moreover, carpooling is preferred, if possible, when traveling by car.
- There are incentives for traveling by public transport or by bike (e.g. discounts on admission tickets for trade fairs and congresses).



Event location and accommodation

- The accommodation facilities for your event have been awarded the Austrian Eco-label or have some other environmental management system in place.
- The event location is publicly accessible and disabled-friendly.
- At least 50% LEDs are used for lighting.
- Existing buildings, parking, and event spaces are used.
- Temporary buildings will be completely dismantled, all materials reused, or sorted according to type.
- There is a safety concept in place if your event takes place outdoors.
- Possible fringe events take place in the same region and closer surroundings.



Regional catering

- Regional and seasonal foods are prioritised.
- Preference is always given to organic food producers on site and, in the case of beverage producers, to organic suppliers and companies that reinvest part of the proceeds in sustainable projects.
- Meat, fish or dairy products offered are certified and their origins traceable.
- The trend toward vegetarian and vegan diets is catered for.
- Arrangements are made to collect surplus food and to distribute it.
- Palm oil products are not used.
- Tap water is available free of charge.
- Fairly traded or other certified products (e.g. Fair Trade or Rainforest Alliance) are used for tea, coffee, sugar and chocolate.
- Most of the collaboration takes place with regional catering and partner companies.
- The communication of sustainable catering takes place directly at the buffet, on the menu and drinks list, or when the food and drinks are distributed (origin of the food, organic, etc.).
- Food with excessive or non-recyclable packaging is avoided.



Giveaways and decoration

- In the case of give-aways, great importance is attached to sustainability, regionality and reusability.
- Collaboration with local suppliers is preferred when procuring or producing give-aways.
- The ethical sources of the products are checked and verified.
- Environmentally friendly materials (preferably materials from renewable resources) are used efficiently.
- Decorations such as flowers, stages, stands etc. are at least partly reusable.



Paperless information and communication

- Green Event measures are communicated to guests and the public at an early stage (e.g. on the invitation or program).
- The employees, partners and sponsors involved are informed of the Green Event measures early on.

- During the event, attendees are made aware that it is being hosted as a Green Event. For example, through the Convention Bureau Tirol Meet Green Label, Green Events Label or Austrian environmental certificate, the so-called “Eco-Label.”
- There are incentives for guests to contribute to the Green Event measures, such as a competition with prizes.
- A separate reporting system documents the implemented Green Event measures.
- The experience of organising a sustainable event is passed on to other organisers for their benefit.
- Guests take part in a survey on the topic of green, or are given other opportunities to pass on their feedback.
- Name badges are collected and reused after the event.
- If conference folders or rucksacks/bags are provided, they must be made of climate-friendly paper and recycled materials.
- A qualified contact person ("Greening Officer") will be designated and available for participants, partners, etc. in the run-up to and during the event.



Sustainable supporting program

- In case of a social program, the event should include sustainable team building.

Meaningful and sustainable undertakings could include:

- Support of a local social institution
- Helping with the harvest
- Building of bug hotels and park benches
- Cleaning up forests and meadows
- Maintenance of footpaths
- Planting and reforestation of trees

The Tirolean partner agencies or convention destinations are responsible for the organisation.



Social Responsibility

- Your employees are involved in the planning of the event.
- Space is created at your event for the presentation of social initiatives.
- People with disabilities can take part in your event unhindered.
- The disabled-friendly aspects of your event are actively communicated.

- Your event supports socio-economic initiatives/businesses.
- The organisation, program design and advertising take gender and diversity aspects into account.
- Neighbouring residents receive information about potential traffic or noise disturbances.



Energy and water

- The use of energy at your event is characterised by its efficiency, e.g. by use of energy-efficient equipment and environmentally friendly power generators (particle filters).
- The public grid is used as the power supply.
- Preference is given to electricity from renewable energy sources.
- Cooling or heating energy is used from renewable sources or self-supply (e.g. solar energy).
- Water is used efficiently, e.g. through water-saving sanitary facilities (flush stop button).
- Environmentally friendly water-saving portable toilets and/or environmentally certified sanitary facilities and cleaning products are used.
- Measures are in place to raise visitors' awareness of the need to save energy and water.



Waste and management and product sourcing

- Only porcelain cups, glasses or reusable plastic cups are used for serving drinks.
- Beverage containers are only available for a deposit.
- Disposable drinks packaging (aluminium cans, PET bottles or composite drinks cartons) are not used.
- Drinks are served openly and from returnable containers (barrels, taps, returnable bottles).
- Reusable tableware (washable and reusable tableware) is used for food.
- Where possible, food is served without crockery and cutlery (e.g. food directly in a roll, or waffles in a napkin).
- All catering partners are aware of the reusable system.
- Bulk containers are used instead of portion packs (sugar, milk, mustard, ketchup, etc.). Of course, hygiene always has priority here. If necessary, pre-portion accordingly.
- Sufficient containers for separate waste collection are available in the catering and visitor areas and labelled in several languages.
- There is a waste concept and a responsible person for the organisation of the "clean event".

- Little or no paper is used (digital invitation, information on site).
- All event-relevant printed matter is produced according to the principle of minimal use of resources (double-sided copies, online media, etc.).
- Only certified paper (Austrian certified environmentally friendly, Eco-label, Blue Angel) or recycled paper is used.



CO2 footprint

- A CO2 calculator helps you find out which offsetting projects can restore the balance.

Do you have questions on the topic of Green Meetings in Tirol, or need support in finding sustainable locations or an appropriate supporting program?

The experts from the Convention Bureau Tirol will be happy to support you on your journey to a Green Event.

www.convention.tirol/nachhaltigkeit

*Source: www.greenevents-tirol.at