Recommendations for the Sustainable Organization of Meetings and Events of the Alpine Convention

Venue

- Choose a location with high ecological standards (e.g. energy efficient) and
- Good accessibility by public transport or foot

Accommodation

- Recommend hotels with high ecological standards (e.g. certified)
- Recommend hotels in walking distance or good connection with the event location

Catering/ Meals

- 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.

Technical Equipment

- Take a local/regional technical supplier to minimise the need of transportation, if possible
Mobility

- 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

- 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

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

Social Responsibility

- 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

- Communicate the sustainable approach to the organizing team, to all suppliers (technique, catering, venue, accommodation, etc.) and the participants
- If possible, get a „green event” label and include it in the communications with the participants
- Consider paying a climate compensation for the event and advertise this possibility