

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