



**Österreichisches  
Umweltzeichen**

## **Ecolabel Guideline Uz 62**

### **Green Meetings and Green Events**

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## Introduction

In 1990 the “Austrian Ecolabel” was created on the initiative of the Environment Ministry. The label informs the public about the environmental impacts of products and services. It marks environmentally-friendly product options for consumers.

The Austrian Ecolabel is a quality certification mark which at the same time guarantees that the certified products and services create only low environmental stress. Furthermore, wherever possible and useful, also criteria from the other pillars of sustainability (social and economic criteria) are taken into account in the preparation of the Guidelines. The Austrian Ecolabel is awarded to products and tourist services as well as to schools and other educational institutions.

Austria has proved to be a pioneer in the field of national ecolabel systems already with some earlier initiatives. In 1996 the Guideline for the Awarding of the Austrian Ecolabel for Tourist Enterprises was first published. A new path was taken also with the Ecolabel Guideline for Travel Offers, which includes requirements that go far beyond the quality of accommodations.

**Ecolabel Guideline 62 “Green Meetings and Green Events”** fits in logically with this system of Guidelines and once again makes Austria a pioneer.

The Guideline sets environmental and social standards for the event-organising enterprise as well as for all individual aspects of a meeting. Events are frequently in the public eye and therefore are to take responsibility in all fields of sustainability.

# 1 Classification of product groups and definition of licensees

## 1.1 Classification of product groups

Events covered by Ecolabel Guideline 62 “Green Meetings and Green Events” are classified as follows:

### 1.1.1 Meetings

are events of the following categories (in analogy with the Austrian Statistics on Congresses and Conferences) having a focus on knowledge transfer / professional exchange:

#### Category A: Congress/Meetings

- ◆ *(Scientific) conference*: Meetings of individuals from different institutions/with different interests etc. Joint consulting for limited tasks.
- ◆ *Enquête*: Working session; experts are to provide suggestions for new ideas / practices.
- ◆ *Forum*: Platform for discussion and meeting of persons from different fields oriented towards the exchange of knowledge and views on specific topics.
- ◆ *General Assembly*: Meetings of a non-government organisation, internal. See also ‘Company meeting’.
- ◆ *Closed meeting*: Meeting in camera.
- ◆ *Colloquy*: Meeting of scientists and politicians to consult about specific problems
- ◆ *Congress*: Non-commercially oriented, usually fixed-interval meeting. The role of the delegates is largely based on interaction, debate and competition.
- ◆ *Public conference/Lecture*: Meeting hosted by an organisation, verbal discussion, passive audience, no special knowledge required.
- ◆ *States conference*: Inter-governmental meeting of experts and politicians aimed at discussing (inter)national topics to achieve political agreements.
- ◆ *Association congress*: Congress organised by associations, interest groups, societies.
- ◆ *Meeting (Convention)*: Meetings of several persons (representatives of the legislative branch, of social/economic groups) lasting for at least one day. Specialist topics are dealt with and questions are discussed. Dates are fixed well in advance.
- ◆ *Symposium*: Meeting with scientific environment; specialists debate a topic by means of papers and discussion contributions from theory and practice.

#### Category B: Company meeting

- ◆ *Board meeting* of a company

- ◆ *Company event (company meeting, corporate/business meeting):* Commercially oriented meetings. The participants represent the same enterprise, the same company group, joint ventures or customer/supplier relationships.
- ◆ *Business meeting*
- ◆ *International company meeting:* Company events held outside the country in which the enterprise has its headquarters.

### **Category C: Fairs/Exhibitions**

- ◆ *Trade fairs*, if organised and conducted together with an event of Category A.
- ◆ *B2B Trade fairs in the strict sense:* Trade fairs of enterprises accessible only to invited professional visitors.

### **Category D: Seminars**

- ◆ *Seminar:* Characterised by intensive training and further training for an expert audience. Few participants, continuous attendance is required.
- ◆ *Further trainings*
- ◆ *Workshop:* Characterised by intensive further training and knowledge exchange for an expert audience. Few participants, continuous attendance at the workshop is required. Several workshops on a super-ordinate topic may take place simultaneously.

#### **1.1.2 Events**

**For the purposes** of the present Guideline, events are professionally planned happenings which last for a limited period of time and are bound to a specific event venue or an officially authorized event area, and for which an authorized enterprise according to the definition of licensees under pt. 1.2 is responsible.

An event which wishes to be awarded the Austrian Ecolabel has to meet all requirements set out by the authority and must comply with all laws applicable to the relevant event in Austria.

In cases where the event is not subject to the Provincial Law on Events, it must be oriented towards those laws. In particular, the following points have to be observed in this context:

- a) All installations of the enterprise have to comply with the state of the art, in particular with the constructional, safety, fire-protection and hygienic requirements.
- b) The event must endanger neither the life or health of humans nor the security of objects.
- c) The event must not lead one to expect any disturbance of public peace, order and security, or any violation of other public interests, in particular of youth protection.
- d) The event must not significantly affect the appearance of the destination, the landscape or the environment.

The following types of events are **presently not** included in the “Events” product group, as they are not sufficiently identifiable by means of the criteria:

- ◆ Regularly recurring routine events of the leisure industry at permanent event locations like discos, clubbings, cinemas, dancing schools, theatre performances, exhibitions in museums and galleries, zoos, etc.
- ◆ Public fairs, sales exhibitions
- ◆ Events having above all an exhibition or sales character, such as markets, flea markets, kermesses etc.
- ◆ Betting services, slots, gambling systems
- ◆ Games or competitions respectively sports events which are not sufficiently identifiable with the present criteria or which are contradictory to the objectives of the Austrian Ecolabel. For example: Motor sports, events with significant interventions in nature<sup>1</sup>, events with animals.
- ◆ Events not serving the purposes of pleasure or amusement<sup>2</sup>
- ◆ Open-air concerts and music festivals with camp-site areas
- ◆ Virtual events

### **1.1.3 Provisions for large-scale events to be certified for the first time<sup>3</sup>:**

- An ex-ante environmental risk assessment has to be prepared which indicates problems and contains proposals for solutions, e.g. an environmental input-output analysis, an environmental performance evaluation, the preparation of a Green Legacy Report, an Environmental Impact Assessment, or the like.
- If the event is not held and organised by a licensee, an accompanying extension service by an environmental impact advisor has to take place.

### **1.1.4 Provisions for B2B trade fairs in the strict sense indicated in “Category C: Fairs/Exhibitions”:**

Trade fairs consisting of exhibition stands only still need to comply with all fields of criteria in addition to “A5 Exhibitors and stand builders”.

### **1.1.5 Other provisions**

As the body awarding the Ecolabel the Federal Ministry for Sustainability and Tourism reserves the right of excluding events from the award of the Austrian Ecolabel by giving objective reasons in writing, if the event concerned is, in its content, contradictory to the basic efforts of environmental, resource and climate protection or to the intention of the Austrian Ecolabel.

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<sup>1</sup> In any case, events and/or projects for which an environmental impact assessment according to the Federal Law on Environmental Impact Assessment (UVP-G 2000, Federal Law Gazette No. 697/1993 as applicable) has to be carried out are considered to be significant interventions. Other important interventions in nature have to be evaluated on a case-by-case basis.

<sup>2</sup> E.g. political meetings / demonstrations, political manifestations, religious events

<sup>3</sup> Large-scale events are events for which more than 5000 persons are expected to be present at the event site at the same time.

## 1.2 Definition of licensees

The enterprise/organisation filing the application for the Ecolabel to VKI (Consumer Information Association) will be the licensee. It will be contracting with the BMNT and is accountable for the compliance with the criteria and the pertinent documentation as well as for the licensing of the event. The licensee can either be the individual or company hosting the event (= owner of the event) - if it falls under one of the below-listed categories - or the external meeting planner charged by the host.

Licensees must meet the basic requirements (see criteria under pt. 3.2.1).

The following institutions are authorized to become licensees for the Austrian Ecolabel "Green Meetings and Green Events":

### 1.2.1 *Institutions whose primary business purpose is the organisation of events for customers:*

- ◆ **PCOs** (Professional Congress Organizers), if they hold an authorisation to exercise the trade (e.g. trade license for travel agency).
- ◆ **Convention Bureaus** (municipal or regional).
- ◆ **Event companies** holding the certification of the Austrian Federal Economic Chamber (WKO) "Eventnet Certified Company"
- ◆ Other **event, happening or advertising agencies or event marketers** (trade license, proof of the activity) and their umbrella organisations. (Also customized agencies if they are separate enterprises, but not inhouse agencies in the property of a company.)
- ◆ **Associations** whose purpose is the organisation of events for customers.

### 1.2.2 *Institutions which organise events regularly and whose planning and implementation of events are verifiably significant activities of the institutions (evident from corporate mission, enterprise definition, range of offers; professional technicians etc.)*

These can certify events organised by themselves or events for whose organisation an external meeting planner was charged by the host and which take place in their own sphere of influence (e.g. building) or outside if a relevant portion of organisational tasks is fulfilled:

- ◆ **Urban and regional marketing offices**
- ◆ **Congress and exhibition centres** and **other venues** certified according to Ecolabel Guideline Uz200.
- ◆ **Congress or seminar hotels** certified according to Ecolabel Guideline Uz200.
- ◆ **Museums** which are certified according to Ecolabel Guideline Uz200 and which provide convenient premises.
- ◆ **Educational institutions (out-of school), academies of applied sciences and teacher training colleges**, provided they have been certified under a Guideline of the Austrian Ecolabel and have a separate division or service facility for event organisation.

- ◆ **Universities**, provided they have a separate division or service facility for event organisation.
- ◆ **Sports clubs and culture associations**, where the implementation and/or the organisation of events are covered by the charter of the association.

### 1.2.3 **Other provisions:**

- a) An enterprise which itself plans and conducts its event but which cannot itself become a licensee because it does not fall under any of the above-listed categories can (in compliance with the restrictions listed in point 1.2.2) charge a licensee with the certification of its event. The enterprise will then be itself responsible for the implementation and the provision of evidence for the compliance with the criteria. The licensee is responsible for the supervision of the correct implementation, the formal handling (entry in the ecolabel software) and the retention of the required supporting documentation, and can charge an appropriate fee for this work. In this case the written agreement among the stakeholders involved must contain a detailed description of the relevant responsibilities.
- b) Event management organisations which obtain the license “Uz62” and operate their own location are to strive for the certification of this location with an environmental management (Ecolabel Uz200, EMAS, ISO 14001, Ökoprofit).

## 2 **Promotion of events planned in line with the Austrian Ecolabel**

An event which is to be awarded the Ecolabel according to this Guideline can be advertised either as “Green Meeting” OR as “Green Event”, depending on the classification in one of the above-mentioned product groups.

The promotion process can be as follows:

Phase 1:

- ◆ It has been decided to organise a Green Meeting / Green Event according to the requirements of the Ecolabel and a corresponding written agreement has been concluded with the person owning the event or the person commissioning the organisation of the event (see Annex) on the measures and requirements which comprises at least the MANDATORY criteria. This agreement is loaded in the Green Meetings software.
- ◆ All mandatory items of the general part of the data in the Green Meetings software have been filled in (e.g. name, date, topic and location of the event...).

After that, the Ecolabel logo can be used in the external communication using the following wording:

„Es wird angestrebt, die Veranstaltung nach den Kriterien des Österreichischen Umweltzeichens für Green Meetings auszurichten“ bzw. „Es wird angestrebt, die Veranstaltung nach den Kriterien des Österreichischen Umweltzeichens für Green

Events auszurichten.“ (We aim at organising the event according to the criteria of the Austrian Ecolabel for Green Meetings. Or: We aim at organising the event according to the Austrian Ecolabel for Green Events.)

Phase 2:

- ◆ All necessary entries and evidences are available in the Green Meetings software. The event has been licensed and authorised through the Green Meetings software.

After that, the Green Meeting or Green Event Ecolabel logo can be used in the external communication:

“Die Veranstaltung entspricht den Kriterien des Österreichischen Umweltzeichens für Green Meetings“ bzw. “Die Veranstaltung entspricht den Kriterien des Österreichischen Umweltzeichens für Green Events“. (The event complies with the criteria of the Austrian Ecolabel for Green Meetings. Or: The event complies with the criteria of the Austrian Ecolabel for Green Events.)

### 3 Criteria

#### 3.1 Points system

The requirements of the Guideline “Uz62” are considered satisfied if the requested MANDATORY criteria are met and the minimum number of points required for the relevant event has been reached. The total number of points is calculated from the options and the offer of the event.

Area of event organisation	Max. meetings	Max. events	Max. sports events	Max. B2B trade fairs
1. Mobility and climate protection	26.5	26.5	26.5	26.5
2. Accommodation	12	12	12	12
3a. Event venue is a building/sports facility	33	33	35.5 <sup>4</sup>	29 <sup>5</sup>
3b. Event venue is outdoor built up area/nature	19 / --	19/11	19/11	19 / --
4. Procurement, material and waste management	24	18.5 <sup>6</sup>	28 <sup>7</sup>	24
5. Exhibitors/Exhibition stand builders	11	11	11	11

<sup>4</sup> without Va7 (2.5 points), Va10 (1 point), Va11 (2 points), Va12 (2 points), Va17 (1 point) - not of relevance to sports facilities

<sup>5</sup> without Va10 (1 point), Va12 (2 points), Va17 (1 point) - not of relevance to trade fairs

<sup>6</sup> without B12 (1.5 pts.), B13 (2.5 pts.), B14 (1.5 pts.) - not of relevance to events

<sup>7</sup> without B12 (1.5 points) - not of relevance to sports events, including B21 – B26

6a. Event catering	31	31	31	31
6b. Gastronomy	31.5	31.5	31.5	31.5
6c Stalls gastronomy	6	6	6	6
7. Communication	3.5 <sup>8</sup>	4.5	4.5	3.5 <sup>8</sup>
8. Social aspects	14 <sup>9</sup>	16	14 <sup>10</sup>	9.5 <sup>11</sup>
9. Event technology	2 <sup>12</sup>	4	2 <sup>12</sup>	2 <sup>12</sup>
<b>MAXIMUM NUMBERS</b>				
<b>Maximum number of points achievable with a building used as event venue</b>	<b>194.5</b>	<b>164</b>	<b>169.5</b>	<b>187</b>
<b>Maximum number of points achievable with an outdoor event venue in a built-up area</b>	<b>180.5</b>	<b>150</b>	<b>153</b>	<b>176</b>
<b>Maximum number of points achievable with an event venue in nature</b>	<b>Not of relevance</b>	<b>142</b>	<b>145</b>	<b>Not of relevance</b>

In the case of an event having more than one event venues or catering partners average values will be calculated. Gastronomy or stalls are calculated separately.

### Points required for meetings:

Events including all aspects (catering and gastronomy and stalls) must reach 55 points.

Events including all aspects, but only catering OR gastronomy, must reach 48 points.

Events including all aspects, but offering only stalls as gastronomy must reach 38 points.

Events not offering accommodation for overnight stays must reach 43 points.

Events not accompanied by a trade fair must reach 43 points.

Events without a fair and without accommodation for overnight stay must reach 45 points.

Events not offering food and not offering accommodation for overnight stay must reach 34 points.

Events without a fair not offering accommodation for overnight stay and without food must reach 32 points.

<sup>8</sup> without K7 (1 point) - not of relevance to meetings and trade fairs

<sup>9</sup> without S10 (1 point), S11 (1 point) - not of relevance to meetings

<sup>10</sup> without S5 (3 points) - in this form not of relevance to sports events, including S12 (1 point)

<sup>11</sup> without S5 (3 points), S6 (1.5 points), S10 (1 point), S11 (1 point) - not of relevance to trade fairs

<sup>12</sup> without T3 (2 points) - not of relevance to these types of events

**Required number of points for events and sports events:**

Events including all aspects must reach 46 points.

Events without exhibition but offering accommodation for overnight stay and catering must reach 43 points.

Events not offering accommodation for overnight stay and without exhibition but with catering must reach 40 points.

Events without catering and without exhibition, offering accommodation for overnight stay must reach 38 points.

Events without exhibition not offering catering and not offering accommodation for overnight stay must reach 34 points.

In the case of events taking place in nature the number of points is always reduced by 3.

**Number of points required for B2B trade fairs:**

Events including all aspects must reach 50 points.

Events not offering accommodation for overnight stay but with catering must reach 42 points.

Events without catering but with accommodation for overnight stay must reach 38 points.

Events without catering and without accommodation for overnight stay must reach 32 points.

Variations/combinations between the above-mentioned types of events will be calculated directly in the software.

**3.2 Criteria**

The criteria of Ecolabel Guideline Uz62 are basically divided into two categories: Basic requirements which the licensee as an enterprise has to satisfy in any case, and event-specific criteria. Some of the event-specific criteria can be freely selected, but the above-mentioned minimum number of points must be reached.

Individual initiatives undertaken by the host or the licensee which are not listed in the bonus criteria can, after assessment by the competent authority, be accepted and allocated one point.

**3.2.1 Basic requirements to licensees**

Licensees which have already been certified according to another Guideline of the Austrian Ecolabel (Uz300, Uz200) or according to the environmental management system EMAS need not provide evidence of these criteria (exceptions: L2 and L3 and

L13 as well as L14, if applicable) The reference “zertifiziert nach ...“ (certified according to) with the indication of the (license) number is sufficient.

In some cases the evidence required for the verification has to be uploaded in the verification software, in other cases it only has to be described in the software, but must be kept available and presented to the reviewer for inspection.

Criterion no.	Text
<b>Business management</b>	
L1	<p><b>Mission statement</b></p> <p>The enterprise has a corporate vision on environment and sustainability which was adopted by the management.</p> <p><i>Assessment and verification:</i> The vision must be loaded into the software and it is explained explicitly where it is visible in communication (website, annual reports, etc.).</p>
L2	<p><b>Green meetings / Green events agent</b></p> <p>At the licensee organisation one member of the staff and a representative has been appointed ‘green meetings/green events agent’<sup>13</sup>; he/she is in charge of instructing the staff, of certifications and other quality assurance measures.</p> <p><i>Assessment and verification:</i> The name of the green meetings agent must be indicated and visibly communicated (website, mailings, promotional folders, annual reports, etc.). Changes are notified without delay.</p>
L3	<p><b>Staff training</b></p> <p>The staff members of the organisation have to be instructed on the issue:</p> <ol style="list-style-type: none"> <li>a) the <b>green meetings agent /green events agent</b> and his/her representative by external advisors at the beginning of each period of use (every 4 years) and when the green meetings/green events agent changes: <ul style="list-style-type: none"> <li>◆ Background, objectives and content of Ecolabel Guideline Uz 62</li> <li>◆ Environmentally responsible behaviour at the place of work: Energy-saving behaviour, paper-saving printing, waste separation, etc. (Criteria L1 - L14)</li> <li>◆ Environmentally friendly personal mobility and mobility at the institutions/association</li> <li>◆ Use of the software and the product database</li> </ul> </li> <li>b) training for <b>all persons who have main responsibility</b> for an event by the green meetings/green events agent or by external advisors. As in a) but without use of the software and the database.</li> <li>c) The green meetings/green events agent informs <b>all staff members</b> about the Ecolabel through the usual internal organisation paths and encourages them to promote the objectives (Criteria for licensees L1 – L14).</li> <li>d) If the licensee does not certify at least one meeting/event per year, the green meetings/green events agent has to attend <b>another training</b> of the above-mentioned extent.</li> </ol> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion and information about the training programme and its content have to be provided; the names of the attendees, the type and date of the trainings have to be indicated. Communication addressing staff members must be loaded into the software.</p>

<sup>13</sup> Does not apply to single-member companies where no other staff members are available.

Office/Procurement	
L4	<p><b>Stationery used internally</b></p> <p>The licensee uses exclusively office paper which has been awarded an ISO type I<sup>14</sup> ecolabel (Austrian Ecolabel, Blauer Engel (Blue Angel), Nordic Swan, EU Ecolabel).</p> <p><i>Assessment and verification:</i> The trademarks must be indicated in the software; data and documentation (like e.g. the relevant invoices) concerning the papers used have to be presented to the reviewer.</p>
L5	<p><b>Printed products of the enterprise and for enterprise communication</b></p> <p>In the case of <b>printing in the enterprise:</b> The paper of printed products bears an ISO type I ecolabel<sup>15</sup></p> <p><b>Printing contracts placed with printing companies:</b> are produced in certified printing companies according to the requirements of an ISO type I Ecolabel Guideline for Printed Products and are marked accordingly.<sup>16</sup></p> <p><i>Assessment and verification:</i> A declaration stating how this criterion is met must be given in the software. Data and documentation, such as the relevant contracts or printed products, have to be presented to the reviewer.</p>
L6	<p><b>Electrical and electronic equipment for office use</b></p> <p>Newly purchased electrical and electronic equipment (PC, laptop, computer, screens, copiers, etc.) is energy-efficient (e.g. labelled with the current standard of the Energy Star or TCO-certified<sup>17</sup> or listed in "topprodukte"<sup>18</sup>) or bears an ecolabel according to ISO type I.2<sup>15</sup> or are procured according to the criteria of ÖkoKauf Wien<sup>19</sup>.</p> <p><i>Assessment and verification:</i> A declaration stating how this criterion is met must be given in the software. Data and documentation (like e.g. the relevant invoices) have to be presented to the reviewer.</p>
L7	<p><b>Cleaning agents</b></p> <p>a) The licensee has to use at least three Eco-labelled<sup>15</sup> products (hand dishwashing detergent and/or detergent for dishwasher and/or all-purpose cleaner) or products according to Datenbank Ökorein<sup>20</sup> of DIE UMWELTBERATUNG.</p> <p>b) If the cleaning is outsourced, the tender paper has to contain appropriate requirements. For existing contracts a transitional period until their expiry can be granted.</p> <p><i>(a) and b) do not apply to offices without any influence on procurement or on the hiring of the cleaning agency.)</i></p> <p><i>Assessment and verification:</i> A declaration stating how this criterion is met must be given in the software. Appropriate documentation (invoices, producer statements, contracts) has to be presented to the reviewer.</p>

<sup>14</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (e.g.: Austrian Ecolabel, Blue Angel, EU Ecolabel, Nordic Swan etc.).

<sup>15</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (e.g.: Austrian Ecolabel, Blue Angel, EU Ecolabel, Nordic Swan etc.).

<sup>16</sup> <https://www.umweltzeichen.at/cms/de/produkte/buero-papier-druck/content.html>

<sup>17</sup> <http://tcocertified.com/>

<sup>18</sup> [www.topprodukte.at](http://www.topprodukte.at)

<sup>19</sup> <https://www.wien.gv.at/umweltschutz/oekokauf>

<sup>20</sup> [www.umweltberatung.at/oekorein](http://www.umweltberatung.at/oekorein)

L8	<p><b>Sanitary papers</b></p> <p>The sanitary paper products used at the office bear an ecolabel according to ISO type I<sup>15</sup> or are verifiably made of 100% recycled paper. <i>(Does not apply to offices without any influence on the procurement or on the hiring of the cleaning agency)</i></p> <p><i>Assessment and verification:</i> The names of the products have to be given in the software, data and documentation (like e.g. the relevant invoices) have to be presented to the reviewer.</p>
L9	<p><b>Waste separation</b></p> <p>Wastes have to be separated in a way that they can be separately treated and recovered by the municipal or private waste disposal facilities.<sup>21</sup> Special attention has to be paid to hazardous wastes (e.g. energy saving bulbs, medicinal products), electrical appliances as well as toners and colour cartridges. These wastes have to be collected separately and disposed of appropriately.</p> <p><i>Assessment and verification:</i> It has to be explained in the software which categories of waste are accepted by the local bodies, which procedures for collection, separation, handling and disposal of these categories are available, and/or which pertinent contracts have been concluded with private enterprises.</p>
L10	<p><b>Waste bins in toilets</b></p> <p>Each (ladies) toilet is equipped with a suitable waste bin and users are requested not to flush down the respective waste the toilet but to dispose of it in the waste bin.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion and the wording of the note have to be given in the software.</p>
L11	<p><b>Jointly consumed food</b></p> <p>If foodstuffs (e.g. coffee, tea, milk, sugar etc.) are jointly purchased and used in the licensee's internal area (e.g. in the break room, for informal talks etc.) at least two organic and/or fair-trade products have to be used.</p> <p><i>Assessment and verification:</i> The names of the products have to be given in the software, data and documentation (e.g. the relevant invoices and products) have to be presented to the reviewer.</p>
<b>General resources</b>	
L12	<p><b>Database of service providers and products</b></p> <p>The licensee enters into cooperation with service providers or social institutions qualified in environmental affairs and uses appropriate eco-friendly products. The Green Meetings software (product database) and the "Infothek Green Events"<sup>22</sup> can be used for that purpose.</p> <p><i>Assessment and verification:</i> Cooperations have to be indicated in the software.</p>
<b>Communications / Information</b>	
L13	<p><b>Promotion of green meetings/green events</b></p> <p>Licensees advertise the option of planning green meetings / green events for customers actively in the product portfolio, in marketing and acquisitions. The licensee uses the logo of the Austrian Ecolabel in its marketing activities and acquisitions.</p> <p>Associations set out in their statutes that it is possible to organise and certify green events.</p> <p><i>Assessment and verification:</i> A declaration of future compliance with this criterion has to be given in the software; after having been awarded the licence, documentary evidence of their implementation has to be provided.</p>

<sup>21</sup> According to Section 1 (2) of the AWG wastes have to be recovered to the extent that this is ecologically reasonable and technically feasible, and that the additional costs of recovery are not disproportional by comparison with other methods of waste treatment and that there is a market or that a market can be created for the recovered materials.

<sup>22</sup> <http://infothek.greenevents.at/>

L14	<p><b>Canteens in sports clubs</b></p> <p>Canteens in sports clubs are informed about the criteria of green events and confirm that they will comply with the criteria concerning “stalls”.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion must be given in the software.</p>
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### 3.2.2 Criteria for events

“Persons involved” in an event include: Staff members (team/volunteers), active persons (speakers, stakeholders, active participants, sportsmen/sportswomen), audience/visitors/spectators, but also officers, coaches, sponsors, guests of honour etc.

No	Subject / Text	Points
<b>1. Mobility and climate protection</b>		
M1	<p><b>Car-free transportation to the event venue</b></p> <p>From the nearest international airport or international railway station, the event venue can be reached within five hours using public transport.</p> <p><i>Or:</i> A special share-ride shuttle service from the nearest international airport or international railway station is organised for the travel to and from the Meeting/Event.</p> <p><i>Assessment and verification:</i> The location of the event venue and its accessibility have to be indicated.</p>	MANDATORY
M2	<p><b>Priority communication of climate-compatible travelling to and from the destination</b></p> <p>All persons involved are already in the event promotion, but at the latest upon registration, as a <b>priority</b> informed about climate-compatible travelling to and from the event venue where and to the extent feasible:</p> <ul style="list-style-type: none"> <li>• Connection to long-distance transport services (train or bus services) with arrival times and frequencies</li> <li>• Connection to local passenger transportation services with arrival times and frequencies</li> <li>• Distances between stop and event venue</li> <li>• Other information</li> </ul> <p>will be described in detail and explained as a priority before informing about how to travel to the venue by car.</p> <p><i>Assessment and verification:</i> Appropriate documentation such as invitations, programme, screenshot of the application etc. have to be presented.</p>	MANDATORY
M3	<p><b>Mobility for side events</b></p> <p>Side events, trips etc. are organised in a way that the destinations are within walking distance, can be reached by bicycle or using public transport or a share-ride shuttle service for all persons involved.</p> <p><i>Assessment and verification:</i> The places of the side events, their distances from the event venue and the mobility planned have to be indicated.</p>	MANDATORY

M4	<p><b>Central venue for regional events</b></p> <p>The event venue is chosen such that at least 50% of the target group of the event (in the case of sports events depending on the priority: Active persons and/or spectators) can reach it within no more than 2 hours.</p> <p><i>Assessment and verification:</i> The location of the event venue and the local entrenchment of the target group have to be indicated.</p>	1
M5	<p><b>Event venue accessible by public transport</b></p> <p>The event is directly linked to the public transport network (no more than 10 minutes' walk); public transportation is recommended to all persons involved and all persons involved are informed about arrival times and frequencies.</p> <p><i>Assessment and verification:</i> The location of the event venue and its accessibility have to be indicated.</p>	1
M6	<p><b>Incentives and rewards for and support of environmentally responsible travelling to and from the event venue</b></p> <p>The licensee or the organiser of the event motivates all persons involved to travel to and from the event venue in an environmentally responsible manner and/or supports them actively in doing so.</p> <p>For example by:</p> <ul style="list-style-type: none"> <li>• reduced attendance fees in the case of travel by public means of transport</li> <li>• lotteries, presents for those using public transport</li> <li>• cheap tickets for the event</li> <li>• organisation of the cheapest train ticket</li> <li>• etc.</li> </ul> <p><i>Assessment and verification:</i> Appropriate documentation of the invitation/announcement has to be provided.</p>	2.5
M7	<p><b>Mobility on the spot for events lasting for more than one day</b></p> <p>a) All persons involved are already in the event promotion, but at the latest upon registration, informed about the possibility of using public transport (schedules, stops etc.) or other eco-friendly alternatives on the spot (bike rental etc.). (1 point)</p> <p>b) All persons involved get the opportunity to buy a ticket for the local public passenger transport (ÖPNV) via the organisers. (2 points)</p> <p>c) An ÖPNV ticket on the spot for the whole time of the event is included in the price of the event. (3 points)</p> <p><i>Assessment and verification:</i> Appropriate documents (invitation, announcement, programme etc.) which show this offer have to be presented.</p>	Max. 3
M8	<p><b>Accessibility of accommodations</b></p> <p>All accommodations offered to or promoted for persons involved are located at walking distance from the event location or are accessible by bicycle or public transport.</p> <p><i>Assessment and verification:</i> The names of the enterprises and their distance from the event venue(s) have to be indicated.</p>	2

M9	<p><b>Mobility facilities offered by the organisers</b></p> <p>The licensee or the host of the event organises and promotes a special mobility service for all persons involved to support an environmentally responsible travel to the venue and mobility on the spot. This can be: (bicycle) taxi services or shuttle services (preferably with alternative drive or electromobility), the organisation of car pools, bicycle rental / organisation etc.</p> <p><i>Assessment and verification:</i> Appropriate documents showing the implementation of the criterion (announcement in the programme or screenshot of the announcement on the website etc.) have to be presented.</p>	3
M10	<p><b>Hiring of transport companies</b></p> <p>a) The licensee or the host of the event informs transport companies in the solicitation about the environmental standards of the event and contracts with the company offering the more eco-friendly vehicle fleet.<sup>23</sup> (1.5 points)</p> <p>b) The licensee or the host of the event contracts with transport companies having an environmental policy in place (e.g. 'klima:aktiv mobil' partner, fuel-saving driving training etc.) and at least EURO 6 vehicles or alternative drives. (2 points)</p> <p>c) The licensee or the host of the event contracts with regional transport companies. If their vehicles neither comply with the EURO 6 standard nor have alternative drives, a compensation for greenhouse gas emissions will be requested. (1 point)</p> <p><i>Assessment and verification:</i> The relevant documents of the tendering and/or certificates of the enterprises have to be presented.</p>	Max. 2
M11	<p><b>Description of the modal split</b></p> <p>The host or the licensee records the means of transportation used by all persons involved to go to the event. The data are used for intensified communication and motivation towards eco-friendly travel to the event to enhance travel behaviour.</p> <p><i>Assessment and verification:</i> It is explained in which way the data are collected and used.</p>	2
M12	<p><b>Information about greenhouse gas offsetting</b></p> <p>Especially in the case of air transport to and from the event venue the licensee or the host informs all persons involved in the event on possible ways of greenhouse gas offsetting and encourages them to use this opportunity.</p> <p><i>Assessment and verification:</i> Adequate documents showing how persons involved were informed have to be presented.</p>	1.5
M13	<p><b>Calculation of the greenhouse gas emissions arising from the travels of persons involved</b></p> <p>The licensee or the host of the event calculates the greenhouse gas emissions caused by the travels of all persons involved and uses the data to improve the measures he/she takes in the field of greenhouse gas reduction.</p> <p><i>Assessment and verification:</i> Presentation of the calculation and description of the further use or presentation of an action programme.</p>	2

<sup>23</sup> at least EURO 6 vehicles, electric vehicles, natural gas vehicles or hybrid vehicles

M14	<p><b>Greenhouse gas offsetting by the individual or the company hosting the event/ Climate-neutral event</b></p> <p>The licensee or the host of the event undertakes to compensate for the entire amount of greenhouse gas emissions caused by the event and informs all persons involved on that initiative.</p> <p><i>Assessment and verification:</i> Appropriate documents have to be presented.</p>	3
M15	<p><b>Motivation for going to the event venue by bicycle</b></p> <p>a) Parking facilities for bicycles (1 point) The host provides bicycle parking facilities (bike racks, cycling wear etc.) for at least 20% of all persons involved (where the number available on the spot is not sufficient) and informs persons involved accordingly.</p> <p>b) Additional service for bikers (1 point) The host offers special services to bikers, e.g. showers, place to repair bikes with tools, rain equipment, lockable parking facilities etc. and informs persons involved about them.</p> <p><i>Assessment and verification:</i> Adequate documents informing about the number and type of parking facilities, the services and the information of the attendees have to be presented.</p>	Max. 2
M16	<p><b>Event times adjusted to public transport to the event</b></p> <p>Event times (start and end) are adjusted to the schedules (arrival and departure times) of trains and buses (far-distance and/or regional) and all persons involved are informed about them.</p> <p><i>Assessment and verification:</i> Appropriate documents (invitation, announcement, programme etc.) which show this offer have to be presented.</p>	1.5

No	Subject / Text	Points
<b>2. Accommodation</b>		
<p>This section applies where the host of the event or the licensee provides accommodation for persons involved, e.g. by reserving a certain number of accommodation facilities for overnight stays.</p> <p>Criteria U2 and U3 apply to the partner accommodation enterprises of the event.</p>		
U1	<p><b>Accommodation for overnight stay at accommodation enterprises with eco-certification</b></p> <p>If there are accommodation enterprises on the spot which are presently certified with an Ecolabel according to ISO type I<sup>24</sup>, EMAS or ISO 14001, at least one of them must be mentioned in the list of accommodations offered.</p> <p><i>Assessment and verification:</i> The names of the enterprises and, if any, relevant contracts / allotment bookings have to be presented.</p>	MANDATORY

<sup>24</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (in tourism, for example: Österreichisches Umweltzeichen, EU-Ecolabel, Green Key, Green Globe. See also: [http://www.nfi.at/index.php?option=com\\_content&task=view&id=739&Itemid=1](http://www.nfi.at/index.php?option=com_content&task=view&id=739&Itemid=1)).

U2	<p><b>Communication of the Green Meeting / Green Event to accommodation enterprises</b></p> <ul style="list-style-type: none"> <li>a) The licensee or the host informs all partner enterprises of the environmental standards of the event.</li> <li>b) The licensee or the host requests accommodation enterprises to inform about their environmental performance using the checklist (preferably directly in the product database), if they are presently not certified with an Ecolabel according to ISO type I, EMAS or ISO type 14001 and have not yet been registered in the product database.</li> <li>c) The licensee or the host informs hotels which are presently not certified with an Ecolabel according to ISO type I, EMAS or ISO 14001 about the possibility of obtaining an ecological certification (Ecolabel, EMAS or ISO 14001).</li> </ul> <p><i>Assessment and verification:</i> The letter to the accommodation enterprises has to be presented.</p>	MANDATORY
U3	<p><b>Assessment of the environmental standards of the accommodation enterprises</b></p> <ul style="list-style-type: none"> <li>a) <b>Accommodation enterprises with ecological certification</b> The accommodation enterprise is certified with an ecolabel according to ISO type I, ISO 14001 or EMAS. (3 points per accommodation).</li> <li>b) <b>Accommodation with environmental orientation</b> The accommodation is certified with any other Ecolabel with external verification by third parties (Bio Verband, Climate Alliance, Ökoprofit etc.). (2 points per accommodation)</li> <li>c) <b>Accommodation with self-declared minimum standard of environmental orientation</b> A non-certified accommodation can illustrate by means of the checklist / product database that it meets a minimum environmental standard (at least 15 confirmed, evidenced "yes" responses in the partner database / checklist). (1 point per accommodation)</li> </ul> <p><i>Assessment and verification:</i> The names of the enterprises and the relevant contracts as well as, where applicable, certification evidence have to be provided. In the case of c) presentation of the checklists / entry product database.</p>	Max. 12

No	Subject / Text	Points
<b>3. Event venues<sup>25</sup></b>		
<b>3a. Permanent buildings as event venues</b>		
<p>Eco-labelled event venue: An event venue which has been granted a presently valid Ecolabel according to ISO type I (Austrian Ecolabel, EU Ecolabel etc.) or any other, equivalent environmental certification (EMAS; Ökoprofit) automatically meets the following criteria: Va2, Va3, Va5, Va6, Va8, Va11, Va12, Va13, Va17, Va18, Va19 (14.5 points).</p> <p>Additional points can be obtained by meeting additional should-be criteria.</p>		

<sup>25</sup> An event venue is the spatially separated or officially approved area serving the execution of the event and must have a certificate from an authority confirming (or assuming) its suitability for the relevant event.

Va1	<p><b>Communication of the environmental standards to operators of the event venues</b></p> <p>a) The licensee or the host informs the operator of the event venue (unless this operator is identical with the licensee) about the environmental standards of the event.</p> <p>b) If the event location is not Eco-labelled, it has to illustrate and provide evidence of its environmental performance by means of the checklist (preferably in the product database).</p> <p><i>Assessment and verification:</i> The communication with the event location has to be presented.</p>	MANDAT ORY
Va2	<p><b>Waste management plan of the event location</b></p> <p>The event location as well as any leased-in enterprises or general catering enterprises have a valid, written waste management plan if they are obligated under the law to have one.</p> <p><i>Assessment and verification:</i> The waste management plans have to be presented.</p>	MANDAT ORY
Va3	<p><b>Waste bins in toilets</b></p> <p>Each (ladies) toilet is equipped with an appropriate waste bin; guests are requested not to flush down the respective waste but to dispose of it in the waste bin.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion and the wording of the note to guests have to be presented.</p>	MANDAT ORY
Va4	<p><b>Newly established buildings</b></p> <p>If new buildings are permanently established for the event, they have to</p> <p>a) comply with a sustainable building standard: klimaaktiv, ÖGNB/TQB (at least 850 points), LEED Gold, BREEAM Excellent, Passivhaus.</p> <p>and</p> <p>b) present a sustainable concept for subsequent use.</p> <p><i>Assessment and verification:</i> Listing with klimaaktiv or presentation of the relevant documents (building notifications, concept).</p>	MANDAT ORY
Va5	<p><b>Environmental standards of the event location</b></p> <p>a) The enterprise has (within the past 4 years) participated in an environmental programme approved by an independent verifier in which the site was involved (Ecolabel according to ISO type I<sup>15</sup>, EMAS, ISO 14001, Ökoprofit). (2 points)</p> <p>b) The enterprise has been certified with one of the below evaluation systems at the level indicated: klimaaktiv Silber, DGNB PLATIN (with a degree of compliance of at least 90%), LEED Platin (with at least 90 credits), BREEAM outstanding (with a degree of compliance with the system of at least 90%). (1 point)</p> <p><i>Assessment and verification:</i> Evidence of the environmental programme, award certificate etc.</p>	Max. 3
Va6	<p><b>Advanced environmental strategy</b></p> <p>The event location pursues advanced environmental strategies:</p> <p>a) Environmental policy and/or sustainability scheme (1.5 points)</p> <p>b) Energy accounting (1.5 points)</p> <p><i>Assessment and verification:</i> The relevant documentation has to be presented.</p>	Max. 3

Va7	<p><b>Accessibility for disabled persons</b></p> <p>a) The event location meets the minimum requirements of barrier-free equipment and facilities according to the Austrian standard ÖNORM B1600. (2 points)</p> <p>b) The barrier-free equipment and facilities of relevant areas of the event location meet the minimum requirements, or basic requirements, of ÖNORM B1603. (2.5 points)</p> <p><i>Assessment and verification:</i> Presentation of a certification according to ÖNORM B1600 or ÖNORM B1603 or objective assessment of the degree of barrier-free equipment and facilities by an expert.</p>	Max. 2.5
Va8	<p><b>Documentation of the energy standard of the building(s)</b></p> <p>The event location holds an energy certificate according to OIB 6 or can prove the energy-technology quality of its buildings (e.g. energy parameter, provision of U values according to OIB 6, energy report).</p> <p><i>Assessment and verification:</i> Presentation of the energy or building certificate or of an expert report.</p>	1.5
Va9	<p><b>Advanced energy policy to optimise energy consumption</b></p> <p>The event location has a multiannual programme for optimising its energy efficiency (heating, hot water, cooling, lighting, insulation standards etc.) which includes target values, measures and a plan for implementation. The programme must have been adopted by the corporate management (Executive Board, owners' representation).</p> <p><i>Assessment and verification:</i> The programme has to be presented.</p>	2
Va10	<p><b>Daylight in rooms used for the event</b></p> <p>The greater part of the rooms used for the event have daylight.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	1
Va11	<p><b>Energy-saving lighting technology in event zones</b></p> <p>a. At least 80 % of the lighting facilities in the event zones are energy-saving (LED and / or energy-efficiency class A). This does not apply to light bulbs whose physical characteristics do not allow substitution by energy-saving light bulbs (1 point).</p> <p>b. Time switches and motion detectors are used in the event zone (1 point).</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	Max. 2
Va12	<p><b>Environmentally friendly equipment</b></p> <p>Office equipment and seminar facilities: At least 50% of the electronic equipment (PC, monitors, fax machines, printers, scanners, copying machines) meet the criteria for the current standard of the Energy Star or are TCO-certified<sup>26</sup>) or eco-labelled according to ISO type I.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion (types/names of the equipment and facilities) is presented.</p>	2

Va13	<p><b>Electricity from renewable sources</b></p> <p>At the event location 100 % of the electricity is generated from renewable energy sources (wind, sun, geothermal sources, wave and tidal energy, hydropower, biomass and biogas).</p> <p><i>Assessment and verification:</i> Evidence (energy supply contract or an electricity bill) clearly unequivocally showing the type and the percentage of the renewable energy source(s) used is provided.</p>	0.5
Va14	<p><b>Eco-labelled green electricity</b></p> <p>The electricity purchased by the enterprise has been granted the Austrian Ecolabel (Ecolabel Guideline 46 “Green Electricity”).</p> <p><i>Assessment and verification:</i> Evidence (energy supply contract or an electricity bill) unequivocally showing the ecolabel certification is provided.</p>	3
Va15	<p><b>Generation of energy from renewable sources at the enterprise</b></p> <p>The enterprise has its own system for the generation of electricity or hot water or air-conditioning from solar, water or wind power, geothermal sources, biomass or geothermal energy.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion is presented.</p>	2
Va16	<p><b>Purchasing electricity generated from renewable sources</b></p> <p>Externally generated and purchased energy used for heating, cooling or hot water preparation is verifiably generated from renewable energy sources at</p> <p>a) more than 50% (1.5 points) b) 100% (3 points).</p> <p><i>Assessment and verification:</i> A declaration concerning the energy sources is presented. Heat pumps can be considered renewable if the electricity is from 100% renewable sources.</p>	Max. 3
Va17	<p><b>Turning on/off lights, heating and/or air-conditioning system</b></p> <p>Lighting, heating and air-conditioning systems are equipped with control systems so they turn off automatically when windows are opened or when the seminar room is unoccupied.</p> <p><i>Or:</i> Staff members are instructed to turn off or reduce heating and air-conditioning systems in rooms which are not used.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion as well as the wording of the note are presented.</p>	1
Va18	<p><b>Water-saving sanitary facilities</b> (0.5 points each)</p> <p>a) All toilet tanks have either an automatic or manual flush-stop button or a 2-button system or they are designed to consume not more than 6 litres per flush.</p> <p>b) Urinals are waterless or are equipped with an automatic (limited in time) or manual control, in order to ensure that no continuous flushing takes place and that uninterrupted flushing is avoided.</p> <p>c) The water flow from taps in the sanitary facilities is below 9 litres/minute.</p> <p>d) Taps in the sanitary facilities are equipped with an automatic control.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	Max. 2

Va19	<p><b>Cleaning</b></p> <p>a) Cleaning agents: At least 3 products Eco-labelled according to ISO type I or according to database Ökorein<sup>20</sup> of DIE UMWELTBERATUNG are used. (1 point)</p> <p>b) The cleaning staff is instructed in the efficient use and correct handling of cleaning agents as well as in ergonomic working. (1 point)</p> <p><i>Assessment and verification:</i> The names of the products are indicated and appropriate invoices/supporting evidence/training documents are kept as records and presented to the licensee.</p>	Max. 2
Va20	<p><b>Corporate mobility management</b></p> <p>The event location has a company-specific mobility concept aimed at environmentally compatible corporate mobility and economisation of transport, implements this policy and continues developing it. The measures of corporate mobility management comprise the efficient use of the company's areas and vehicles, the switch-over of the fleet to more environmentally compatible technologies, and the economisation of transport processes as well as the enhanced use of more environmentally friendly transportation (walking, cycling, public transport) and the integration of staff members.</p> <p><i>Assessment and verification:</i> The mobility plan is presented.</p>	2
Va21	<p><b>Avoidance of transportation</b></p> <p>At least parts of the infrastructure and/or technical equipment and/or other services required with the appropriate equipment are already available at the event location and are used in order to avoid transportation / transport of goods to the event. 0.5 points each for:</p> <ul style="list-style-type: none"> <li>• Technical equipment and facilities</li> <li>• Catering</li> <li>• Other</li> </ul> <p><i>Assessment and verification:</i> Indication of the equipment and facilities available on the spot and of the transport services saved.</p>	Max. 1.5
<b>For sports facilities only:</b>		
Va22	<p><b>Accessibility for disabled persons</b></p> <p>a. The event location describes its accessibility and equipment for various handicaps in the area for persons actively involved and in the public area (Access Statement, e.g. via barrierecheck.at). (1.5 points)</p> <p>b. Barrier-free access and equipment are offered in all areas and have been confirmed by an external opinion (e.g. by ÖISS – Österreichisches Institut für Schul- und Sportstättenbau). (2.5 points)</p> <p><i>Assessment and verification:</i> Presentation of a certification according to ÖNORM B1600 or ÖNORM B1603 or objective assessment of the degree of barrier-free equipment and facilities by an expert.</p>	Max. 2.5
Va23	<p><b>LED lighting</b></p> <p>Sports grounds and/or sports halls are exclusively LED-lit. 1 point per sports ground /sports hall</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	Max.3

Va24	<p><b>Green areas (1 point each)</b></p> <p>The existing vegetation of outdoor areas is composed of:</p> <ul style="list-style-type: none"> <li>• insect-, bird- and bee-friendly domestic plants and brushes</li> <li>• domestic and/or non-invasive alien species</li> </ul> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	Max. 2
Va25	<p><b>Lawns on sports grounds</b></p> <p>a) Lawns are fertilised as needed (amount of fertiliser is adapted to nutrient needs, season, weather, etc.).</p> <p>b) No herbicides affecting insects are used.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with these criteria (plan of green-areas management, methods applied, products) is presented.</p>	1
Va26	<p><b>Alternative water utilisation</b></p> <p>On its premises, the establishment uses the following alternative water sources for non-sanitary and non-drinking purposes: reclaimed water or grey water from laundry and/or showers and/or lavatory sinks, or condensate from HVAC systems.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	1
Va27	<p><b>Economical irrigation</b></p> <p>The enterprise has a documented procedure for watering outside areas/plants, including details on how water consumption has been reduced and watering times have been optimised. This may, for example, include no watering of outside areas.</p> <p>Or:</p> <p>The enterprise uses an automatic system which optimises watering times and water consumption for the irrigation of the gardens and plants in outside areas.</p> <p><i>Assessment and verification:</i> A detailed declaration of compliance with this criterion is presented.</p>	1.5

<b>3b. Other event venues (temporary buildings, tents, open space)</b>		
	<p><b>Events in nature</b></p> <p>For events at least partly taking place on green surfaces (meadows, forests, arable land etc.) outside built-up areas and without infrastructure (electricity and water supply, sewage system, hard-surface paths/areas, places etc.) compliance with the following criteria is mandatory: All mandatory criteria and additionally: <b>Vb8, Vb10, Vb14, Vb15a.</b></p>	
Vb1	<p><b>No events in sensitive natural areas</b></p> <p>The event venue is not located in an area protected under national or Community law (nature conservation areas, Natura 2000 areas, bird protection zones etc.) or in sensitive ecosystems (peatbogs, glaciers, wetlands etc.).</p> <p><b>Exempt</b> from this provision are events whose subject is the protected area as such or which deal with topics related to the protected area, under the guidance of an authorized and properly advised guide, in groups of the usual size (e.g. guided tours in the national park etc.), and which comply with all specific requirements and guidelines applicable to the protected area.</p> <p><i>Assessment and verification:</i> Contract with the host of the event, indication as precise as possible of the event location.</p>	MANDATORY
Vb2	<p><b>Preparation of a protection concept</b></p> <p>A protection concept has to be presented which, depending on the conditions, includes the following:</p> <ol style="list-style-type: none"> <li>an exact definition of the necessary control measures;</li> <li>the implementation of the measures (e.g.: protection of turf or tree roots; avoidance of damage caused by buildings, facilities, equipment, fire, chemicals, paints, faecal matter; the marking or fixing of paths etc.; for events with animals, special measures with respect to trampling, faecal matter and scatter material as well as the protection against browsing etc. have to be taken;</li> <li>how communication of the protection measures to staff and attendees is ensured.</li> <li>If protected areas are located in the immediate neighbourhood of the event area, the protection concept has to take into account these areas as well in coordination with the nature conservation authority.</li> </ol> <p><i>Assessment and verification:</i> Presentation of the protection concept and a declaration stating how the protection concept is communicated internally and to the attendees.</p>	MANDATORY
Vb3	<p><b>Temporary structures</b></p> <p>If temporary buildings or structures (also tents, stages...) are established for the event, they are completely dismantled and either are reused or all materials are separated by type of material and recycled/disposed of according to the legal requirements.</p> <p><i>Assessment and verification:</i> Description of the buildings and materials</p>	MANDATORY
Vb4	<p><b>Minimum requirement concerning electricity supply</b></p> <ol style="list-style-type: none"> <li>Where a connection to the public grid is available and its use is possible, electricity from the public grid is used.</li> <li>Where supply from the public grid is not possible or not sufficient and an electric power generator is used, the latter is equipped with a particulate filter and a recently prepared maintenance report with emission measurement system (not older than one year).</li> </ol> <p><i>Assessment and verification:</i> Evidence of electric power supply/generation or maintenance report.</p>	MANDATORY

Vb5	<p><b>Heating with electricity or umbrella gas heaters in open areas</b></p> <p>No electricity or umbrella gas heaters are used for outdoor heating at the event venue.</p> <p><i>Assessment and verification:</i> An agreement concerning the compliance with this criterion is presented (e.g. contract with the host).</p>	MANDATORY
Vb6	<p><b>Wastewater disposal</b></p> <p>Wastewater is not discharged directly into water bodies. Wastewater disposal complies with the legal provisions and has to be checked and approved by the authorities.</p> <p><i>Assessment and verification:</i> The official authorisation is presented.</p>	MANDATORY
Vb7	<p><b>Portable toilets</b></p> <p>a) Portable toilets include facilities for the cleaning of hands and  b) they are provided in sufficient quantity and  c) they are regularly maintained and cleaned during the event and  d) the content is properly disposed of.</p> <p><i>Assessment and verification:</i> Number of toilets/attendees, evidence of cleaning staff and cleaning plan, contract for concerning disposal.</p>	MANDATORY
Vb8	<p><b>Environmentally compatible mobile toilets</b></p> <p>The following mobile toilets can be used:</p> <ul style="list-style-type: none"> <li>• Composting toilet</li> <li>• Toilet trailer with flush connected to the sewage system.</li> <li>• Toilet trailer with flush and tank whose content is disposed of at the wastewater treatment facility without additives.</li> <li>• Toilets with eco-certified sanitary additives.</li> </ul> <p><i>Assessment and verification:</i> Contract with company, invoices of the sanitary additives.</p>	2
Vb9	<p><b>Eco-electricity from the public power grid</b></p> <p>The electricity required for the event is generated from renewable energy sources (wind, sun, geothermal sources, wave and tidal energy, hydropower, biomass and biogas).</p> <p><i>Assessment and verification:</i> The electricity supply contract is presented.</p>	2
Vb10	<p><b>Electricity generation from alternative sources</b></p> <p>The required electricity is generated by the event location itself using alternative energy sources (e.g. Power generator operated with vegetable oil (no palm oil) or oil from waste cooking oil, photovoltaic installation, wind turbines etc....)</p> <p><i>Assessment and verification:</i> Indication and description of the energy source.</p>	3
Vb11	<p><b>Energy from renewable energy sources</b></p> <p>The energy required for heating/cooling/hot water generation of the facilities/buildings is generated from renewable energy sources (e.g. mobile pellet heating systems, solar heat etc.)</p> <p>a) at 50% (1.5 points)  b) at 100% (3 points)</p> <p><i>Assessment and verification:</i> Evidence of the energy sources and their capacity</p>	Max. 3

Vb12	<p><b>Sustainable water supply</b></p> <p>The quantity of water which needs to be abstracted from wells or reservoirs for the event is calculated and regulated in accordance with the capacity of local water supply.</p> <p><i>Assessment and verification:</i> Appropriate documents have to be presented, maybe protection concept, agreement with the municipality etc.</p>	2
Vb13	<p><b>Cleaning</b></p> <p>For cleaning at the event location by the licensee or the operator of the event venue, either only water or exclusively products eco-labelled according to ISO type I<sup>15</sup> or according to the database 'Ökorein'<sup>27</sup> of DIE UMWELTBERATUNG are used, or the venue is swept only.</p> <p><i>Assessment and verification:</i> Agreement with contracting entity and indication of the products</p>	2
Vb14	<p><b>Environmental manager on the spot</b></p> <p>For the whole time of the event (including construction and dismantling period) a staff member responsible for the implementation and supervision of the environmental criteria is present on the spot.</p> <p><i>Assessment and verification:</i> Indication of name and tasks</p>	2
Vb15	<p><b>Prevention of crop damage</b></p> <p>a) The installation of facilities/structures is such that heavy vehicles for the transport of event technology use only paved roads to avoid ground damage (1 point). b) All parking lots designated for the event are exclusively on paved ground and not on green surfaces (1 point).</p> <p><i>Assessment and verification:</i> Agreement with host and/or protection concept</p>	2
Vb16	<p><b>Collection of data on electricity consumption</b></p> <p>The host or the licensee collects data illustrating the consumption of electricity either as a whole or in certain fields and uses the data to optimise the electricity demand at other events. He/She also makes the data available to the certifying agency upon request.</p> <p><i>Assessment and verification:</i> Adequate documentation has to be provided, maybe energy concept, plans of the measuring sites etc.</p>	1

No	Subject / Text	Points
<b>4. Procurement, material and waste management for the event</b>		
B1	<p><b>Check and adaptation of the waste management plan</b></p> <p>a) <b>In the case of events at event venues with a waste management plan:</b> In cooperation with the event location the licensee checks the waste management plan existing at the event location for its suitability for the event.<sup>28</sup> If the waste management plan is not suitable or not sufficient, additional measures are taken to ensure optimum waste separation and disposal. These measures are set out in a simple waste concept.</p> <p>b) <b>In the case of events taking place at venues not obligated to prepare a waste management plan:</b> The host or the licensee prepares an individual waste concept for the event. The waste concept focuses on <b>waste prevention</b> and takes into account all areas - audience area, backstage, kitchen or catering, general office operation, stands etc. - as well as event-specific particularities. The host/ or the licensee, in cooperation with the event location, takes all measures necessary to ensure the optimum waste separation and disposal set out in the individual waste concept.</p> <p>c) <b>In the case of events in nature:</b> A waste concept for the event is prepared. The waste concept focuses on <b>waste prevention</b> (in particular regarding hazardous waste) and takes into account all areas - audience area, backstage, kitchen or catering, general office operation, stands etc. - as well as event-specific particularities. The host of the event or the licensee takes all measures necessary to ensure the optimum waste separation and disposal set out in the waste concept.</p> <p><i>Assessment and verification:</i> The relevant documentation and agreements are presented.</p>	MANDATORY
B2	<p><b>Food and drinks without catering/gastronomy</b></p> <p>If the host or the licensee does not purchase catering services or provides a limited offer of food and drinks in addition to such services (e.g. coffee break with coffee, tea, juice, water and rolls or cakes; food and drinks for sportsmen and sportswomen during and at the end of sports events; etc):</p> <ul style="list-style-type: none"> <li>• Exclusively reusable tableware is used (cups, plates, bowls, cutlery, etc.);<sup>29</sup></li> <li>• For drinks, exclusively reusable packages or bulk packs are used<sup>30</sup>;</li> <li>• Tap water is provided free of charge.</li> <li>• No coffee or tea machines with capsule systems are used (except for compostable pads without foil overpacks).</li> </ul> <p>Food and drinks brought by for active sportsmen/sportswomen who are subject to the anti-doping provisions are exempt from this provision.</p> <p>This criterion applies also to drinks provided by sponsors.</p> <p><i>Assessment and verification:</i> Agreement with the host and, if applicable, with sponsors.</p>	MANDATORY

<sup>28</sup> The waste management plan should focus on **waste prevention** and take into account all areas (audience area, backstage, kitchen or catering, general office operation, stands etc.) as well as event-specific particularities.

<sup>29</sup> Due to security regulations paper plates and paper bowls may be used in exceptional cases.

<sup>30</sup> Reusable packs are refillable barrels, containers etc., e.g. in pin systems, or beverages in reusable bottles. Bulk packs are packs of 2.5 l and more (not including wine, champagne, sparkling wines and the like 0.75l, and spirits: the largest available pack but no individual packages). If, **for reasons of product availability**, it is not possible to use bulk packs or reusable systems, the beverage containers have to be collected separately and recycled. In this context, product means the type of beverages according to Codex Alimentarius (for the purposes of the sub-categories), see <http://www.lebensmittelbuch.at/>. A product is considered to be available, if it is offered on the market. **It must be explained** why no other product / no other form of container use is possible. A sponsoring contract is not to be considered a restriction to product availability.

B3	<p><b>Reuse of badges</b></p> <p>If reusable badges are used, they are collected after the event and kept available for reuse.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion is presented (e.g. agreement host).</p>	MANDAT ORY
B4	<p><b>On-the-spot information of staff members concerning waste prevention and waste separation</b></p> <p>a) All members of the staff are in an appropriate manner (e.g. by means of written information or instructions) informed and encouraged to avoid waste and to separate waste which cannot be avoided according to the requirements of the event venue or the event.</p> <p>b) Facilities for reasonable and appropriate waste separation and waste collection are offered on a <b>decentralised</b> basis (always several times backstage, in the kitchen area, etc.)</p> <p><i>Assessment and verification:</i> A declaration indicating the way of compliance with this criterion is presented (e.g. information for staff members).</p>	MANDAT ORY
B5	<p><b>Information of all participants on waste prevention and waste separation on the spot</b></p> <p>a) All persons involved are in an appropriate manner informed and encouraged to avoid waste and to separate and dispose of non-avoidable waste in line with the requirements of the event.</p> <p>b) Facilities for reasonable and appropriate waste separation and waste collection in the guest area are offered several times on a <b>decentralised</b> basis.</p> <p><i>Assessment and verification:</i> A declaration indicating the way of compliance with this criterion is presented.</p>	MANDAT ORY
B6	<p><b>Acquisition of new equipment for seminars</b></p> <p>Where new equipment is purchased for the event the licensee or the host buys exclusively energy-efficient equipment (current standard TCO certified<sup>31</sup>, ecolabel according to ISO type I<sup>33</sup>, listed at 'topprodukte'<sup>32</sup> etc., or used products).</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement host); the relevant invoices are kept as evidence.</p>	MANDAT ORY
B7	<p><b>Resource requirements for paper / printing</b></p> <p>Any printed products of relevance to the event (invitations, conference folders, documentations, posters etc.) are produced according to the principle of minimum resource expenditure: small number of copies, small printing format, double-sided copies, replacement by electronic carriers, mail services, internet, apps etc.</p> <p><i>Assessment and verification:</i> A declaration of compliance with this criterion is presented (e.g. agreement host).</p>	MANDAT ORY

31 <http://tcocertified.com/>

32 [www.topprodukte.at](http://www.topprodukte.at)

B8	<p><b>Paper quality of printed products for the event</b></p> <p>Paper used for external printing jobs (e.g. for flyers, letter paper, programme booklets, envelopes etc.) is Eco-labelled according to ISO type I<sup>33</sup> or is made of 100% recycled paper or is at least totally chlorine-free (TCF) or is listed in the database for ecological printing papers from Ökokauf Wien<sup>34</sup>. FSC and PEFC alone are not sufficient!</p> <p><i>Assessment and verification:</i> Evidence of the papers used is provided.</p>	MANDATORY
B9	<p><b>Restrictions on giveaways</b></p> <p>None of the hosts and sponsors uses giveaways that produce large amounts of waste or environmentally harmful waste, such as non-returnable beverage packages, products with batteries or accumulators.</p> <p><i>Assessment and verification:</i> Contractual agreement with the host of the event and/or the sponsors is presented.</p>	MANDATORY
B10	<p><b>Waste parameters</b></p> <p>The quantities of waste generated during the event are determined by waste type and recorded as parameters. The licensee and/or the host uses the parameters for internal quality enhancement and makes them available to the certifying agency upon request.</p> <p><i>Assessment and verification:</i> A declaration of compliance stating how the criterion is met is presented.</p>	3
B11	<p><b>Printed products for the event certified with an Ecolabel</b></p> <p>Printed products are produced according to the requirements of Ecolabel Guideline 24 or of the EU Ecolabel for Printed Products by printing companies licensed for that purpose and are marked accordingly.</p> <p><i>Assessment and verification:</i> The acknowledgement of the order or the bill from the printing company showing the environmental quality of the printing is presented.</p>	2
B12	<p><b>Conference folders</b></p> <ul style="list-style-type: none"> <li>a) No conference folders are provided, not by sponsors, either (1.5 points).</li> <li>b) Conference folders made of paper/cardboard are produced in certified printing companies according to the requirements of an ISO type I Ecolabel Guideline for Printed Products and are marked accordingly. (0.5 points)</li> <li>c) Conference folders are produced in a workshop integrating and supporting socially disadvantaged persons or are from fair trade. (0.5 points).</li> </ul> <p><i>Assessment and verification:</i> A declaration stating that no conference folders are provided is presented (e.g. agreement with host) or their material and way of production is evidenced and the names of the suppliers are given.</p>	Max. 1.5

<sup>33</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (e.g. Austrian Ecolabel, Blue Angel, EU Ecolabel, Nordic Swan etc.).

<sup>34</sup> <https://www.va-oekokauf.at/>

B13	<p><b>Bags (backpacks) for attendees</b></p> <ul style="list-style-type: none"> <li>a) No bags, backpacks, sacks or the like for attendees are provided, not by sponsors, either. (2.5 points)</li> <li>b) Bags, backpacks, sacks and the like for attendees are made of 100% recycling material or of natural, environmentally friendly materials (e.g. felt, organic cotton, hemp, etc.). (1 point)</li> <li>c) Bags, backpacks, sacks and the like for attendees are produced in a workshop integrating and supporting socially disadvantaged persons or are from fair trade. (1 point)</li> </ul> <p><i>Assessment and verification:</i> A declaration stating that no bags or backpacks are provided is presented (e.g. agreement with host) or their material and way of production is evidenced and the names of the suppliers are given.</p>	Max. 2.5
B14	<p><b>Rented equipment</b></p> <p>At least 50% of the electronic equipment rented from external enterprises for the event (computers, screens, beamers, copying machines etc.) meet the criteria of the Energy Star or are TCO-certified<sup>35</sup> or are Eco-labelled according to ISO type I<sup>36</sup>.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented together with appropriate documentation.</p>	1.5
B15	<p><b>Giveaways and merchandising products<sup>37</sup> from the host</b></p> <ul style="list-style-type: none"> <li>a) No giveaways are offered. (3 points)</li> <li>b) <b>None</b> of the non-food giveaways and merchandising products are individually packed in plastic wrap and <b>all</b> of them are made of environmentally friendly or natural materials, or carry a recognised quality seal (ecolabel, organic seal, Fair Trade seal...). (2 points)</li> <li>c) <b>50 %</b> of the giveawayof the giveaways (type of article and total amount) are not battery- or accu-driven, unpacked and either made of environmentally friendly or natural materials or carry a recognised quality seal (Ecolabel, organic seal, Fair Trade seal...). ). (1 point)</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and, if necessary, is documented by means of invoices and producer declarations.</p>	Max. 3
B16	<p><b>Giveaways and merchandising products<sup>37</sup> from sponsors</b></p> <ul style="list-style-type: none"> <li>a) No giveaways or merchandising products are offered. (3 points)</li> <li>b) <b>None</b> of the non-food giveaways and merchandising products are individually packed in plastic wrap and <b>all</b> of them are made of environmentally friendly or natural materials or carry a recognised quality seal (Ecolabel, organic seal, Fair Trade seal...). (2 points)</li> <li>c) <b>50 %</b> of the giveaways and merchandising products (type of article and total amount) are not battery- or accu-driven and are either made of environmentally friendly or natural materials or carry a recognised quality seal (ecolabel, organic seal, Fair Trade seal...). (1 point)</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and, if necessary, is documented by means of invoices and producer declarations.</p>	Max. 3

<sup>35</sup> <http://tcocertified.com/>

<sup>36</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (e.g. Austrian Ecolabel, Blue Angel, EU Ecolabel, Nordic Swan etc.).

<sup>37</sup> Information on environmentally friendly giveaways: [www.greengimix.at](http://www.greengimix.at)

B17	<p><b>Decoration and flower arrangements</b></p> <p>a) No decoration or flower arrangements are provided. (1.5 points)</p> <p><i>Or:</i>          Decoration elements (0.5 points each):</p> <p>b) are made of environmentally compatible or natural materials (e.g. of domestic wood, natural fibres etc.)</p> <p>c) are produced in local/regional studios by local/regional artists.</p> <p>d) are reusable and will be re-used.</p> <p>e) At least part of the material used for decoration purposes is replaced by lighting/light effects.</p> <p>The floral decoration</p> <p>f) consists of flowers/plants from regional horticulturists or flowers from fair trade. (1 point)</p> <p>g) Plants are rented. (1 point)</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and, if necessary, is documented by means of invoices and producer declarations.</p>	Max. 1.5
B18	<p><b>Guidance system</b></p> <p>The elements of the visitor guidance system are reusable.</p> <p><i>Assessment and verification:</i> Description of the guidance system</p>	1
B19	<p><b>Paperless event</b></p> <p>In the entire public field of the event (from the invitation to the information provided on the spot) no paper is used (includes advertising and sponsors).</p> <p><i>Assessment and verification:</i> Statements of consent from all those involved (e.g. agreement with host/ or sponsors).</p>	2
B20	<p><b>Environmental standards of partner enterprises and sub-contractors</b></p> <p>Partner enterprises, sub-contractors or any other providers of outsourced services for the event (event-technology companies, cleaning companies etc.) – except for catering and event venue – have participated in an environmental certification programme (e.g. EMAS, Ökoprofit, ISO 14001, klima:aktiv etc.).          (1 point per provider)</p> <p><i>Assessment and verification:</i> The certificates of the enterprises have to be presented.</p>	Max. 3
B21	<p><b>Advertising banners</b></p> <p>a) Advertising banners are designed in such a way that they can be re-used and are taken back by the advertising companies and re-used (no years or dates etc. printed on them) (1.5 points)</p> <p>b) Advertising banners are recycled or upcycled. (1 point)</p> <p><i>Assessment and verification:</i> Drafts of the advertising banners, agreement with advertising persons or companies, contracts with recycling or upcycling enterprises are presented.</p>	Max. 1.5
B22	<p><b>Sustainable refreshments for breaks, during and after races</b></p> <p>The refreshments offered without catering during breaks or, in the case of sports events, during or after a race, include at least two regional or organic or fair-trade products.</p> <p><i>Assessment and verification:</i> The products are indicated and bills are presented.</p>	1

B23	<p><b>Purchasing of certain types of beverages in reusable packs</b></p> <p>Where food and drinks are offered without a catering service, wine, sparkling wines or spirits are purchased in reusable packs.</p> <p><i>Assessment and verification:</i> The products are indicated and bills are presented.</p>	1
<b>For sports events only:</b>		
B24	<p><b>Sustainable prizes</b></p> <p>Trophies, medals or other prizes for winners are replaced by sustainable products (e.g. vouchers, regional wine, organic food, regional flowers, etc.) or are made of sustainable materials (e.g. wood, recycled materials or upcycling products) or/and are produced in a workshop integrating and supporting socially disadvantaged persons.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented together with appropriate documentation.</p>	1
B25	<p><b>Finisher medals</b></p> <p>Finisher medals for participants are made of sustainable materials (e.g. wood, cardboard, recycled material) or upcycling products. (0.5 points) and/or are produced in a workshop integrating and supporting socially disadvantaged persons (0.5 points).</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented together with appropriate documentation.</p>	1
B26	<p><b>Fair sportswear</b></p> <p>(Starter) T-shirts (or other textiles like towels, caps and the like) which the host/licensee or sponsors offer to participants are from domestic production or carry a sustainability award or are from fair production<sup>38</sup>, or are made of organic cotton or certified fibres<sup>39</sup> or of recycled PET.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented together with appropriate documentation (orders, bills etc.).</p>	3
B27	<p><b>Reusable start numbers</b></p> <p>Start numbers are taken back and used again at other competitions.</p> <p><i>Assessment and verification:</i> A declaration stating how the criterion is implemented (e.g. described in the agreement with the host) is presented.</p>	0.5
B28	<p><b>Timekeeping chips</b></p> <p>Timekeeping chips are reusable and are collected again after the event.</p> <p><i>Assessment and verification:</i> A declaration stating how the criterion is implemented (e.g. described in the agreement with the host) is presented.</p>	0.5

No	Subject / Text	Points
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<sup>38</sup> [Fair Wear Foundation](#), Fairtrade, EZA

<sup>39</sup> Certified with an ISO type I ecolabel (Austrian Ecolabel, EU Ecolabel, Blauer Engel, Nordic Ecolabel) or [Global Organic Textile Standard GOTS](#), [Naturtextil Best](#), TÜV Rheinland AG Ecoproof.

## 5. Exhibitors and stand builders<sup>40</sup>

The following concerns only information desks without gastronomy.

Stalls offering food and/or drinks are subject to the criteria of the category “Stalls with gastronomic offer”.

A1	<p><b>Communication to the exhibitors with recommendations on environmental criteria</b></p> <p>The licensee or the host informs <b>all</b> exhibitors about the environmental quality of the event and communicates to them the recommendations concerning the environmental criteria.</p> <p><i>Assessment and verification:</i> The relevant information provided is presented.</p>	MANDAT ORY
A2	<p><b>Communication to trade-fair stand builders with recommendations concerning environmental criteria</b></p> <p>The licensee or the host informs <b>all</b> those involved in the event and directly or indirectly responsible for the building of the (trade-fair) stands about the environmental quality of the event and passes on to them the recommendations on the environmental criteria concerning trade-fair stands.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion and the corresponding information provided are presented.</p>	MANDAT ORY
A3	<p><b>Contractual agreements with exhibitors</b></p> <p>The licensee or the host of the event concludes the following contractual agreement with <b>all</b> exhibitors:</p> <ol style="list-style-type: none"> <li>a) Waste accruing at the stand has to be separated and disposed of appropriately according to the requirements covering the waste management scheme of the event.</li> <li>b) <b>Food and drinks provided to visitors to the stand</b> must not be offered using disposable tableware (tumblers, plates, cutlery etc.)<sup>41</sup>. Drinks are served from reusable packs or bulk packs<sup>42</sup>.</li> <li>c) If the <b>tasting of exhibited products</b> is not possible using reusable tableware, the products can be offered in small disposable tasting tableware, provided that the latter is either made from cardboard or from biodegradable plastics (European Standard EN 13432; compostability label) or in waffle (cups).</li> <li>d) No <b>giveaways</b> that produce large amounts of waste or environmentally harmful waste, such as non-returnable beverage packages, products with batteries or accumulators.</li> <li>e) The materials which are used and for which the exhibitor is responsible (racks, roll-ups, decoration, maybe floor covering) are reusable and are reused.</li> </ol> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion and (a) contractual agreement(s) are presented.</p>	MANDAT ORY

<sup>40</sup> **Exhibitors:** the enterprises and persons presenting their products/topics at a booth. **Booth builders:** the persons/enterprises directly or indirectly responsible for the design and the construction of the booth (material, re-use, etc.). Exhibitors and booth builders can, but don't have to, be identical.

<sup>41</sup> Due to security regulations, paper plates and paper bowls may be used in exceptional cases.

<sup>42</sup> Reusable packs are refillable barrels, containers etc., e.g. in pin systems, or beverages in reusable bottles. Bulk packs are packs of 2.5 l and more (without wine, champagne, sparkling wines and the like 0.75l, and spirits: the largest available pack but no individual packages). If, **for reasons of product availability**, it is not possible to use bulk packs or reusable systems, the beverage containers have to be collected separately and recycled. In this context, product means the type of beverages according to Codex Alimentarius (for the purposes of the sub-categories), see <http://www.lebensmittelbuch.at/>. A product is considered to be available, if it is offered on the market. **It must be explained** why no other product / no other form of container use is possible. A sponsoring contract is not to be considered a restriction of product availability.

A4	<p><b>Reduction of printed matter in the exhibition area</b></p> <p>At least <b>50% of the exhibitors</b> (enterprises exhibiting) have signed an agreement stating that and in which way they reduce the provision of printed matter.</p> <p><i>Assessment and verification:</i>-The agreement and the names of the enterprises exhibiting at the event are presented.</p>	1.5
A5	<p><b>Reduction of giveaways<sup>43</sup> in the exhibition area</b></p> <p>At least <b>50% of the exhibitors</b> (enterprises exhibiting) have signed an agreement stating that they will do without giveaways or that they will provide only unpacked non-food products complying with the following environmental criteria:</p> <ul style="list-style-type: none"> <li>a) made of environmentally friendly or natural materials (e.g. of domestic wood, natural fibres etc.) and/or</li> <li>b) carrying recognised quality seals (Ecolabel, organic farming or Fair Trade)</li> </ul> <p><i>Assessment and verification:</i> The agreement and the names of the enterprises exhibiting at the event are presented.</p>	1.5
A6	<p><b>Re-use of exhibition stands</b></p> <ul style="list-style-type: none"> <li>a) Exhibition/trade-fair stands are provided on the part of the host (host or event location) and either the whole stands or the materials/components are reused. (3 points) <i>Or:</i></li> <li>b) The exhibition stands are provided, disassembled and reused several times by the enterprises exhibiting at the event (10% of the exhibitors 1 point, 25% of the exhibitors 1.5 points, 50% of the exhibitors 2 points, 100% of the exhibitors 3 points).</li> </ul> <p><i>Assessment and verification:</i> A detailed declaration on the re-use of the stands is provided.</p>	Max. 3
A7	<p><b>Environmentally compatible exhibition stands (1 point each)</b></p> <ul style="list-style-type: none"> <li>a) <b>50%</b> of the trade-fair or exhibition stands are made of reusable components, recyclable materials and without PVC.</li> <li>b) <b>50%</b> of the trade-fair or exhibition stands use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.).</li> </ul> <p><i>Assessment and verification:</i> A detailed declaration on the type of stands (maybe comprising plans, pictures) is presented.</p>	2
A8	<p><b>Eco-labelled exhibition stands (max. 2 points)</b></p> <ul style="list-style-type: none"> <li>a) 10% of the exhibition stands are certified with the Austrian Ecolabel according to Guideline Uz75 "Trade-fair Construction". (1.5 points).</li> <li>b) 30% of the exhibition stands are certified with the Austrian Ecolabel according to Guideline Uz75 "Trade-fair Construction". (3 points).</li> </ul> <p><i>Assessment and verification:</i> The certificates are presented.</p>	3

<sup>43</sup> Information on environmentally friendly giveaways: [www.greengimix.at](http://www.greengimix.at)

No	Subject / Text	Points
<b>6. Catering and gastronomy</b>		
<b>6a. Event catering</b>		
Does not apply to food and drinks brought by top athletes themselves for reasons of specific nutrition and the anti-doping provisions.		
If a catering enterprise bearing the Austrian Ecolabel UZ 203 (“Event Catering and Party Service”) is chosen, the following points are automatically considered to be fulfilled: MANDATORY: C2, C3, C4, C5, C6, C7, C8, C9, C10, C13, C14, C15 OPTIONAL: C20, C27 (4 points)		
C1	<p><b>Contractual agreement</b></p> <p>The licensee or the host of the event concludes with the catering enterprise a written contract on the compliance of the green meeting / green event with the criteria. This contract comprises an exact description of which criteria have to be implemented in which way and how implementation is evidenced. In addition, the contract includes relevant points concerning waste prevention and waste disposal.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDATORY
C2	<p><b>Reusable dishes</b></p> <p>Exclusively reusable cups, reusable dishes<sup>44</sup> (plates, bowls) and reusable cutlery<sup>45</sup> are used.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDATORY
C3	<p><b>Reusable packaging or bulk packaging for beverages</b></p> <p>a) Beverages are purchased exclusively in bulk packs and/or reusable packs<sup>46</sup> and are served from them.</p> <p>b) No coffee or tea machines with capsule systems are used (except for compostable pads without foil overpacks).</p> <p>This criterion applies also to drinks provided by sponsors.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDATORY

<sup>44</sup> In the case of events which do not take place in a building and/or where, due to official regulations, the use of reusable systems is not permitted, it is in exceptional cases also possible to use disposable **dishes** (plates, bowls) if the latter is either made of cardboard or of biodegradable plastics (European Standard EN 13432; compostability label) or of renewable raw materials. Biodegradable bioplastic dishes must be offered using a **deposit system** and disposed of in the best way locally available. It must be explained and communicated to guests why no other form of tableware use is possible.

<sup>45</sup> In the case of events not taking place in a building the use of disposable cutlery is possible if the latter is made of wood or biodegradable (European Standard EN 13432; compostability label) and it can be explained why no other form of cutlery use is possible.

<sup>46</sup> Reusable packs are refillable barrels, containers etc., e.g. in pin systems, or beverages in reusable bottles. Bulk packs are packs of 2.5 l and more (without wine, champagne, sparkling wines and the like, 0.75l, and spirits: the largest available pack but no individual packages). If, **for reasons of product availability**, it is not possible to use bulk packs or reusable systems, the beverage containers have to be collected separately and recycled. In this context, product means the type of beverages according to Codex Alimentarius (for the purposes of the sub-categories), see <http://www.lebensmittelbuch.at/>. A product is considered to be available if it is offered on the market. **It must be explained** why no other product / no other form of container use is possible. A sponsoring contract is not to be considered a restriction to product availability.

C4	<p><b>Waste prevention in procurement</b></p> <ul style="list-style-type: none"> <li>◆ Purchasing in reusable transport packs or at least in recyclable packaging.</li> <li>◆ Use of reusable tablecloths.</li> <li>◆ Use of reusable or compostable decoration. If compostable decoration is used, it has to be ensured that it is collected and disposed of via the separate collection for organic waste after the end of the event.</li> </ul> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDAT ORY
C5	<p><b>Environmentally compatible disposal of wastewater from mobile dishwashing systems</b></p> <p>Mobile dishwashing systems are either connected to the public wastewater disposal system or providers have a wastewater disposal plan.</p> <p><i>Assessment and verification:</i> The technology of the mobile dish-washing system used has to be documented.</p>	MANDAT ORY
C6	<p><b>Disposal of food waste</b></p> <p>Food and catering wastes are properly disposed of in an environmentally compatible manner (depending on the available facilities biogas plant or composting).</p> <p><i>Assessment and verification:</i> The relevant waste management plan has to be presented (if appropriate also the waste management plan of the location or the event).</p>	MANDAT ORY
C7	<p><b>Energy saving in cooling</b></p> <p>No open-front coolers are used.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDAT ORY
C8	<p><b>Heating with electricity or umbrella gas heaters in open areas</b></p> <p>Electricity or umbrella gas heaters for heating in open areas are not used in the catering area either.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDAT ORY
C9	<p><b>Tap water as a service for attendees</b></p> <p>Free tap water is provided during the event.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented and the way of implementation is explained.</p>	MANDAT ORY

C10	<p><b>Seasonal regional food</b></p> <p>Two major ingredients are available fresh in the relevant season<sup>47</sup> or are traditionally used in the relevant season (e.g. goose at Saint Martin's Day, venison in autumn) and produced<sup>48</sup> in the region.</p> <p><i>Assessment and verification:</i> The names of the products and producers are given and are included in the final order to the caterer.</p>	MANDATORY
C11	<p><b>Regional beverages</b></p> <p>Two beverages are from regional<sup>48</sup> production.</p> <p><i>Assessment and verification:</i> The names of the products and producers are given and are included in the final order to the caterer.</p>	MANDATORY
C12	<p><b>Organic products</b></p> <p>One certified organic product (beverage or element of meal) is offered.</p> <p><i>Assessment and verification:</i> The name of the product is given and is included in the final order to the caterer.</p>	MANDATORY
C13	<p><b>Environmental protection in connection with sea fish and seafood</b></p> <p>All sea fish and seafood used are either caught in the wild and certified with the MSC (Marine Stewardship Council) Seal of Quality or are from organic aquaculture.</p> <p><i>Assessment and verification:</i> The names of the products and producers are given and are included in the final order to the caterer.</p>	MANDATORY
C14	<p><b>Animal and species protection</b></p> <p>No foods which are problematic from the point of view of animal and species protection (e.g. caviar, bluefin tuna, shark, turtles, foie gras, frog legs, etc.) are used.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise as well as the menu or the final catering order are presented.</p>	MANDATORY
C15	<p><b>Eggs</b></p> <p>All eggs used (fresh eggs) originate as a minimum requirement from laying hens from free-range management.</p> <p><i>Assessment and verification:</i> The name of the supplier is given.</p>	MANDATORY
C16	<p><b>Vegetarian meal</b></p> <p>At least one vegetarian or vegan meal is offered.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise as well as the menu or the final catering order are presented.</p>	MANDATORY

<sup>47</sup> Seasonal: The product grows in the region during its typical season. During the winter months (January-March) also stored products or preserved products from the autumn harvest (potatoes, pumpkin, carrots, cabbage and the like) can be used.

<sup>48</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

C17	<p><b>Information of staff members</b></p> <p>a) All staff members involved in the catering (for example purchasing, kitchen, service) have been informed about the criteria.</p> <p>b) All members of the staff working on the spot have been informed about the provisions concerning youth protection and are requested to comply with them.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented and the way of implementation is explained.</p>	MANDATORY
C18	<p><b>External communication of the special quality of the food and drinks served</b></p> <p>a) The names of the producers of the regional food/ beverages are indicated on the menus, menu cards or place cards.</p> <p>b) The special quality of the food and drinks served, such as seasonal or organic products, MSC fish, etc., is pointed out directly (on place cards, daily menu cards, menus, etc.).</p> <p>c) All members of the service team have been trained and are able to inform the guests also orally.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise as well as menu cards/table displays etc. are presented or the implementation is explained.</p>	MANDATORY
C19	<p><b>Additional catering request for organic products</b></p> <p>The licensee asks for an additional offer in organic quality of a comparable price to be able to at least take into consideration organic catering.</p> <p><i>Assessment and verification:</i> The offers obtained are uploaded and, if relevant, the reasons for not choosing the offer in organic quality are indicated.</p>	1.5
C20	<p><b>Organic food</b></p> <p>a) At least 30% of the food and 30% of the beverages offered are organic and regional. (2 points)</p> <p>b) At least 50% of the food and 50% of the beverages offered are organic and regional. (3 points)</p> <p><i>Assessment and verification:</i> Compliance with the criterion is proved by presenting appropriate documentation (menu card, bills, order sheets, signed catering offer...).</p>	Max. 3
C21	<p><b>Eco-labelled catering enterprise</b></p> <p>The catering enterprise bears an Ecolabel according to ISO type I<sup>49</sup>.</p> <p><i>Assessment and verification:</i> The name of the enterprise and the type of certification are indicated.</p>	3
C22	<p><b>Catering with different certification or cooperation</b></p> <p>The catering enterprise / the restaurant</p> <p>a) has been awarded the Austrian organic farming certificate; (2 point)</p> <p>b) has been granted the AMA certification for restaurants; (1 point)</p> <p>c) is a 'Genuss-Region-Österreich' partner; (0.5 point)</p> <p>d) Is a 'Slow Food' partner. (0.5 point)</p> <p>e) is MSC- or ASC- (Aquaculture Stewardship Council) certified. (0.5 point)</p> <p><i>Assessment and verification:</i> The name of the enterprise and the type of certification are indicated.</p>	Max. 2

<sup>49</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (in tourism, for example: Austrian Ecolabel, EU Ecolabel, Green Key, Green Globe. See also: [http://www.nfi.at/index.php?option=com\\_content&task=view&id=739&Itemid=1](http://www.nfi.at/index.php?option=com_content&task=view&id=739&Itemid=1)).

C23a	<p><b>Seasonal agricultural products from the region: Fruit and vegetables</b></p> <p>The following ingredients are at <b>100%</b> from seasonal and regional<sup>50</sup> cultivation (0.5 point each, max. 1.5 points):</p> <ul style="list-style-type: none"> <li>a) Vegetables</li> <li>b) Salads</li> <li>c) Fruit</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 1.5
C23b	<p><b>Regional agricultural products: Field crops</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>50</sup> and, if relevant, from seasonal cultivation (0.5 point each, max. 1.5 points):</p> <ul style="list-style-type: none"> <li>a) Potatoes</li> <li>b) Unprocessed cereals</li> <li>c) Maize</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 1.5
C23c	<p><b>Regional agricultural products: Meat and fish</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>50</sup> breeding (0,5 point each, max. 2 points):</p> <ul style="list-style-type: none"> <li>a) Poultry</li> <li>b) Beef</li> <li>c) Pork</li> <li>d) Fish</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 2
C23d	<p><b>Regional processed produce:</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>51</sup> raw materials and from regional<sup>51</sup> production (0.5 point, max. 2.5 points):</p> <ul style="list-style-type: none"> <li>a) Milk</li> <li>b) Cheese</li> <li>c) Other dairy products</li> <li>d) Meat products (sausages etc.)</li> <li>e) Processed cereal products (flour, semolina, noodles, pastry)</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 2.5

<sup>50</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

<sup>51</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

C24	<p><b>Regional beverages</b></p> <p>The whole range of products of the relevant below-mentioned type of beverage is made of regional ingredients and/or from regional<sup>51</sup> production (0.5 points each)</p> <ul style="list-style-type: none"> <li>a) Bottled water / Mineral water</li> <li>b) Beer</li> <li>c) Wine</li> <li>d) Fruit juices</li> <li>e) Herbal teas</li> <li>f) Milk-based beverages</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 3
C25	<p><b>Local specialities</b></p> <p>Processed products as locally produced specialities like cheese, sauces, pâtes, pasta, sausage products, herbal teas, fruit teas or the like are from local craft undertakings (0.5 point each).</p> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by presenting documents on the regional products and indication of the producers.</p>	2
C26	<p><b>Fair trade products</b></p> <p>The following products are used from ethically, socially and ecologically compatible trade according to the guidelines of the fair-trade umbrella organisation (FLO – Fair Trade Labelling Organisation):</p> <ul style="list-style-type: none"> <li>a) Coffee (1 point)</li> <li>b) Tea (0.5 points)</li> <li>c) Cocoa (0.5 points)</li> <li>d) Orange juice or juice from other non-regional fruits (0.5 point)</li> <li>e) Chocolate (0.5 point)</li> <li>f) Exotic fruit (0.5 point)</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented and the invoices are kept as evidence.</p>	Max. 2
C27	<p><b>Dishes typical of the region</b></p> <p>Dishes which are typical and characteristic of the region in which the event takes place are offered.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented, the dishes are indicated and the reasons for choosing them are given.</p>	1
C28	<p><b>Cleaning of reusable tableware</b></p> <p>For cleaning the tableware, cleaning products eco-labbed according to ISO type I or products according to Datenbank Ökorein<sup>52</sup> of the environmental counselling agency DIE UMWELTBERATUNG are used.</p> <p><i>Assessment and verification:</i> Indication of the products</p>	1

<sup>52</sup> [www.umweltberatung.at/oekorein](http://www.umweltberatung.at/oekorein)

C29	<p><b>Avoiding tableware</b></p> <p>Meals are offered in the form of fingerfood, wrap in, or 'Pack's ins Brot" (put it into your sandwich) etc. to avoid the use of tableware.</p> <p>a) Exclusively tableware-avoiding offers (1 points) b) Reduction of the amount of tableware by means of specific meal offer (0.5 point)</p> <p><i>Assessment and verification:</i> Description of the measures, meals etc.</p>	Max. 1
C30	<p><b>Food waste prevention</b></p> <p>The catering is calculated and organised in a way that food waste and catering waste are avoided<sup>53</sup>.</p> <p><i>Assessment and verification:</i> Agreement with the catering enterprise illustrating the way in which the criterion is met. Information material for external communication.</p>	1
C31	<p><b>Special catering offer</b> (0.5 points each, max. 1 point)</p> <p>The composition of meals takes into account</p> <p>a) people with food allergies (e.g. gluten-free or lactose-free meals) b) religious groups (no pork, kosher meals etc.) and informs attendees accordingly in writing.</p> <p><i>Assessment and verification:</i> Agreement with the catering enterprise, information material for external communication.</p>	Max. 1
C32	<p><b>Meatless catering</b></p> <ul style="list-style-type: none"> <li>◆ The catering offer does not include any meat.</li> <li>◆ In the case of one-day events with several meals one chief meal is completely meat-free.</li> <li>◆ In the case of events lasting for more than one day there is either one completely meat-free day or one chief meal of each day is completely meat-free.</li> </ul> <p><i>Assessment and verification:</i> Agreement with the catering enterprise, information material for external communication, e.g. menu, meal plan.</p>	2

<sup>53</sup> Examples: Exact calculation; meals are delivered to outside in smaller quantities, but more often; attendees or members of the staff can take home leftover food; where this is possible, leftover foodstuffs are donated to the local social welfare system / to people in need, etc. Attendees are informed of this procedure before and after the event.

## 6b. Food and drinks in culinary establishments

These criteria apply to gastronomy which is provided to attendees, partners or sponsors during the event (e.g. receptions, conference dinners...). This can be the case at the event venue or outside the event venue.

Does not apply to the food and drinks brought by top athletes themselves for reasons of specific nutrition and anti-doping provisions.

If a culinary establishment bearing the Austrian Ecolabel UZ 202a is chosen, the following points are automatically considered fulfilled:

**MANDATORY:** G2, G3, G6, G9, G10, G11

**OPTIONAL:** G16, G23 (4 pts.)

G1	<p><b>Contractual agreements</b></p> <p>The licensee or the host of the event concludes a written contract on the below-mentioned MANDATORY criteria and the planned optional criteria with the culinary establishment. This contract includes a detailed description of which criteria are implemented in which way and how the implementation is evidenced.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment is presented.</p>	MANDATORY
G2	<p><b>Reusable dishes</b></p> <p>In the guest area exclusively reusable glasses, cups, dishes (plates, bowls), and cutlery are used.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment is presented.</p>	MANDATORY
G3	<p><b>Reusable packaging or bulk packaging for beverages</b></p> <p>a) Beverages are offered/served from bulk packs or reusable packs<sup>54</sup>.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment is presented.</p>	MANDATORY
G4	<p><b>Waste avoidance</b></p> <p>The following is agreed upon as a must when booking:</p> <ul style="list-style-type: none"> <li>◆ Use of reusable tablecloths</li> <li>◆ Use of reusable or compostable decoration. If compostable disposable products are used for decoration, it has to be ensured that these materials are collected and disposed of via the separate collection system for organic waste.</li> </ul> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise is presented.</p>	MANDATORY

<sup>54</sup> Reusable packs are refillable barrels, containers etc., e.g. in pin systems, or beverages in reusable bottles. Bulk packs are packs of 2.5 l and more (without wine, champagne, sparkling wines and the like) 0.75l, and spirits: the largest available pack but no individual packages). If, **for reasons of product availability**, it is not possible to use bulk packs or reusable systems, the beverage containers have to be collected separately and recycled. In this context, **product** means the type of beverages according to Codex Alimentarius (for the purposes of the sub-categories), see <http://www.lebensmittelbuch.at/> A product is considered to be available if it is offered on the market. **It must be explained** why no other product / no other form of container use is possible. A sponsoring contract is not to be considered a restriction to product availability.

G5	<p><b>Tap water as a service for guests</b></p> <p>At meals, tap water is provided for free.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment is presented and the way of implementation is explained.</p>	MANDATORY
G6	<p><b>Seasonal regional food</b></p> <p>Two of the main ingredients are available fresh during the relevant season<sup>55</sup> or are traditionally used in the relevant season e.g. goose at Saint Martin's Day, venison in autumn) and produced<sup>56</sup> in the region.</p> <p><i>Assessment and verification:</i> The names of the products and producers have to be given and are indicated on the menu card or in the order.</p>	MANDATORY
G7	<p><b>Regional beverages</b></p> <p>At least two beverages are from regional<sup>56</sup> production.</p> <p><i>Assessment and verification:</i> The names of the products and producers have to be given and are indicated on the menu card or in the order.</p>	MANDATORY
G8	<p><b>Organic products</b></p> <p>A certified organic product (beverage or element of meal) is offered.</p> <p><i>Assessment and verification:</i> The name of the product is given and is included in the final order to the caterer.</p>	MANDATORY
G9	<p><b>Environmental protection in connection with sea fish and seafood</b></p> <p>All sea fish and seafood used are either caught in the wild and certified with the MSC (Marine Stewardship Council) Seal of Quality or are from organic aquaculture.</p> <p><i>Assessment and verification:</i> The names of the products and producers have to be given and are indicated on the menu card or in the order.</p>	MANDATORY
G10	<p><b>Animal and species protection</b></p> <p>No foods which are problematic from the point of view of animal and species protection (e.g. caviar, bluefin tuna, shark, turtles, foie gras, frog legs, etc.) are used.</p> <p><i>Assessment and verification:</i> The contractual agreement with the restaurant as well as the menu are presented.</p>	MANDATORY
G11	<p><b>Eggs</b></p> <p>All eggs (fresh eggs) used for the set menu are, as a minimum requirement, from laying hens from free-range management.</p> <p><i>Assessment and verification:</i> The origin and the name of the supplier is given.</p>	MANDATORY

<sup>55</sup> Seasonal: The product grows in the region during its typical season. During the winter months (January - March) also stored products or preserved products from the autumn harvest (potatoes, pumpkin, carrots, cabbage and the like) can be used.

<sup>56</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

G12	<p><b>Vegetarian meal</b></p> <p>At least one vegetarian or vegan dish or set menu is offered.</p> <p><i>Assessment and verification:</i> The contractual agreement with the catering enterprise as well as the menu are presented.</p>	MANDATORY
G13	<p><b>Information of staff members</b></p> <p>All staff members of the enterprise who are involved in food and beverage services (for example purchasing, kitchen, service) are informed about the criteria upon this booking.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment is presented and the way of implementation is explained.</p>	MANDATORY
G14	<p><b>External communication of the special quality of the food and drinks served</b></p> <p>a) The names of the producers of the regional food/ beverages are indicated on the menus, menu cards or place cards.</p> <p>b) The special quality of the gastronomic offer, such as seasonal or organic products, MSC fish, etc., is pointed out directly (on place cards, daily menu cards, menus, etc.).</p> <p>c) All members of the service team have been trained and are able to inform the guests also orally.</p> <p><i>Assessment and verification:</i> The contractual agreement with the culinary establishment as well as menu cards/table displays etc. are presented or the implementation is explained.</p>	MANDATORY
G15	<p><b>Additional request for organic products</b></p> <p>The licensee or the host of the event asks for an additional offer in organic quality of a comparable price to be able to at least take into consideration offering an organic set menu.</p> <p><i>Assessment and verification:</i> The offers obtained are uploaded and, if relevant, the reasons for not choosing the offer in organic quality are indicated.</p>	1.5
G16	<p><b>Organic food</b></p> <p>a) At least 30% of the food and 30% of the beverages offered are of organic, regional quality. (2 points)</p> <p>b) At least 50% of the food and 50% of the beverages offered are organic and of regional origin. (3 points)</p> <p><i>Assessment and verification:</i> Compliance with the criterion is proved by presentation of appropriate documentation (indications of origin, invoices, order sheets, if applicable menu card with indication of organic products...).</p>	Max. 3
G17	<p><b>Eco-labelled culinary establishment</b></p> <p>The culinary establishment has been awarded an Ecolabel according to ISO type I<sup>57</sup>.</p> <p><i>Assessment and verification:</i> The name of the enterprise and the type of certification are indicated.</p>	3

<sup>57</sup> ISO type I ecolabels are ecolabels which are awarded and controlled by independent third parties (in tourism, for example: Austrian Ecolabel, EU Ecolabel, Green Key, Green Globe. See also: [http://www.nfi.at/index.php?option=com\\_content&task=view&id=739&Itemid=1](http://www.nfi.at/index.php?option=com_content&task=view&id=739&Itemid=1)).

G18	<p><b>Culinary establishment with other certification or cooperation</b></p> <p>The culinary establishment</p> <ul style="list-style-type: none"> <li>a) has been awarded the Austrian organic farming certificate. (2 point)</li> <li>b) has been granted the AMA 'Gastro' certification for culinary establishments. (1 point)</li> <li>c) is a 'Genuss-Region' partner; (0.5 point)</li> <li>d) is a 'Slow Food' partner. (0.5 point)</li> <li>e) is MSC- or ASC- (Aquaculture Stewardship Council) certified. (0.5 point)</li> </ul> <p><i>Assessment and verification:</i> The name of the enterprise and the type of certification as well as a valid certificate/registration are indicated.</p>	Max. 2
G19a	<p><b>Seasonal agricultural products from the region: Fruit and vegetables</b></p> <p>The following ingredients are at <b>100%</b> from seasonal<sup>58</sup> and regional<sup>59</sup> cultivation (0.5 point each, max. 1.5 points):</p> <ul style="list-style-type: none"> <li>a) Vegetables</li> <li>b) Salads</li> <li>c) Fruit</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 1.5
G19b	<p><b>Regional agricultural products: Field crops</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>59</sup> and, if relevant, from seasonal production (0.5 point each, max. 1.5 points):</p> <ul style="list-style-type: none"> <li>a) Potatoes</li> <li>b) Unprocessed cereals</li> <li>c) Maize</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 1.5
G19c	<p><b>Regional agricultural products: Meat and fish</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>59</sup> breeding (0.5 point each, max. 2 points):</p> <ul style="list-style-type: none"> <li>a) Poultry</li> <li>b) Beef</li> <li>c) Pork</li> <li>d) Fish</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 2

<sup>58</sup> Seasonal: The product grows in the region during its typical season. During the winter months (January - March) also stored products or preserved products from the autumn harvest (potatoes, pumpkin, carrots, cabbage and the like) can be used.

<sup>59</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

G19d	<p><b>Regional processed produce:</b></p> <p>The following ingredients are at <b>100%</b> from regional<sup>59</sup> raw materials and from regional<sup>59</sup> production (0.5 point, max. 2.5 points):</p> <ul style="list-style-type: none"> <li>a) Milk</li> <li>b) Cheese</li> <li>c) Other dairy products</li> <li>d) Meat products (sausages etc.)</li> <li>e) Processed cereal products (flour, semolina, noodles, pastry)</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 2.5
G20	<p><b>Regional beverages</b></p> <p>The whole range of products of the relevant below-mentioned type of beverage is made of regional ingredients and/or from regional<sup>59</sup> production (0.5 points each)</p> <ul style="list-style-type: none"> <li>a) Bottled water / Mineral water</li> <li>b) Beer</li> <li>c) Wine</li> <li>d) Fruit juices</li> <li>e) Herbal teas</li> <li>f) Milk-based beverages</li> </ul> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.</p>	Max. 3
G21	<p><b>Local specialities</b></p> <p>Processed products as locally produced specialities like cheese, sauces, pâtes, pasta, sausage products, herbal teas, fruit teas or the like are from local craft undertakings (0.5 point each).</p> <p><i>Assessment and verification:</i> Compliance with the criterion is evidenced by presenting documents on the regional products and indication of the producers.</p>	2
G22	<p><b>Fair trade products</b></p> <p>The following products are used from ethically, socially and ecologically compatible trade according to the guidelines of the fair-trade umbrella organisation (FLO – Fair Trade Labelling Organisation):</p> <ul style="list-style-type: none"> <li>a) Coffee (1 point)</li> <li>b) Tea (0.5 points)</li> <li>c) Cocoa (0.5 points)</li> <li>d) Orange juice or juice from other exotic fruits (0.5 point)</li> <li>e) Chocolate (0.5 point)</li> <li>f) Exotic fruits if no fresh regional alternative is available (0.5 points)</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented and the invoices are kept as evidence.</p>	Max. 2
G23	<p><b>Dishes typical of the region</b></p> <ul style="list-style-type: none"> <li>a) At least one dish which is typical and characteristic of the region in which the event takes place is offered. (1 points)</li> <li>b) A complete set menu which is typical and characteristic of the region in which the event takes place is offered. (1.5 points)</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented, the dishes are indicated (e.g. menu card) and the reasons for choosing them are given.</p>	Max. 1.5

G24	<p><b>Cleaning of tableware</b></p> <p>For cleaning the tableware, cleaning products eco-labelled according to ISO type I or products according to Datenbank Ökorein<sup>60</sup> of the environmental counselling agency DIE UMWELTBERATUNG are used.</p> <p><i>Assessment and verification:</i> Indication of the products</p>	1
G25	<p><b>Avoiding tableware</b></p> <p>Part of the set menu is offered in the form of fingerfood, wrap in etc. to reduce the use of tableware.</p> <p><i>Assessment and verification:</i> Description of the measures, meals etc.</p>	1
G26	<p><b>Food waste prevention</b></p> <p>Food is calculated and organised in a way that food and catering waste are avoided.<sup>61</sup></p> <p><i>Assessment and verification:</i> Agreement with the culinary establishment, explanation of the measures taken, information material for external communication.</p>	1
G27	<p><b>Special meals offer</b></p> <p>The composition of the meals takes into account (0.5 points each, max. 1 point)</p> <ul style="list-style-type: none"> <li>a) people with food allergies (e.g. gluten-free or lactose-free meals)</li> <li>b) religious groups (no pork, kosher meals etc.)</li> </ul> <p>and informs attendees accordingly in writing.</p> <p><i>Assessment and verification:</i> Agreement with the catering enterprise, information material for external communication</p>	Max. 1
G28	<p><b>Meatless set menu</b></p> <ul style="list-style-type: none"> <li>◆ No meat is used at all.</li> <li>◆ In the case of events lasting for more than one day where attendees eat at that establishment for several times a completely meatless chief meal is offered once a day.</li> </ul> <p><i>Assessment and verification:</i> Agreement with the culinary establishment, information material for external communication, e.g. menu, meal plan.</p>	2

<sup>60</sup> [www.umweltberatung.at/oekorein](http://www.umweltberatung.at/oekorein)

<sup>61</sup> Examples: Exact calculation; meals are delivered to outside in smaller quantities, but more often; attendees or members of the staff can take home leftover food; where this is possible, leftover foodstuffs are donated to the local social welfare system/ people in need, etc. Attendees are informed of this procedure before and after the event.

<b>6c. Stalls offering food and/or drinks</b>		
Applies to stalls if they are organised or approved by the host or the licensee in the framework of the event.		
VK1	<p><b>Information of stand operators</b></p> <p>The licensee informs all stand operators at an early date of the environmental quality of the event and the minimum criteria to be met (VK 2) and communicates to them the recommendations concerning further possibilities of support.</p> <p><i>Assessment and verification:</i> The letter to the stand operators or contractual documents with the corresponding information are presented.</p>	MANDATORY
VK2	<p><b>Contractual agreement</b></p> <p>The licensee or the host concludes with the supplier a written contract on the compliance with the Green Meetings / Green Events criteria. This contract comprises a detailed description of the food and drinks offered and provides information on which criteria are implemented in which way and how the implementation is evidenced.</p> <p><b>Mandatory parts of the content</b> are listed in <b>Annex</b> to the Guideline.</p> <p><i>Assessment and verification:</i> The contractual agreements with the enterprises are presented; the licensee convinces himself of the accuracy of the information.</p>	MANDATORY
VK3	<p><b>Vegetarian options</b></p> <p>Of the total range of dishes offered, at least two mains are vegetarian (if no more than two dishes are offered, only one has to be vegetarian).</p> <p><i>Assessment and verification:</i> The contractual agreements with the enterprises are presented; the licensee convinces himself of the accuracy of the information.</p>	MANDATORY
VK4	<p><b>Further environmental measures in connection with food and drinks</b></p> <p><b>50%</b> of the stalls implement one of the <b>voluntary measures indicated in the Annex.</b> (3 points) Or: <b>All stalls</b> implement one of the <b>voluntary measures indicated in the Annex.</b> (6 points)</p> <p><i>Assessment and verification:</i></p>	Max. 6

No	Subject / Text	Points
<b>7. Communication</b>		
K1	<p><b>Internal communication concerning Green Meetings/Green Events</b></p> <p>The licensee and the host inform all those involved in the organisation and implementation at an early date about the Green Meeting/Green Event measures and the sustainability standards of the event: in internal planning, in contractual negotiations, in tenders etc.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence (e.g. emails, minutes of meetings).</p>	MANDATORY

K2	<p><b>External communication concerning Green Meetings/Green Events</b></p> <p>a) The licensee and the host inform attendees, visitors, audience, and the public<sup>62</sup> at an early date about the Green Meeting/Green Event initiatives and the sustainability standards of the event: in the invitation, via the website, on programme folders, via various media.</p> <p>b) Event attendees, visitors, audience are requested and encouraged to promote the Green Meeting/Green Event measures and to take part in them.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence (e.g. screenshot of the website or digital media, invitation, press reports etc.).</p>	MANDATORY
K3	<p><b>Contact person on the spot</b></p> <p>The name of a qualified contact person (“Green Meeting/ Green Event agent”) is given to whom all those involved and the public can address their questions in advance, during (on the spot) and after the event.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence.</p>	MANDATORY
K4	<p><b>Feedback</b></p> <p>The licensee or the host of the event asks attendees and/or visitors and/or the public by appropriate means to give their opinion concerning the Green Meeting/Green Event measures or offers them another opportunity for feedback (questionnaires in writing, feedback function online in the green meetings software, survey etc.). The results of the inquiries are evaluated and entered into the software prior to the next meeting, at the latest.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion and on the type of implementation of the criterion is presented (e.g. agreement with host); after the event the data are entered into the software.</p>	MANDATORY
K5	<p><b>Communication of the environmental standards of the accommodations to attendees</b></p> <p>Accommodation enterprises bearing an environmental certification or having another connection to the environment (organic seal, klima-aktiv partner etc.) are communicated to attendees, visitors and the public as such and are particularly recommended.</p> <p><i>Assessment and verification:</i> Proof of the communication (invitation, programme, homepage etc.)</p>	1
K6	<p><b>Parameters</b></p> <p>Data of Green Meeting/Green Event measures are collected and documented. The results are evaluated and used to improve subsequent events and communicated to the certifying agency.</p> <p><i>Assessment and verification:</i> A declaration stating how the criterion is implemented is presented (e.g. agreement with host).</p>	2.5

<sup>62</sup> In this case, “public” refers to the persons interested in the event. Broadcasting or the press are not compulsory, can for example be integrated in the advertising of the event that takes place anyway.

K7	<p><b>Communication with adjoining owners</b></p> <p>People living in the neighbourhood are informed about possible impediments they may incur, but also about the environment-related efforts and on social aspects.</p> <p><i>Assessment and verification:</i> Appropriate evidence of the communication has to be provided.</p>	1
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No	Subject / Text	Points
<b>8. Social aspects</b>		
S1	<p><b>Security arrangements</b></p> <p>In the case of events with more than 1000 attendees, a security concept is created and the persons in charge are trained accordingly. If a security concept is available from the event venue or the security company, it is ensured that its content is communicated to the persons in charge in a comprehensible way.</p> <p><i>Assessment and verification:</i> Presentation of the security concept, description of the staff training.</p>	MANDATORY
S2	<p><b>Minimum requirements concerning barrier-free accessibility, equipment and facilities</b></p> <p>An Access Statement is prepared which depicts the accessibility of the event and/or restrictions for handicapped persons involved. (e.g. via the barrier check<sup>63</sup>)</p> <p><i>Assessment and verification:</i> Model Access Statement</p>	MANDATORY
S3	<p><b>Security company with special qualifications</b></p> <p>The commissioned security company complies with all legal requirements and can furnish proof (certificates, references) that its staff has been trained particularly in the fields of youth protection and event-risk management (de-escalation, conflict management, first aid, emergency operations, security technology, detecting and classifying risks, etc.).</p> <p><i>Assessment and verification:</i> Presentation of certificates, staff references etc.</p>	2
S4	<p><b>Disabled persons involved</b></p> <p>Disabled persons involved (e.g. handicap in mobility, aural or visual handicap) are assisted according to their special needs and these offers of barrier-free equipment and facilities are communicated in a targeted way and publicly as early as possible:</p> <ul style="list-style-type: none"> <li>◆ Suitable accommodation is offered.</li> <li>◆ Special information systems are offered.</li> <li>◆ Other necessary support is offered.</li> <li>◆ For assistants needed by disabled persons, the event is free.</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion has to be presented (e.g. agreement with host) and supported by appropriate evidence (e.g. corresponding information in the Access Statement).</p>	2

<sup>63</sup> <http://www.barriere-check.at/>

S5	<p><b>Gender mainstreaming and diversity</b></p> <p>a) The programme design (0.5 points each)</p> <ul style="list-style-type: none"> <li>◆ takes care to use gender-fair wording;</li> <li>◆ takes care to having a gender balance, i.e. half of the presenters and speakers are women;</li> <li>◆ takes account of further aspects of diversity.</li> </ul> <p>b) There are special offers for families / single parents (child care, reduced-rate day tickets for individual days of the event, participation in the social programme etc.). (1.5 points)</p> <p><i>Assessment and verification:</i> A declaration of compliance stating how this criterion is met is presented (e.g. programme, reference to homepage etc.).</p>	Max. 3
S6	<p><b>Other special offers</b></p> <p>If required in the framework of the event, special measures are offered also for other groups (0.5 point each):</p> <p>a) Special offers for older people b) Special inter-cultural activities c) Reduced rates for students d) Other offers</p> <p><i>Assessment and verification:</i> A declaration is presented stating in which way this criterion is met. (z.B. programme, references to the homepage etc.)</p>	Max. 1.5
S7	<p><b>Barrier-free homepage</b></p> <p>The event has a barrier-free homepage which exceeds the minimum requirements (conformity stage A) for barrier-free web design (according to Web Content Accessibility Guidelines (WCAG) 2.0). (1 point for conformance level AA, 1.5 points for conformance level AAA)</p> <p><i>Assessment and verification:</i> A conformance statement<sup>64</sup> is presented.</p>	Max. 1.5
S8	<p><b>Offers concerning cultural or natural attractions of the region</b></p> <p>The social programme includes offers for cultural or natural attractions of the region.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion has to be presented and it is explained which offers are planned.</p>	2
S9	<p><b>Support of social or cultural initiatives</b></p> <p>The event promotes social or cultural initiatives or offers them a platform for presentation.</p> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion has to be presented (e.g. agreement with host).</p>	2
S10	<p><b>Youth protection</b></p> <p>The host complies with the legal provisions on youth protection and takes efforts going beyond these rules.</p> <p><i>Assessment and verification:</i> Description of the measures and their implementation.</p>	1

<sup>64</sup> <http://www.w3.org/Translations/WCAG20-de/>

S11	<p><b>No promotion of excessive consumption of alcohol</b></p> <ul style="list-style-type: none"> <li>• No happy hour or “bucket drinking” is offered.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Soft drinks are cheaper than alcohol.</li> </ul> <p><i>Assessment and verification:</i> A declaration of compliance with the criterion has to be presented (e.g. agreement with host, drinks menu).</p>	1
<b>For sports events only:</b>		
S12	<p><b>Fair play</b></p> <p>Fair play is communicated and promoted in the event communication. The contents includes at least the following issues:</p> <ul style="list-style-type: none"> <li>• Recognition of and compliance with the competition rules</li> <li>• Respectful interaction among sportsmen/sportswomen</li> <li>• Respect for the opponent</li> <li>• Respect for the referee</li> <li>• “Limiting” the motive of winning (no victory at any cost)</li> <li>• Keeping one’s countenance in victory and in defeat</li> <li>• Respectful behaviour of the audience</li> <li>• Respectful behaviour of trainers, sports officials etc.</li> <li>• Respectful interaction between sports officials and sportsmen/sportswomen.</li> </ul> <p><i>Assessment and verification:</i> Appropriate evidence of the communication has to be provided.</p>	1

No	Subject / Text	Points
<b>9. Event technology</b>		
T1	<p><b>Volume</b></p> <p>If an energy-relevant permanent sound level of more than 80 dB must be expected, the following applies:</p> <ol style="list-style-type: none"> <li>a) Visitors are informed in advance and on the spot about possible impacts on health.</li> <li>b) Hearing protectors with a sound attenuation of at least 15 dB and checked according to ÖNORM EN 24869-1:1992 are available and are offered to attendees free of charge.</li> </ol> <p><i>Assessment and verification:</i> Announcement in the invitation / tender.</p>	MANDATORY
T2	<p><b>Outdoor special effects</b></p> <p>The use of special effects that produce waste (pyrotechnics, confetti, deco-snow, foam, etc.) and energy-intensive lightning effects (e.g. sky beamers) is prohibited.</p> <p><i>Assessment and verification:</i> Declaration of compliance with the criterion by the host or the licensee (e.g. agreement with host).</p>	MANDATORY
T3	<p><b>Lighting technology</b></p> <ol style="list-style-type: none"> <li>a) 50% of the spotlights used are LED spotlights. (1 point)</li> <li>b) 100% of the spotlights used are LED spotlights. (2 points)</li> </ol> <p><i>Assessment and verification:</i> Declaration of compliance with the criterion by the host or the licensee (e.g. agreement with host).</p>	Max. 2

T4	<b>Energy-efficient technology concept</b>  The entire technology of the event is oriented towards energy efficiency.  <i>Assessment and verification:</i> An energy concept is available which illustrates the measures and savings planned.	2
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#### **10. In addition, for sports events only:**

In areas which are problematic for the sports event/type of sport to be certified AND which are NOT covered by above-mentioned criteria, **3 measures** leading to relevant resource conservation and/or enhancement of the sustainability performance must be mandatorily implemented and documented: Detailed explanation of the problem, solution of the problem, result. Examples are given in the Annex.

## 4 Annex

### 4.1. Annex 1:

#### Agreement with the host of the event: Explanation and example

If a host decides to organise an event according to the criteria of Ecolabel Guideline UZ 62, this is to be agreed upon in writing.

This agreement is the precondition for the certification of an event with the Ecolabel software and for the promotion of the event using the Austrian Ecolabel.

We recommend you to check the criteria together with the party placing the order before concluding a contract and to incorporate all relevant criteria.

The contract needs to ensure at least compliance with the mandatory criteria. However, it can also serve as evidence for some optional criteria!

In the case of events with parties placing orders or several organising contracting partners, or in the case of certification for third parties, the different tasks and fields of responsibilities have to be set out in writing.

The host agrees that the licensee carries out all tasks assigned to him/her in compliance with the requirements of Ecolabel Guideline UZ62 and supports the licensee in doing so.

The host undertakes furthermore that he/she will in all fields that are in his/her scope of decision and activity act in line with the requirements of Guideline UZ62 and thus will carry out tenders, orders, cooperations or other (also internal) preparations for the operative implementation of the event according to the criteria.

If sufficiently detailed and comprehensible, the agreement with the host can be used as evidence for criteria where this is provided for in the criterion (see stipulation in the criterion text “Assessment and verification” or note in the software).

## A) Mandatory agreements

General:

The host agrees that the licensee carries out all tasks assigned to him/her in compliance with the requirements of Ecolabel Guideline UZ62 and supports the licensee in doing so.

The host undertakes furthermore that he/she will in all fields that are in his/her scope of decision and activity act in line with the requirements of Guideline UZ62 and thus will carry out tenders, orders, cooperations or other (also internal) preparations for the operative implementation of the event according to the criteria.

Agreement on the **mandatory criteria**:

The following items (if applicable) have to be stipulated in the agreement on a **mandatory** basis and must be proved by means of appropriate evidence:

- ❖ Choice of a suitable event venue
  - In respect of the location (Criteria M1, Vb1)
  - In respect of positive cooperation (Eco-labelled location and/or Criteria Va2 and Va3 and entry in the product database and/or filling in and provision of supporting evidence of the environmental performance according to the checklist)
- ❖ Information of partners about the environmental standards and criteria in due time:
  - Staff members (Criterion K1)
  - Operator of the event location (Criterion Va1)
  - Other partners and attendees (Criterion K2)
  - Sponsors (Criteria B8, C3)
  - If applicable, exhibitors/stand builders (Criteria A1, A2)
  - If applicable, accommodation enterprises (hotels, inns etc.) (Criterion U2 and product database/checklist!)
- ❖ Choice of a suitable catering enterprise/culinary establishment
  - Establishment which is Eco-labelled and/or has the know-how to provide catering according to the Green Meeting criteria (Criteria C1-C17, respectively G1-G13)
- ❖ Choice of suitable accommodation enterprises
  - In respect of ecolabel (Criterion U1)
  - In respect of positive cooperation (entry in the product database or filling in and provision of supporting evidence of the environmental performance according to the checklist, Criterion U2)
- ❖ Written agreements/contracts concerning compliance with relevant criteria with:
  - Event venue criteria (Va1-Va3 and product database, checklist)
  - Accommodation enterprises (Criteria U2 and U3 and product database/checklist)
  - Catering/Culinary establishments (Criteria C1-C17, respectively G1-G13)
  - If applicable, exhibitors (Criterion A3)
  - Sponsors (Criterion B8, maybe C3)
- ❖ Other preparations for the operational organisation of the event:
  - Organisation of side events - mobility (Criterion M3)

- Quality of food and beverages where there is no catering, or beside the catering / in addition to the catering (Criterion B2)
  - Re-use of the badges (Criterion B3)
  - Ensure waste avoidance, waste separation and waste removal on the spot (Criterion B1)
  - Economical use of printed products – maybe replacement by electronic media (Criterion B6)
  - Contact persons (also on the spot) (Criterion K3)
  - Security concept for events with more than 1000 attendees (Criterion S1)
  - Compliance with the provisions on volume and special effects (Criteria T1 and T2)
- ❖ **Ordering / Procurement:**
- Energy-efficient electronic equipment (Criterion B6)
  - Establishment of new buildings (Criterion Va4)
  - Printed products (Criterion B7: Eco-labelled paper or recycling paper or TCF paper)
- ❖ **Information provided to attendees and the public:**
- Climate-compatible travelling to and from the event venue (Criterion M2)
  - Green Meeting/Green Event measures (Criterion K2)
  - Feedback (Criterion K4)
- ❖ **Environmental standards for events in nature:**
- Preparation of a protection concept (Criterion Vb2, Vb15a)
  - Provisions concerning temporary buildings (Criterion Vb3)
  - Provisions concerning electricity supply and heating (Criteria Vb4, Vb5, Vb10)
  - Provisions concerning waste disposal (Criterion Vb6)
  - Infrastructure and quality of toilet facilities (Criteria Vb7, Vb8)
  - Environmental manager on the spot (Criterion Vb14)

### ***B) Possible additional agreements***

It is recommended to incorporate as many **topics of the additional criteria** as possible into the agreement.

Such criteria become mandatory when described in the agreement. Therefore, the agreement may also be considered to be a supporting evidence for these criteria.

## 4.2. Annex 2:

### 4.2.1 Mandatory criteria of stalls offering gastronomy (e.g. food trucks):

#### a) Reusable dishes

- At the stall exclusively reusable cups, reusable dishes (plates, bowls)<sup>65</sup> and reusable cutlery<sup>66</sup> are used.
- No pre-packaged food is sold.

#### b) Reusable packaging or bulk packaging for beverages

- Beverages are purchased exclusively in bulk packs and/or reusable packs and are served from them.<sup>67</sup>
- No coffee or tea machines with capsule systems are used (except for compostable pads without foil overpacks).

#### c) Waste prevention in procurement

- Purchasing in reusable transport packs or at least in recyclable packaging.
- Use of reusable or compostable decoration. If compostable decoration is used, it has to be ensured that it is collected and disposed of via the separate collection system for organic waste after the end of the event.

#### d) Disposal of food waste

- Food and catering wastes are collected and properly disposed of in an environmentally compatible manner (depending on the available facilities biogas plant or composting).

#### e) Energy saving in cooling

- No open-front coolers are used.

#### f) Heating with electricity or umbrella gas heaters in open areas

- No electricity or umbrella gas heaters are used for outdoor heating at the stand (except for internal heating of the stand during the winter time).

#### g) Regional and seasonal offer

- One major ingredient of a dish is from seasonal<sup>68</sup> and regional<sup>69</sup> production.
- One drink offered at the stand is from regional<sup>69</sup> production.

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<sup>65</sup> At events which do not take place in a building and/or where, **due to official regulations**, the use of reusable systems is not permitted, it is in exceptional cases also possible to use disposable **dishes** (plates, bowls) if the latter is either made of cardboard or of biodegradable plastics (European Standard EN 13432; compostability label) from renewable raw materials. Biodegradable bioplastic dishes must be offered using a **deposit system** and have to be disposed of in the best way locally available. It must be explained and communicated to guests why no other type of dishes can be used.

<sup>66</sup> In the case of events not taking place in a building the use of disposable cutlery is possible if the latter is made of wood or is biodegradable (European Standard EN 13432; compostability label) and if it can be explained why no other form of cutlery use is possible.

<sup>67</sup> Reusable packs are refillable barrels, containers etc., e.g. in pin systems, or beverages in reusable bottles. Bulk packs are packs of 2.5 l and more (without wine, champagne, sparkling wines and the like 0.75l, and spirits: the largest available pack but no individual packages). If, **for reasons of product availability**, it is not possible to use bulk packs or reusable systems, the beverage containers have to be collected separately and recycled. In this context, **product** means the type of beverages according to Codex Alimentarius (for the purposes of the sub-categories), see <http://www.lebensmittelbuch.at/>. A product is considered to be available if it is offered on the market. **It must be explained** why no other product / no other form of container use is possible. A sponsoring contract is not to be considered a restriction of product availability.

<sup>68</sup> Seasonal: The product grows in the region during its typical season. During the winter months (January - March) also stored products or preserved products from the autumn harvest (potatoes, pumpkin, carrots, cabbage and the like) can be used.

<sup>69</sup> Regional: The major part of the food production (cultivation, breeding, primary production, etc.) takes place within a distance of approx. 150 km (in border regions also outside Austria). A regional selling or marketing place is not enough. The origin can be demonstrated.

**h) Animal and species protection**

- All sea fish and seafood used are either caught in the wild and certified with the MSC (Marine Stewardship Council) Seal of Quality or are from organic aquaculture.
- No foods that are problematic from the point of view of animal and species protection (e.g. caviar, bluefin tuna, shark, turtles, foie gras, frog legs, etc.) are used.

**i) Information of staff members**

- All members of the staff working at the stand have been informed about the criteria and are able to inform customers.
- All members of the staff working at the stand have been informed about the provisions concerning youth protection and are requested to comply with them.

**j) External communication of the special quality of the products served**

- The names of the producers of regional food/drinks are indicated in writing and are visibly placed.
- The special quality of the offer, such as seasonal or organic products, MSC fish etc., is pointed out clearly in writing.

**4.2.2 Voluntary measures that can be implemented by stalls:**

- One of the dishes offered at the stall is made of bio-certified ingredients.
- One of the beverages offered at the stall is bio-certified and/or from fair trade.
- One food product is from fair trade.
- An additional main ingredient (in addition to the MANDATORY criterion) is seasonal and regional.
- An additional drink (in addition to the MANDATORY criterion) is from regional production.
- One processed product (bread/pastry, dairy products, cheese, pasta, sausage products, herbal teas, fruit teas, processed specialities such as sauces, pâtes etc.) is from a local production establishment.
- A dish which is typical and characteristic of the region in which the event takes place is offered.
- A vegetarian or vegan meal is offered.
- Dishes for people with food allergies (e.g. gluten-free or lactose-free meals) are offered and appropriately communicated.
- Of each dish, also smaller portions are offered at lower prices.
- One dish is offered in the form of fingerfood, wrap in, or 'Pack's ins Brot" (put it into your sandwich) etc. to avoid the use of tableware.
- For cleaning the tableware, cleaning products Eco-labelled according to ISO type I or products according to the Positive List of the environmental consulting agency DIE UMWELTBERATUNG are used.
- Barrier-free access to the stand (height of the sales area, maybe wheelchair-accessible etc.) is provided.

### 4.3. Annex 3

#### Suggestions: Examples for measures not yet covered for different types of sport:

In spite of promoting public means of transport it can be expected that many persons will travel to the event venue using their private car – preparation of a traffic management plan.

In case of large numbers of spectators on the spot: Visitor guidance away from sensitive areas, spreading of spectator flows.

Winter sports with artificial snow: e.g. no or reduced use of snow hardeners.

Reconstruction of sports facility is necessary: Environmentally compatible and bio-climatic architecture

Sponsors play an important role: Try to convince sponsors that will support and promote the Green Event efforts.

Conveyance of equipment and appliances is necessary: Optimising trips

Beach volleyball: Where is the sand from and how is it conveyed?

Outdoor: The ground is under heavy pressure – objective not to aggravate the quality of the soil (soil permeability/compaction).

Outdoor: Application of large amounts of saw dust: Can it be used again/re-used?

Materials (e.g. floor coverings, mats, seating elements etc.): What happens with materials that are not used again/re-used, but could still be used? Sale? Donations?

Water sports: Maintaining equipment without polluting the water?