Eco-label Guideline *"*UZ 62"

Green Meetings and Green Events

Version 3.0

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For more information, please contact one of the Eco-label addresses:

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Introduction

In 1990 the "Austrian Eco-label" (in German: "Österreichisches Umweltzeichen") 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 Eco-label 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 specific Guidelines. The Austrian Eco-label 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 eco-label systems already with some earlier initiatives. In 1996 the Guideline for the Awarding of the Austrian Eco-label for Tourist Enterprises was first published. A new path was taken also with the Eco-label Guideline for Travel Offers, which includes requirements that go far beyond the quality of accommodations.

Eco-label 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/Meetings covered by Eco-label Guideline 62 "Green Meetings and Green Events" are classified as follows:

Meetings

For the purposes of the present Guideline, "Meetings" include 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/Convention
- *(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:* Convention held 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.
- *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:* Convention in a scientific environment; specialists debate a topic by presenting papers and discussing 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: Trade fairs/Exhibitions
♦ *Specialised fairs*, if organised and conducted together with an event of Category A.

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.

Events

For the purposes of the present Guideline, "Events" comprise professionally planned events 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 as defined above which wishes to obtain the Austrian Eco-label must meet all requirements set out by the authority, must comply with all laws applicable to the relevant type of Event in Austria or - in cases where it is not subject to the relevant Provincial Law on Events - 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.

As the body awarding the Eco-label the Federal Ministry of Agriculture, Forestry, Environment and Water Management reserves the right of excluding events from the award of the Austrian Eco-label by giving objective reasons in writing if it is, in its content, contradictory to the basic efforts of environmental, resource and climate protection or to the intention of the Austrian Eco-label.

The following types of events are presently not included in the above-defined "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 venues (discos, clubbings, cinemas, dancing schools, theatre performances, exhibitions in museums and galleries, zoos, etc.)
- Public fairs, sales exhibitions
- Betting services, slots, gambling systems
- Games or competitions, respectively sports events, whose main purpose is the sports performance of the participants
- Events having above all an exhibition or sales character, such as markets, flee markets, kirmesses etc.
- Events not serving the purposes of pleasure or amusement[1]
- Open-air concerts and music festivals with camp-site areas
- Virtual events

1.2   Definition of licensees

The enterprise/organisation filing the application for the Eco-label with VKI (Consumer Information Association) becomes the licensee. It becomes a contracting party of the Federal Ministry of Agriculture, Forestry, Environment and Water Management and is accountable for the compliance with the criteria and the pertinent documentation as well as for the licensing of the Meeting/Event. The licensee can either be the host (= owner of the Meeting/Event) itself - if it falls under one of the below-listed categories - or the external enterprise charged with the organisation of the Meeting/Event by the host.

Licensees or organisations in the process of licensing must meet the basic requirements (see criteria under pt. 3.2.1).

The following enterprises are authorized to become licensees for the Austrian Eco-label "Green Meetings and Green Events":

- PCOs (Professional Congress Organizers), if they hold an authorisation to exercise the trade (e.g. trade license for travel agency)
- Congress and exhibition centres[2]
- Convention Bureaus (municipal or regional)
- Congress or seminar hotels which have already been certified according to Eco-label Guideline UZ200 and provided that they regularly conduct Meetings for the purposes of the present Guideline[2].
- Event companies holding the certification of the Austrian Federal Economic Chamber (WKO) "Eventnet Certified Company"
- Other event or advertising agencies or event marketers (trade license, proof of the activity) and their umbrella organisations
- Urban and regional marketing offices

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[1]   E.g. political assemblies / demonstrations, political manifestations, religious events.

[2]   Events taking place in their own sphere of influence or events outside that area if a relevant portion of organisational tasks is fulfilled.

♦ Educational institutions, if certified under Eco-label Guideline UZ302, and universities, provided they have a separate division or service facility for event organisation[2].

In addition, potential licensees must have the following characteristics:
♦ The planning and conduct of Meetings/Events is verifiably a significant part of the business purpose of the enterprise (evident from corporate mission, enterprise definition, range of offers etc.).
♦ In each case the organisational quality must be ensured by sufficient experience in the organisation of Meetings/Events.

An enterprise which plans and conducts its Meeting/Event itself but cannot become a licensee because it does not fall under any of the above-listed categories can charge a licensee with the certification of its Meeting/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 Eco-label software) and the retention of the required supporting documentation, and can charge an appropriate fee for this work.

In this case the written agreement between the stakeholders involved must include a detailed description of the relevant responsibilities.

2   Promotion of Meetings/Events using the Austrian Eco-label

A Meeting/An Event which is to be certified according to the present 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 Eco-label and a corresponding written agreement has been concluded with the owner or the person commissioning the organisation of the Meeting/Event (see Annex) on the measures and requirements which comprises at least the MANDATORY criteria. This agreement is loaded in the Green Meeting software.
♦ All mandatory items of the general part of the data in the Green Meeting software have been filled in (e.g. name, date, topic and location of the Meeting/Event…).

After that, the Eco-label 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." or "Es wird angestrebt, die

Veranstaltung nach den Kriterien des Österreichischen Umweltzeichens für Green Events auszurichten." (We aim at organising the Meeting/Event according to the criteria of the Austrian Eco-label for Green Meetings / Green Events.)

Phase 2:
 ♦ All necessary entries and supporting documents are available in the Green Meeting software. The Meeting/Event has been certified and authorized through the Green Meeting software.

After that, the Green Meeting or Green Event Eco-label logo can be used in the external communication using the following wording:

"Die Veranstaltung entspricht den Kriterien des Österreichischen Umweltzeichens für Green Meetings" or "Die Veranstaltung entspricht den Kriterien des Österreichischen Umweltzeichens für Green Events" (The Meeting/Event complies with the criteria of the Austrian Eco-label for Green Meetings/Events).

3 Criteria

3.1 Points system

The requirements of "UZ 62" Guideline are considered satisfied if the requested MANDATORY criteria are met and the minimum number of points required for the relevant Meeting/Event has been reached. The total number of points is calculated from the options and the offer of the Meeting/Event. If the planned Meeting/Event will not include overnight stays or organised meals (catering or reservation of set meals etc.), also the number of points which has to be reached will be lower. The criteria also distinguish between different event locations.

Area of organisation	Maximum total	Maximum Meetings	Maximum Events
1. Mobility and climate protection	24	24	24
2. Accommodation	16	16	16
3a. Event venue building	32	32	29[3]
3b. Event venue outdoor built-up area/nature	19/11	--/--	19/11[4]
4. Procurement, material and waste management	24	24	18.5[5]
5. Exhibitors/Trade-fair stand builders	8	8	--
6a. Event catering	26.5	26.5	26.5
6b. Gastronomy	27	27	--
7. Communication	4.5	3.5[6]	4.5
8. Social aspects	15	14[7]	12[8]
9. Event technology	4	--	4
SUM, maximum		**175**	**152.5**
Sum of the maximum number of points achievable when the Meeting/Event is held in a building		**175**	**133.5**
Sum of points achievable when the Meeting/Event is held outdoors in a built-up area		**--**	**123.5**
Sum of points achievable when the Meeting/Event is held in nature		**--**	**112.5**

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[3] without Va12 (2 pts.) and Va10 (1 pt.)

[4] without Vb8 (2 pts.), Vb10 (3 pts.), Vb14 (2 pts.), Vb15a (1 pt.)

[5] without B11 (1.5 pts.), B12 (2.5 pts.), B13 (1.5 pts.)

[6] without K7 (1 pt.)

[7] without S9 (1 pt.)

[8] without S4 (3 pts.)

Points required for Meetings:

Meetings including all aspects (catering AND gastronomy) must reach 50 points.

Meetings including all aspects, but only catering OR gastronomy, must reach 45 points.

Meetings not offering accommodation for overnight stays must reach 42 points.

Meetings not accompanied by a trade fair must reach 42 points.

Meetings without trade fair and not offering accommodation for overnight stay must reach 37 points.

Meetings including a trade fair and accommodation for overnight stay, without catering/gastronomy, must reach 37 points.

Meetings without catering / gastronomy and not offering accommodation for overnight stay must reach 32 points.

Meetings without a trade fair, not offering accommodation for overnight stay and without catering / gastronomy must reach 30 points.

Points required for Events:

Events including all aspects must reach 42 points.

Events not offering accommodation for overnight stays must reach 40 points.

Events without catering must reach 35 points.

Events without catering and not offering accommodation for overnight stay must reach 32 points.

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

3.2 Criteria

The criteria of Eco-label Guideline 62 are basically divided into two categories: Basic requirements, which the licensee as an enterprise has to satisfy in any case, and specific criteria applicable to the relevant Meeting/Event. Some of the specific criteria can be freely selected, but a 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 Eco-label (UZ300, UZ200) or according to the environmental management system EMAS need not provide separate evidence of these criteria (exceptions: L2 and L3). The reference "zertifiziert nach …" (certified according to) with the indication of the (license) number is sufficient.

In some cases the evidence required for 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
	Business management
L1	**Vision** The enterprise has a corporate vision on environment and sustainability which was adopted by the management. *Assessment and verification:* The vision must be loaded into the software and it is explained explicitly where it is visible in communication (website, annual reports, etc.).
L2	**Green Meetings agent /Green Events agent** At the licensee organisation a member of the staff and a representative have been appointed 'greening agent'[9] ; he/she is in charge of instructing the staff, of certifications and other quality assurance measures. *Assessment and verification:* The name of the Green Meetings agent / Green Event agent must be indicated and visibly communicated (website, mailings, promotional folders, annual reports, etc.). Changes are notified without delay.
L3	**Staff training** The staff members of the organisation have to be instructed on the issue as follows: a) The **greening agent** and his/her representative by external advisors at the beginning of each period of use (every 4 years) and when the greening agent changes: ♦ Background, objectives and content of Eco-label Guideline UZ 62 ♦ Environmentally responsible behaviour at the place of work: Energy-saving behaviour, paper-saving printing, waste separation, etc. (criteria L1 - L13) ♦ Environmentally friendly personal mobility ♦ Use of the software and the product database b) Training for **all persons who have main responsibility** for a Meeting/an Event by the greening agent or by external advisors. Content of the training: As in a) but without use of the software and the database. c) The greening agent informs **all staff members** about the Eco-label through the usual internal organisation paths and encourages them to promote the objectives (criteria for licensees L1 – L13). d) If the licensee does not certify at least one Meeting/Event per year, the greening agent has to attend **another training** of the above-mentioned extent. *Assessment and verification:* A declaration of compliance with this criterion as well as 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.

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[9] Does not apply to single-member companies where no other staff members are available.

		Office/Procurement
L4	**Stationery used internally**	
	The licensee uses exclusively stationery (office papers, envelopes …) which has been awarded an ISO type 1 eco-label (Austrian Eco-label, Blauer Engel (Blue Angel), Nordic Swan, EU Ecolabel) or is made of 100% recycled paper.	
	Assessment and verification: 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.	
L5	**Printed products for the enterprise and for enterprise communication**	
	The **paper of printed products** meets one of the following criteria:	
	♦ It bears an eco-label according to ISO type 1[10] or	
	♦ it is made of 100% recycled paper or	
	♦ it is made of totally chlorine-free (TCF) paper or	
	♦ it meets the criteria of the Mustermappe ÖkoKauf Wien[11].	
	If possible, **printing contracts placed with printing companies** are produced according to the Austrian Eco-label Guideline for Printed Products (UZ24) or the EU Ecolabel.[12]	
	Assessment and verification: A declaration stating how this criterion is met must be provided in the software. Data and documentation, such as the relevant contracts or printed products, have to be presented to the reviewer.	
L6	**Electrical and electronic equipment**	
	Newly purchased electrical and electronic equipment (PC, laptop computer, screens, copiers, etc.) are energy-efficient (e.g. labelled with the current standard of the Energy Star or TCO or listed in "topprodukte"[13] or bears an eco-label according to ISO type 1[10].	
	Assessment and verification: A declaration stating how this criterion is met must be provided in the software. Data and documentation (such as the relevant invoices) have to be presented to the reviewer.	
L7	**Cleaning agents**	
	a) The licensee must use at least three products (hand dishwashing detergent and/or detergent for dishwasher and/or all-purpose cleaner) bearing an eco-label[10] or indicated in the Positive List[14] of "die umweltberatung".	
	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.	
	(Points (a) and (b) do not apply to offices without any influence on procurement or on the hiring of the cleaning agency.)	
	Assessment and verification: 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.	

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[10] ISO type I eco-labels are eco-labels which are awarded and controlled by independent third parties (e.g. Austrian Eco-label, Blue Angel, EU Ecolabel, Nordic Swan etc.).

[11] http://www.wien.gv.at/umweltschutz/oekokauf/ergebnisse.html

[12] This does not have any impact on existing contracts; in the case of re-tender, the criterion is taken into account.

[13] www.topprodukte.at

[14] www.umweltberatung.at/oekorein

L8	**Sanitary papers** The sanitary paper products used at the office bear an eco-label according to ISO type 1[10] or are verifiably made of 100% recycled paper. *(Does not apply to offices without any influence on the procurement or on the hiring of the cleaning agency.)* *Assessment and verification:* The names of the products have to be indicated in the software; data and documentation (like e.g. the relevant invoices) have to be presented to the reviewer.
L9	**Waste separation** Waste has to be separated in a way that it can be treated separately by the municipal or private waste disposal facilities.[15] Special consideration has to be given to hazardous wastes (e.g. energy-saving lamps, pharmaceuticals), electrical appliances as well as toners and colour ink cartridges. These wastes are separated, collected, and disposed of appropriately. *Assessment and verification*: 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 were concluded with private enterprises.
L10	**Waste bins in toilets** Each (ladies) toilet has to be equipped with a suitable waste bin and users have to be requested not to flush down the respective waste down the toilet but to dispose of it in the waste bin. *Assessment and verification:* A declaration of compliance with this criterion and the wording of the note have to be given in the software.
L11	**Jointly consumed food** 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. *Assessment and verification:* The names of the products have to be given in the software; data and documentation (like e.g. the relevant invoices and products) have to be presented to the reviewer.
	General resources
L12	**Database of service providers and products** The licensee has to enter into cooperation with service providers qualified in environmental affairs and must use appropriate eco-friendly products. The Green Meeting software (product database) can be used for that purpose. *Assessment and verification:* Cooperations have to be indicated in the software.
	Communication / Information
L13	**Promotion of Green Meetings / Green Events** The licensee advertises the option of planning Green Meetings / Green Events actively in the product portfolio, in marketing and acquisitions. The licensee uses the logo of the Austrian Eco-label in its marketing activities and in connection with acquisitions. *Assessment and verification:* A declaration of future compliance with this criterion has to be given in the software; after having been awarded the licence, documentary evidence of the implementation has to be provided.

[15] According to section 1. (2) of the Waste Management Act (AWG) waste shall 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 or the energy generated.

3.2.2 Criteria for Meetings/Events

		Subject / Text	Points
		1. Mobility and climate protection	
M1		**Car-free transportation to the Meeting/Event** From the nearest international airport or international railway station the place where the Meeting/Event takes place can be reached within five hours using public transport. *Or:* 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. *Assessment and verification:* The situation and the accessibility of the event location of the event location have to be indicated.	MANDATORY
M2		**Priority communication of climate-compatible travelling to and from the Meeting/Event** Attendees are already in the promotion process, but at the latest upon registration, as a **priority** informed about climate-compatible travelling to and from the Meeting/Event where and to the extent feasible. Train connections, (bus) schedules, information about the availability of public transport, distances between station and event location etc. are described in detail and are explained as a priority before informing about how to travel to the location by car. *Assessment and verification:* Appropriate documents such as invitations, programme, screenshot of the application etc. have to be presented.	MANDATORY
M3		**Mobility for side events** Side events, trips etc. are organised in a way that the destinations are within walking distance or can be reached using public transport or a share-ride shuttle service. *Assessment and verification:* The places of the side events, their distances from the event location and the mobility planned have to be indicated.	MANDATORY
M4		**Central location for regional Meetings/Events** The event location is chosen such that at least 50% of the target group of the Meeting/Event can reach it by public transport within no more than 2 hours. *Assessment and verification:* The situation of the event location and the local entrenchment of the target group have to be indicated.	1
M5		**Event location accessible by public transport** The Meeting/Event is directly linked to the public transport network (not more than 10 minutes' walk), which is communicated and recommended to attendees. *Assessment and verification:* The situation and the accessibility of the event location have to be indicated.	1

M6	**Incentives for and support of environmentally responsible travelling to and from the Meeting/Event** The licensee or the host of the Meeting/Event motivates attendees to travel to and from the Meeting/Event in an environmentally responsible manner and/or supports them actively in doing so: for example by reduced attendance fees for those using public transport to go to the Meeting/Event, by means of lotteries, presents, tickets for the Meeting/Event, organisation of the cheapest train ticket etc. *Assessment and verification:* Appropriate documentation of the invitation/announcement has to be provided.	2.5

M7	**Mobility on the spot for Meetings/Events lasting for more than one day**
	
	    a) Attendees are already in the promotion process, 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)
	    b) Attendees get the opportunity to buy a ticket for the local public passenger transport (ÖPNV) via the organisers. (2 points)
	    c) An ÖPNV ticket on the spot for the whole time of the Meeting/Event is already included in the price of the Meeting/Event. (3 points)
	
	Assessment and verification: Appropriate documents (invitation, announcement, programme etc.) which illustrate this offer have to be presented.
		Max. 3

M8	**Accessibility of accommodations** All accommodations offered to or promoted for attendees are situated at walking distance from the event location or are accessible by bicycle or public transport. *Assessment and verification:* The names of the enterprises and the distances from / accessibility of the event location have to be indicated.	2
M9	**Mobility facilities offered by the hosts** The licensee or the host of the Meeting/Event organises and promotes a special mobility service for attendees to support environmentally responsible travel to the Meeting/Event and mobility on the spot. This can be: (bicycle) taxi services or shuttle services (preferably with alternative drive or electric mobility), the organisation of car pools, bicycle rental / organisation etc. *Assessment and verification:* 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.	3

M10	**Hiring of transport companies**
	
	    a) The licensee or the host informs transport companies in the framework of tendering about the environmental standards of the Meeting/Event and contracts with the company offering the more eco-friendly vehicle fleet.[16] (1.5 points)
	    b) The licensee or the host 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 5 vehicles. (2 points)
	
	Assessment and verification: The relevant documents of the tendering and/or certificates of the enterprises have to be presented.
		Max. 2

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[16] At least EURO 5 vehicles, electric vehicles, natural gas vehicles or hybrid vehicles.

M11	**Description of the modal split** The host or the licensee records the means of transportation used by attendees to go to the Meeting/Event. The data are used for intensified communication and motivation towards eco-friendly journey to enhance attendees' travel behaviour. *Assessment and verification:* It is explained in which way the data are collected and used.	2
M12	**Information on CO_2 offsetting** Especially in the case of air transport to and from the event location the host or the licensee informs attendees on possible ways of CO_2 offsetting and encourages them to use this opportunity. *Assessment and verification:* Adequate documents showing how attendees were informed have to be presented.	1.5
M13	**Calculation of the CO_2 emissions arising from attendees' travels** The licensee or the host calculates the CO_2 emissions caused by attendees' travels and uses the data to improve the measures he/she takes in the field of CO_2 reduction. *Assessment and verification:* Presentation of the calculation and description of its further use or presentation of an action programme.	2
M14	**Offsetting by the host / Climate-neutral Meeting/Event** The licensee or the host undertakes to compensate for the entire amount of CO_2 emissions caused by the Meeting/Event and informs attendees on that initiative. *Assessment and verification:* Appropriate documents have to be presented.	3
M13	**Bicycle parking facilities** The host provides bicycle parking facilities (bike racks, cycling wear etc.) for at least 20% of the attendees expected (where the number available on the spot is not sufficient) and informs attendees accordingly. *Assessment and verification:* Adequate documents informing about the number and type of the parking facilities as well as the information provided to attendees have to be presented.	1

2. Accommodation		
U1	**Accommodation for overnight stay at accommodation enterprises with eco-certification** If there are accommodation enterprises on the spot which have been certified with an eco-label according to ISO type 1[10], EMAS or ISO 14001, at least one of them must be indicated in the list of accommodations offered. *Assessment and verification*: The names of the enterprises and, if any, corresponding contracts / allotment bookings have to be presented.	MANDATORY
U2	**Communication of the Green Meeting / Green Event to accommodation enterprises** a) The licensee or the host informs all accommodation enterprises of the environmental standards of the Meeting/Event. b) The licensee or the host requests accommodation enterprises not certified with the Austrian Eco-label or the EU Ecolabel to inform about their environmental performance using the checklist (preferably directly in the product database). It informs the hotels also about the possibility of obtaining an ecological certification	MANDATORY

	(Eco-label, EMAS or ISO 14001). *Assessment and verification*: The letter to the accommodation enterprises has to be presented.	

U3	**Assessment of the environmental standards of the accommodation enterprises**
	
	   a) **Accommodation enterprises with environmental certification**
	      The accommodation is certified with an eco-label according to ISO type 1, ISO 14001 or EMAS. (4 points per accommodation)
	   b) **Accommodation with environmental orientation**
	      The accommodation is certified with any other eco-label with external verification by third parties (Ökoprofit, Bio Verband, Climate Alliance etc.). (2 points per accommodation)
	   c) **Accommodation with self-declared minimum standard of environmental orientation**
	      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)
	
	Assessment and verification: The names of the enterprises and the relevant contracts as well as, where applicable, documents proving certification have to be provided. In the case of c) presentation of the checklists / entry product database.
		Max. 16

3. Event venues[17]
3a. Permanent buildings as event venues
Eco-labelled event location: An event location which has been granted an eco-label according to ISO type 1 (Austrian Eco-label, EU Ecolabel etc.) or another, equivalent environmental certification (EMAS; Ökoprofit) automatically meets the following criteria: Va2, Va3, Va5, Va6, Va8, Va11, Va12, Va13, Va17, Va18, Va19 (14.5 points). Further points can be obtained by meeting additional, optional criteria.

Va1	**Communication of the environmental standards to operators of event venues**
	
	   a) The licensee or the host informs the operator(s) of the event venue (unless the operator is identical with the licensee) about the environmental standards of the Meeting/Event.
	   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).
	
	Assessment and verification: The communication with the event location has to be presented.
		MANDATORY

Va2	**Waste management plan of the event location** The event location has a valid written waste management plan, if it is obligated under the law to do so. *Assessment and verification:* The waste management plan has to be presented.	MANDATORY

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[17] An event venue is the spatially separated or officially authorized area serving the execution of the Meeting/Event and therefore must have a certificate from an authority confirming (or assuming) its suitability for the relevant Meeting/Event.

Va3	**Waste bins in toilets**	MANDATORY
	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.	
	Assessment and verification: A declaration of compliance with this criterion and the wording of the note to guests have to be presented.	
Va4	**Newly established buildings**	MANDATORY
	If new buildings are permanently established for the Meeting/Event, they have to a) comply with a sustainable building standard, e.g. TQB.2010, LEED (Leadership in Energy and Environmental Design), klima:aktiv standard, Green Building, DGNB-ÖGNI, passive house etc., and b) present a sustainable concept for subsequent use.	
	Assessment and verification: The relevant documents (building notifications, concept) have to be presented.	
Va5	**Environmental standards of the event location**	2
	The enterprise participated in an environmental programme in which the site was involved (eco-label according to ISO type 1[10], EMAS, Ökoprofit, ISO 14001, klima:aktiv etc.).	
	Assessment and verification: Evidence of the environmental programme, award certificate etc.	
Va6	**Advanced environmental strategy**	Max. 3
	The event location pursues advanced environmental strategies: a) Environmental policy and/or sustainability scheme (1.5 points) b) Energy accounting (1.5 points)	
	Assessment and verification: The relevant documentation has to be presented.	
Va7	**Accessibility for disabled persons**	Max. 2.5
	a) The event location meets the minimum requirements of barrier-free equipment and facilities according to the Austrian standard ÖNORM B1600. (2 points) b) The barrier-free equipment and facilities of the areas of relevance to Meeting/Events meet the minimum requirements, or basic requirements, of ÖNORM B1603. (2.5 points)	
	Assessment and verification: 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.	
Va8	**Documentation of the energy standard of the building**	1.5
	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).	
	Assessment and verification: Presentation of the energy or building certificate or of an expert report.	

Va9	**Advanced energy policy to optimise energy consumption** 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). *Assessment and verification:* The programme has to be presented.	2
Va10	**Daylight in rooms used for the Meeting/Event** The greater part of the rooms used for the Meeting/Event have daylight. *Assessment and verification:* A detailed declaration of compliance with this criterion is presented.	1

Va11	**Energy-saving lighting technology in event zones**
	
	    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).
	    b) Time switches and motion detectors are used in the event zone (1 point).
	
	 Assessment and verification: A detailed declaration of compliance with this criterion is presented.
		Max. 2

Va12	**Environmentally friendly equipment** Office equipment and seminar facilities: At least 30 % of the electronic equipment (PC, monitors, fax machines, printers, scanners, copying machines) meet the criteria for the award of the Energy Star or of an eco-label according to ISO type 1. *Assessment and verification:* A detailed declaration of compliance with this criterion (types/names of the equipment and facilities) is presented.	2
Va13	**Electricity from renewable sources** At the event location 50 % of the electricity is generated from renewable energy sources (wind, sun, geothermal sources, wave and tidal energy, hydropower, biomass and biogas). *Assessment and verification*: Evidence (energy supply contract or an electricity bill) clearly showing the type and the percentage of the renewable energy source(s) is provided.	0.5
Va14	**Eco-labelled green electricity** The electricity purchased by the enterprise has been granted the Austrian Eco-label (Guideline 46 "Green Electricity"). *Assessment and verification*: Evidence (energy supply contract or an electricity bill) unequivocally showing the eco-label certification is provided.	2
Va15	**Photovoltaic or solar installation** The enterprise has its own system for the generation of electricity or hot water or air-conditioning from solar, hydroelectric or wind power, geothermal sources, biomass or geothermal energy. *Assessment and verification:* A declaration of compliance with this criterion is presented.	2

Va16	**Energy from renewable energy sources** At the event location a) more than 50% (1.5 points) b) 100% (3 points) of the energy used for heating, cooling or hot water preparation is verifiably generated from renewable energy sources. *Assessment and verification*: A declaration concerning the energy sources is presented. Heat pumps can be considered renewable if the electricity is from 100% renewable sources.	Max. 3
Va17	**Turning on/off lights, heating and/or air-conditioning system** 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. *Or:* Staff members are instructed to turn off heating and air-conditioning systems in rooms which are not used. *Assessment and verification:* A declaration of compliance with this criterion as well as the wording of the note are presented.	1
Va18	**Water-saving sanitary facilities** (0.5 points each) 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. b) Urinals 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. c) The water flow from taps in the sanitary facilities is below 9 litres/minute. d) Taps in the sanitary facilities are equipped with an automatic control. *Assessment and verification:* A detailed declaration of compliance with this criterion is presented.	Max. 2
Va19	**Cleaning** a) Cleaning agents: At least 3 products eco-labelled according to ISO type 1 or according to the Positive List of the environmental consulting association 'die umweltberatung' are used. (1 point) b) The cleaning staff is instructed in the efficient use and correct handling of cleaning agents as well as in ergonomic working. (1 point) *Assessment and verification:* The names of the products are indicated and appropriate bills/supporting evidence/training documents are kept as records and presented to the licensee.	Max. 2
Va20	**Corporate mobility management** 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. *Assessment and verification:* The mobility concept is presented.	2

Va21	**Avoidance of transportation** 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 Meeting/Event. 0.5 points each for: • Technical equipment and facilities • Catering • Others *Assessment and verification:* Indication of the equipment and facilities available on the spot and of the transport services saved.	Max. 1.5

3b. Other event venues (temporary buildings, tents, open space)

	Meeting/Events in nature For Meetings/Events which at least partly take place on green surfaces (meadows, forests, arable land etc.) outside built-up areas and without infrastructure (electricity and water supply, sewage system, paved roads/areas, places etc.) compliance with the following criteria is obligatory: All mandatory criteria and additionally: **Vb8, Vb10, Vb14, Vb15a.**	
Vb1	**No Meetings/Events in sensitive natural areas** The event location is not situated in areas protected under national or Community law (nature conservation areas, Natura 2000 areas, bird protection zones etc.) or in sensitive ecosystems (peatbogs, glaciers, wetlands etc.). **Exempt** from this provision are Meetings/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. *Assessment and verification:* Contract with the host; indication as precise as possible of the event location.	MANDATORY
Vb2	**Preparation of a protection concept** A protection concept has to be presented which, depending on the conditions, includes the following: a) an exact definition of the necessary control measures; b) 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 Meetings/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; c) how communication of the protection measures to staff and attendees is ensured. d) If protected areas are located in the immediate neighbourhood of the area where the Meeting/Event takes place, the protection concept has to take into account these areas as well in coordination with the nature conservation authority. *Assessment and verification:* Presentation of the protection concept and a declaration stating how the protection concept is communicated internally and to attendees.	MANDATORY
Vb3	**Temporary structures** If temporary buildings or structures (also tents, stages…) are established for the Meeting/Event, they are completely dismantled and are either re-used or all materials are separated by type of material and recycled/disposed of according to the legal requirements. *Assessment and verification:* Description of the buildings and materials.	MANDATORY

Vb4	**Minimum requirement concerning electricity supply**
	
	   a) Where a connection to the public grid is available and its use is possible, electricity from the public grid is used.
	   b) 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 (not older than one year).
	
	Assessment and verification: Evidence of electric power supply/generation and/or maintenance report.
		MANDATORY

Vb5	**Heating with electricity or umbrella gas heaters in open areas** No electricity or umbrella gas heaters are used for outdoor heating at the event location. *Assessment and verification:* An agreement concerning the compliance with this criterion is presented (e.g. contract with the host).	MANDATORY
Vb6	**Wastewater disposal** 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. *Assessment and verification:* The official authorisation is presented.	MANDATORY

Vb7	**Portable toilets**
	
	   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 Meeting/Event and
	   d) the content is properly disposed of.
	
	Assessment and verification: Number of toilets/attendees, evidence of cleaning staff and cleaning plan, contract concerning disposal.
		MANDATORY

Vb8	**Environmentally compatible portable toilets** Composting toilets or toilets with environmentally certified sanitary additives are used as portable toilets. *Assessment and verification:* Contract with company, invoices of the sanitary additives.	2
Vb9	**Eco-electricity from public power grid** The electricity required for the Meeting/Event is obtained from the public grid and is at 100% generated from renewable energy sources (wind, sun, geothermal sources, wave and tidal energy, hydropower, biomass and biogas). *Assessment and verification:* The electricity supply contract is presented.	2
Vb10	**Electricity generation from alternative sources** The required electricity is generated by the event location itself using alternative energy sources (for example power generator operated with vegetable oil (no palm oil) or oil from waste cooking oil, photovoltaic installation, wind turbines etc.…) *Assessment and verification:* Indication and description of the energy source.	3

Vb11	**Energy from renewable energy sources** 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.) a) at 50% (1.5 points) b) at 100% (3 points) *Assessment and verification:* Evidence of the energy sources and their capacity.	Max. 3
Vb12	**Sustainable water supply** The quantity of water which needs to be abstracted from wells or reservoirs for the Meeting/Event is calculated and regulated in accordance with the capacity of local water supply. *Assessment and verification:* Appropriate documents have to be presented, maybe protection concept, agreement with the municipality etc.	2
Vb13	**Cleaning** 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 1[10] or listed in the Positive List[14] of the environmental consulting association 'die umweltberatung' are used. *Assessment and verification:* Agreement with contracting entity and indication of the products	2
Vb14	**Environmental manager on the spot** For the whole time of the Meeting/Event (including construction and dismantling period) a staff member responsible for the implementation and supervision of the environmental criteria is present on the spot. *Assessment and verification:* Indication of name and tasks	2
Vb15	**Prevention of crop damage** 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 Meeting/Event are exclusively on paved ground and not on green surfaces (1 point). *Assessment and verification:* Agreement with host and/or protection concept	2
Vb16	**Collection of data on electricity consumption** 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 Meetings or Events. He/She also makes the data available to the certifying agency upon request. *Assessment and verification:* Adequate documentation has to be provided, maybe energy concept, plans of the measuring sites etc.	1

	4. Procurement, material and waste management for the Meeting/Event	

B1	**Check and adaptation of the waste management plan**
	
	  a) In cooperation with the event location the licensee checks the waste management plan existing at the event location for its suitability for the Meeting/Event. If the waste management plan is not suitable or not sufficient, the licensee, in cooperation with the event location or the waste disposal company, prepares an individual waste management plan for the Meeting/Event.
	
	  b) In the case of Meetings/Events in nature: A waste management plan for the Meeting/Event is prepared which ensures the prevention of any hazardous waste and complete disposal of non-avoidable waste generated in connection with the Meeting/Event.
	
	The waste management plan focuses on **waste prevention** and takes into account all areas (audience area, backstage, kitchen or catering, general office operation, stands etc.) as well as specific particularities of the Meeting/Event.
	
	Assessment and verification: The relevant documentation and agreements are presented.
		MANDATORY

B2	**Food and drinks without catering/gastronomy** If, in addition to the catering, the host or the licensee itself provides a small amount of food and/or drinks (e.g. coffee, tea, juice, water, and rolls or cakes etc.): • Exclusively reusable dishes are used; • No cans are used/offered; • In the case of drinks exclusively reusable packages or bulk packs are used[18]; • Tap water is provided free of charge; • No coffee/tea machines with capsule systems are used. This criterion applies also to drinks provided by sponsors. *Assessment and verification:* Agreement with the host and, if applicable, with sponsors.	MANDATORY
B3	**Re-use of badges** If reusable badges are used, they are collected after the Meeting/Event and kept available for re-use. *Assessment and verification:* A declaration of compliance with this criterion is presented (e.g. agreement host).	MANDATORY

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[18] If **for reasons of product availability** the use of bulk packs or reusable packs is not possible, the beverage containers have to be collected separately and recycled. **It must be explained** why no other product / no other form of container use is possible.

B4	**On-the-spot information of staff members concerning waste prevention and waste separation**
	
	    a) All members of the staff are appropriately (e.g. by means of written information or instructions) informed and encouraged to avoid waste and to separate unavoidable waste in line with the requirements of the event location or of the Meeting/Event.
	    b) Facilities for reasonable and appropriate waste separation and waste collection are offered on a **decentralised** basis (always several times backstage, in the kitchen area, etc.).
	
	Assessment and verification: A declaration indicating the way of compliance with this criterion is presented (e.g. information for staff members).
		MANDATORY

B5	**Information of attendees on waste prevention and waste separation on the spot**
	
	    a) All attendees are in an appropriate manner informed and encouraged to avoid waste and to separate and dispose of unavoidable waste in line with the requirements of the Meeting/Event.
	    b) Facilities for reasonable and appropriate waste separation and waste collection in the guest area are offered several times on a **decentralised** basis.
	
	Assessment and verification: A declaration indicating the way of compliance with this criterion is presented.
		MANDATORY

B6	**Acquisition of new equipment** Where new equipment is purchased for the Meeting/Event the licensee buys exclusively energy-efficient equipment (current standard Energy Star or TCO, eco-label according to ISO type 1, listed on 'topprodukte' etc.). *Assessment and verification:* A declaration of compliance with the criterion is presented (e.g. agreement host); the relevant invoices are kept as evidence.	MANDATORY
B7	**Resource requirements for paper / printing** Any and all printed products of relevance to the Meeting/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, replacing by electronic carriers, mail services, internet, apps etc. *Assessment and verification:* A declaration of compliance with this criterion is presented (e.g. agreement host).	MANDATORY
B8	**Paper quality of printed products for the Meeting/Event** Paper used for external printing jobs (e.g. for flyers, letter paper, programme booklets, envelopes etc.) is eco-labelled according to ISO type I[10] or is made of 100% recycled paper or is at least totally chlorine-free (TCF) or meets the criteria of the Mustermappe ÖkoKauf Wien[11]. FSC and PEFC alone are not sufficient! *Assessment and verification:* Evidence of the papers used is provided.	MANDATORY
B9	**Non-use of non-returnable beverage packages as giveaways** None of the hosts and sponsors uses non-returnable beverage packages as giveaways. *Assessment and verification:* Contractual agreements with the host and/or the sponsors are presented.	MANDATORY

B10	**Waste parameters**	3
	The quantities of waste generated during the Meeting/Event are determined by waste type and recorded as parameters. The licensee and/or the host use the parameters for internal quality enhancement and make them available to the certifying agency upon request.	
	Assessment and verification: A declaration of compliance stating how the criterion is met is presented.	
B11	**Eco-labelled printed products for the Meeting/Event**	2
	Printed products are produced according to the requirements of Eco-label Guideline 24 or the EU Ecolabel for Printed Products by printing companies licensed for that purpose, and are marked accordingly.	
	Assessment and verification: A declaration of compliance with the criterion is presented together with the pertinent orders.	
B12	**Conference folders**	Max. 1.5
	a) No conference folders are provided, not by sponsors, either. (1.5 points) b) Conference folders are made of paper/cardboard and produced according to the criteria of Eco-label Guideline 24 for Printed Products. (0.5 points)	
	Assessment and verification: A declaration stating that no 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 indicated.	
B13	**Conference bags (backpacks)**	Max. 2.5
	a) No conference bags or conference backpacks are provided, not by sponsors, either. (2.5 points) b) Conference backpacks or bags are made of 100% recycled material or of natural, environmentally friendly materials (e.g. felt, organic cotton, hemp, etc.). (1 point) c) Conference folders, backpacks or bags are produced in a workshop integrating and supporting socially disadvantaged persons or are from fair trade. (1 point)	
	Assessment and verification: 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.	
B14	**Rented equipment**	1.5
	At least 50% of the electronic equipment rented from external enterprises for the Meeting/Event (computers, screens, beamers, copying machines etc.) carry the Energy Star or an eco-label according to ISO type 1.	
	Assessment and verification: A declaration of compliance with the criterion is presented together with appropriate documentation.	

B15	**Giveaways**[19] **from the host**
	
	    a) No giveaways are offered. (3 points)
	    b) None of the giveaways is battery- or accu-driven; all giveaways are unpacked and either made of environmentally friendly or natural materials or they carry a recognised quality seal (eco-label, organic seal, Fair Trade seal…). (2 points)
	    c) 50% of 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 they carry a recognised quality seal (eco-label, organic seal, Fair Trade seal…). (1 point)
	
	Assessment and verification: 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.
		Max. 3

B16	**Giveaways**[19] **from sponsors**
	
	    a) No giveaways are offered. (3 points)
	    b) None of the giveaways is battery- or accu-driven; all giveaways are unpacked and either made of environmentally friendly or natural materials or they carry a recognised quality seal (eco-label, organic seal, Fair Trade seal…). (2 points)
	    c) 50% of 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 they carry a recognised quality seal (eco-label, organic seal, Fair Trade seal…). (1 point)
	
	Assessment and verification: 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.
		Max. 3

B17	**Decoration / Flower arrangements**
	
	    a) No decoration is provided. (1.5 points)
	or (0.5 points each for):
	    b) The decoration elements are made of environmentally friendly or natural materials (e.g. of domestic wood, natural fibres etc.).
	    c) The decoration elements are produced in local/regional studios by local/regional artists.
	    d) The floral decoration consists of plants from regional horticulturists or flowers from fair trade.
	    e) The decoration is reusable and is re-used.
	    f) At least part of the material used for decoration purposes is replaced by lighting/light effects.
	
	Assessment and verification: 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.
		Max. 1.5

B18	**Guidance system** The elements of the visitor guidance system are either reusable or electronic. *Assessment and verification:* Description of the guidance system	1
B19	**Paperless event** In the entire public field of the Meeting/Event (from the invitation to the information provided on the spot) no paper is used (includes also advertising and sponsors). *Assessment and verification:* Statements of consent from all those involved (e.g. agreement with host and/or sponsors).	2

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[19] For information about environmentally friendly giveaways, please see: http://www.umweltberatung.at/greengimix

B20	**Environmental standards of partner enterprises and sub-contractors** Partner enterprises, sub-contractors or any other providers of outsourced services for the Meeting/Event (event-technology companies, cleaning companies etc.) – except for catering and event location – have participated in an environmental certification programme (e.g. EMAS, Ökoprofit, ISO 14001, klima:aktiv etc.). (1 point per provider) *Assessment and verification:* The certificates of the enterprises have to be presented.	Max. 3

	5. Exhibitors and trade-fair stand builders[20]	
A1	**Communication to the exhibitors with recommendations concerning environmental criteria** The licensee or the host informs **all** exhibitors about the environmental quality of the event and communicates to them the recommendations concerning the environmental criteria. *Assessment and verification:* The relevant information provided is presented.	MANDATORY
A2	**Communication to trade-fair stand builders with recommendations concerning environmental criteria** The licensee or the host informs **all** 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. *Assessment and verification:* A declaration of compliance with the criterion and the corresponding information material are presented.	MANDATORY
A3	**Contractual agreements with exhibitors** The licensee or the host of the event concludes the following contractual agreement with **all** exhibitors: a) Waste accruing at the stand has to be disposed of according to the requirements of the waste management scheme. b) During the event no disposable tableware (tumblers, plates, cutlery etc.) may be used. c) The materials which are used and for which the exhibitor is responsible (racks, roll-ups, decoration, maybe floor covering) are reusable and are re-used. *Assessment and verification:* A declaration of compliance with the criterion and a contractual agreement are presented.	MANDATORY
A4	**Reduction of printed matter in the exhibition area** At least **50% of the exhibitors** (enterprises exhibiting) have signed an agreement stating that, and in which way, they reduce the provision of printed matter. *Assessment and verification:* The agreement and the names of the exhibiting enterprises which signed are presented.	1.5

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[20] **Exhibitors:** Those enterprises and persons that present their products/topics at a stand.

Trade-fair stand builders: The enterprises/persons directly or indirectly responsible for the design and construction of the trade-fair stand (material, re-use etc.). The exhibitor and the trade-fair stand builder can, but need not, be identical.

A5	**Reduction of giveaways**[19] **in the exhibition area**	1.5

	At least **50% of the exhibitors** (enterprises exhibiting) have signed an agreement stating that they will do without giveaways or that they will provide only unpacked products without batteries with the following environmental criteria:
	    a) made of environmentally friendly or natural materials (e.g. of domestic wood, natural fibres etc.) and/or
	    b) carrying recognised quality seals (eco-label, organic farming or Fair Trade)
	
	Assessment and verification: The agreement and the names of the exhibiting enterprises which signed are presented.	

A6	**Re-use of exhibition stands**	Max. 3

	a) Exhibition/Trade-fair stands are provided by the host (host or event location) and either the whole stands or their materials/components are re-used. (3 points)
	        Or:
	    b) The exhibition stands are provided, disassembled and re-used 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).
	
	Assessment and verification: A detailed declaration on the re-use of the stands is provided.	

A7	**Environmentally compatible exhibition stands** (1 point each)	2
	a) **50%** of the trade-fair or exhibition stands are made of reusable components, recyclable materials and without PVC. b) **50%** of the trade-fair or exhibition stands use energy-saving lighting systems (LED systems, energy-saving lamps, automatic time and daylight control etc.). *Assessment and verification:* A detailed declaration on the type of the stands (maybe comprising plans, pictures) is presented.	

	6. Catering and gastronomy	

	6a. Event catering Applies also to stalls if they are organised by the host or the licensee in connection with the Meeting/Event. If a catering enterprise bearing the Austrian Eco-label UZ 202a 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	**Contractual agreement** The licensee or the host concludes a written contract with the catering enterprise on the compliance with the criteria for Green Meetings / Green Events. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
C2	**Reusable dishes** In the guest area exclusively reusable cups, reusable dishes[21] (plates, bowls) and reusable cutlery[22] are used. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
C3	**Reusable packaging or bulk packaging for beverages** a) Beverages are purchased exclusively in bulk packs and/or reusable packs and are served from them.[23] b) No use of/selling of/serving from beverage cans. c) No use of coffee / tea vending machines using capsule systems. This criterion applies also to drinks provided by sponsors. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY

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

[22] In the case of Meetings/Events which do not take place in a building also the use of disposable cutlery is possible if the latter is made from wood or is biodegradable (European Standard EN 13432; compostability label) and it can be explained why no other form of cutlery use is possible.

[23] 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. **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.

C4	**Waste prevention in procurement** ♦ Purchasing in reusable transport packs or at least in recyclable packaging. ♦ Use of reusable tablecloths. ♦ 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 Meeting/Event. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
C5	**Environmentally compatible disposal of wastewater from mobile dishwashing systems** Mobile dishwashing systems are either connected to the public wastewater disposal system or providers have a wastewater disposal plan. *Assessment and verification:* The technology of the mobile dishwashing system used has to be documented.	MANDATORY
C6	**Disposal of food waste** Food and catering wastes are properly disposed of in an environmentally compatible manner (depending on the available facilities biogas plant or composting). *Assessment and verification:* The relevant waste management plan has to be presented (if appropriate, this can also be the waste management plan of the location or the Meeting/Event).	MANDATORY
C7	**Energy saving in cooling** No open-front coolers are used. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
C8	**Heating with electricity or umbrella gas heaters in open areas** Electricity or umbrella gas heaters for heating in open areas are not used in the catering area either. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
C9	**Tap water as a service for attendees** During the Meeting/Event, tap water is provided for free. *Assessment and verification:* The contractual agreement with the catering enterprise is presented and the way of implementation is explained.	MANDATORY
C10	**Seasonal regional food** At least two agricultural products are from seasonal and regional production[24]. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY

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[24] 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 sufficient. Evidence of the origin can be provided.

C11	**Regional beverages** At least two beverages are from regional[24] production. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY
C12	**Environmental protection for sea fish and seafood** All sea fish and other seafood used are either caught in the wild with MSC (Marine Stewardship Council) Seal of Quality or are from organic aquaculture. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY
C13	**Animal and species protection** No food which is problematic from the point of view of animal and species protection (e.g. caviar, bluefin tuna, shark, turtles, foie gras, frog legs, etc.) is used. *Assessment and verification:* The contractual agreement with the catering enterprise as well as the menu are presented.	MANDATORY
C14	**Eggs** All eggs (pieces of eggs) used are, as a minimum requirement, from laying hens from free-range management. *Assessment and verification:* The name of the supplier is indicated.	MANDATORY
C15	**Vegetarian meal** At least one vegetarian or vegan meal is offered. *Assessment and verification:* The contractual agreement with the catering enterprise as well as the menu are presented.	MANDATORY

C16	**Information of staff members**
	
	    a) All staff members involved in the catering (for example purchasing, kitchen, service) have been informed about the criteria.
	    b) All members of the staff on the spot have been informed about the provisions concerning youth protection and are requested to comply with them.
	
	Assessment and verification: The contractual agreement with the catering enterprise is presented and the way of implementation is explained.
		MANDATORY

C17	**External communication of the special quality of the catering offered**
	
	    a) The names of the producers of the regional foods/ beverages are indicated on the menus, menu cards or place cards.
	    b) The special quality of the catering offered, such as seasonal or organic products, MSC fish, etc., is pointed out directly (on place cards, daily menu cards, menus, etc.).
	    c) All members of the service team have been trained and are able to inform guests also orally.
	
	Assessment and verification: The contractual agreement with the catering enterprise as well as menu cards/table displays etc. are presented or the implementation is explained.
		MANDATORY

C18	**Additional catering request for organic products** 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. *Assessment and verification:* The offers obtained are uploaded and, if relevant, the reasons for not choosing the offer in organic quality are indicated.	1.5

C19	**Organic food**
	
	    a) At least 30% of the food and 30% of the beverages offered are organic and regional. (2 points)
	    b) At least 50% of the food and 50% of the beverages offered are organic and regional. (3 points)
	
	Assessment and verification: Compliance with the criterion is proved by presenting appropriate documentation (menu card, bills, order sheets…).
		Max. 3

C20	**Eco-labelled catering enterprise** The catering enterprise bears an eco-label according to ISO type 1[10]. *Assessment and verification:* The name of the enterprise and the type of certification are indicated.	3

C21	**Catering with another certification or cooperation**
	
	The catering enterprise / the gastronomy enterprise
	    a) has been awarded the Austrian organic farming certificate; (2 points);
	    b) has been granted the AMA 'gastro certification'; (1 point)
	    c) is a 'Genuss-Region-Österreich' partner; (0.5 points);
	    d) is a 'Slow Food' partner (0.5 points);
	    e) is MSC- or ASC- (Aquaculture Stewardship Council) certified. (0.5 points)
	
	Assessment and verification: The name of the enterprise and the type of certification are indicated.
		Max. 2

C22	**Regional food**
	
	The following ingredients are at **100%** from regional[24] and, if relevant, from seasonal production (0.5 points each, max. 3 points):
	    a) Vegetables
	    b) Salads
	    c) Meat
	    d) Fish
	    e) Cheese
	    f) Milk, yoghurt and the like
	
	Assessment and verification: Compliance with the criterion is evidenced by presenting documents on regional quality seals of the products or indication of the producers.
		Max. 3

C23	**Regional beverages**
	
	The following beverages are at **100%** from regional[24] and, where possible, from seasonal production (0.5 points each):
	    a) Bottled water / Mineral water
	    b) Beer
	    c) Wine
	    d) Fruit juices
	    e) Herbal teas
	    f) Milk-based beverages
	
	Assessment and verification: Compliance with the criterion is evidenced by presenting documents on regional quality seals of the products or indication of the producers.
		Max. 3

C24	**Local enterprises** At least two processed products (e.g. bread/pastries, pasta, sausage products, processed specialties such as sauces, pâtes etc.) are from local production enterprises. *Assessment and verification:* Compliance with the criterion is evidenced by presenting documents on the regional products and indication of the producers.	2	

C25	**Fair trade products**
	
	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 Organisations):
	    a) Coffee (1 point)
	    b) Tea (0.5 points)
	    c) Orange juice or juice from other non-regional fruits (0.5 points)
	
	Assessment and verification: A declaration of compliance with the criterion is presented and the invoices are kept as evidence.
		Max. 2	

C26	**Dishes typical of the region** Dishes which are typical and characteristic of the region in which the Meeting/Event takes place are offered. *Assessment and verification:* A declaration of compliance with the criterion is presented, the dishes are indicated and the reasons for choosing them are given.	1	
C27	**Cleaning of reusable tableware** For cleaning the tableware, cleaning products eco-labelled according to ISO type 1[10] or products according to the Positive List[14] of the environmental consulting agency "die umweltberatung" are used. *Assessment and verification:* Indication of the products	1	

C28	**Avoiding tableware**
	
	Meals are offered in the form of finger food, wrap in, or "Pack's ins Brot" (put it into your sandwich) etc. to avoid the use of tableware.
	    a) Exclusively tableware-avoiding offers (1 points)
	    b) Reduction of the amount of tableware by means of specific meal offer (0.5 points)
	
	Assessment and verification: Description of the measures, meals etc.
		Max. 1	

C29	**Food waste prevention** The catering is calculated and organised in a way that food waste and catering waste are avoided[25]. *Assessment and verification:* Agreement with the catering enterprise illustrating the way in which the criterion is met. Information material for external communication.	1	

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[25] Examples: Exact calculation; meals are delivered to outside in smaller quantities but more often; attendees or members of the staff can take home leftover meals; where possible, leftover food is donated to the local social welfare / to persons in need, etc. Attendees are informed of this procedure before and during the Meeting/Event.

C30	**Special catering offer** (0.5 points each, max. 1 point)
	
	The composition of meals takes into account
	    a) people with food allergies (gluten-free or lactose-free meals or labelling of meals containing frequent allergens);
	    b) religious groups (no pork, kosher meals)
	and informs attendees accordingly in writing.
	
	Assessment and verification: Agreement with the catering enterprise, information material for external communication.
		Max. 1

C31	**Meatless catering**
	
	    ♦ The catering offer does not include any meat.
	    ♦ In the case of one-day Meetings/Events with several meals one chief meal is completely meat-free.
	    ♦ In the case of Meetings/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.
	
	Assessment and verification: Agreement with the catering enterprise, information material for external communication, e.g. menu, meal plan.
		2

	6b. Meals in gastronomy enterprises These criteria apply to gastronomy which, in connection with the Meeting/Event, is provided to attendees, partners or sponsors at a gastronomy enterprise (e.g. receptions, conference dinners…). This can be the case at the event location or outside the event location. If a gastronomy enterprise has been chosen which bears the Austrian Eco-label UZ 202a, the following points are automatically fulfilled: MANDATORY: G2, G3, G6, G9, G10, G11, OPTIONAL: G16, G23 (4 pts.)	
G1	**Contractual agreements** The licensee or the host concludes a written contract on the below-mentioned MANDATORY criteria and the planned optional criteria with the gastronomy enterprise. *Assessment and verification:* The contractual agreement with the gastronomy enterprise is presented.	MANDATORY
G2	**Reusable dishes** In the guest area exclusively reusable cups, reusable dishes (plates, bowls) and reusable cutlery are used. *Assessment and verification:* The contractual agreement with the gastronomy enterprise is presented.	MANDATORY

G3	**Reusable packaging or bulk packaging for beverages**
	
	    a) Beverages are offered/served from bulk packs or reusable packs[23].
	    b) No beverage cans are used or offered.
	
	Assessment and verification: The contractual agreement with the gastronomy enterprise is presented.
		MANDATORY

G4	**Waste avoidance** The following is agreed upon as a must when booking: ♦ Use of reusable tablecloths ♦ 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. *Assessment and verification:* The contractual agreement with the catering enterprise is presented.	MANDATORY
G5	**Tap water as a service for guests** At meals, tap water is provided for free. *Assessment and verification:* The contractual agreement with the gastronomy enterprise is presented and the way of implementation is explained.	MANDATORY
G6	**Seasonal regional food** At least two of the main ingredients in the set menus/meals offered are from seasonal and regional[24] production. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY
G7	**Regional beverages** At least two beverages are from regional[24] production. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY
G8	**Environmental protection for sea fish and seafood** 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. *Assessment and verification:* The names of the products and producers have to be given.	MANDATORY
G9	**Animal and species protection** 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. *Assessment and verification:* The contractual agreement with the gastronomy enterprise as well as the menu are presented.	MANDATORY
G10	**Eggs** All eggs (pieces of eggs) used for the set menu are, as a minimum requirement, from laying hens from free-range management. *Assessment and verification:* The origin and the names of the suppliers are given.	MANDATORY
G11	**Vegetarian meal** At least one vegetarian or vegan dish or set menu is offered. *Assessment and verification:* The contractual agreement with the catering enterprise as well as the menu are presented.	MANDATORY

G12	**Information of staff members** All staff members of the enterprise who are involved in the gastronomy (for example purchasing, kitchen, service) are informed about the criteria of this booking. *Assessment and verification:* The contractual agreement with the gastronomy enterprise is presented and the way of implementation is explained.	MANDATORY

G13	**External communication of the special quality of the food and drinks served**
	
	   a) The names of the producers of the regional food/ beverages are indicated on the menus, menu cards or place cards.
	   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.).
	   c) All members of the service team have been trained and are able to inform guests also orally.
	
	Assessment and verification: The contractual agreement with the gastronomy enterprise as well as menu cards/table displays etc. are presented or the implementation is explained.
		MANDATORY

G14	**Additional request for organic products** The licensee or the host 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. *Assessment and verification:* The offers obtained are uploaded and, if relevant, the reasons for not choosing the offer of organic quality are indicated.	1.5
G15	**Organic food** a) At least 30% of the food and 30% of the beverages are offered in organic, regional quality. (2 points) b) At least 50% of the food and 50% of the beverages are offered in organic, regional quality. (3 points) *Assessment and verification:* 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…).	Max. 3
G16	**Eco-labelled gastronomy enterprise** The gastronomy enterprise has been awarded an eco-label according to ISO type 1[10]. *Assessment and verification:* The name of the enterprise and the type of certification are indicated.	3

G17	**Gastronomy enterprise with another certification or cooperation**
	
	The gastronomy enterprise
	   a) has been awarded the Austrian organic farming certificate (2 points);
	   b) has been granted the AMA 'gastro certification' (1 point);
	   c) is a 'Genuss-Region-Österreich' partner (0.5 points);
	   d) is a 'Slow Food' partner (0.5 points);
	   e) is MSC- or ASC- (Aquaculture Stewardship Council) certified (0.5 points).
	
	Assessment and verification: The name of the enterprise and the type of certification as well as a valid certificate/registration are indicated.
		Max. 2

G18	**Regional food**
	
	The following ingredients are at **100%** from regional[24] and, if relevant, from seasonal production (0.5 points each, max. 3 points):
	    a) Vegetables
	    b) Salads
	    c) Meat
	    d) Fish
	    e) Cheese
	    f) Milk, yoghourt and other dairy products
	
	Assessment and verification: Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.
		Max. 3

G19	**Regional beverages**
	
	The following beverages are at **100%** from regional[24] production (0.5 points each)
	    a) Bottled water / Mineral water
	    b) Beer
	    c) Wine
	    d) Fruit juices
	    e) Herbal teas
	    f) Milk-based beverages
	
	Assessment and verification: Compliance with the criterion is evidenced by the presentation of documents on regional quality seals of the products or indication of the producers.
		Max. 3

G20	**Local enterprises** At least two **processed** products (e.g. bread/pastries, pasta, sausage products, processed specialties such as sauces, pâtes etc.) are from local production enterprises. *Assessment and verification:* Compliance with the criterion is evidenced by the presentation of documents on the type of the regional products and indication of the producers.	2

G21	**Fair trade products**
	
	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 Organisations):
	    a) Coffee (1 point)
	    b) Tea (0.5 points)
	    c) Orange juice or juice from other non-regional fruits (0.5 points)
	
	Assessment and verification: A declaration of compliance with the criterion is presented and the invoices are kept as evidence.
		Max. 2

G22	**Meals typical of the region**
	
	    a) At least one dish which is typical and characteristic of the region in which the Meeting/Event takes place is offered. (1 point)
	    b) A complete set menu which is typical and characteristic of the region in which the Meeting/Event takes place is offered. (1.5 points)
	
	Assessment and verification: 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.
		Max. 1.5

G23	**Cleaning of tableware** For cleaning the tableware, cleaning products eco-labelled according to ISO type 1[10] or products listed on the Positive List[14] of the environmental consulting agency "die umweltberatung" are used. *Assessment and verification:* Indication of the products	1
G24	**Avoiding tableware** Part of the set menu is offered in the form of finger food, wrap in etc. to reduce the use of tableware. *Assessment and verification:* Description of the measures, meals etc.	1
G25	**Food waste prevention** Food is calculated and organised in a way that food and catering waste are avoided[25.] *Assessment and verification:* Agreement with the gastronomy enterprise, explanation of the measures taken, information material for external communication.	1

G26	**Special meals offer**
	
	The composition of the meals takes into account (0.5 points each, max. 1 point)
	    a) people with food allergies (e.g. gluten-free meals or marking of meals containing frequent allergens);
	    b) religious groups (no pork, kosher meals etc.)
	and informs attendees accordingly in writing.
	
	Assessment and verification: Agreement with the catering enterprise, information material for external communication
		Max. 1

G27	**Meatless set menu** ♦ No meat is used at all. ♦ In the case of Meetings/Events lasting for more than one day where attendees eat at that enterprise several times a completely meatless chief meal is offered once a day. *Assessment and verification:* Agreement with the gastronomy enterprise, information material for external communication, e.g. menu, meal plan.	2

	7. Communication	
K1	**Internal communication concerning Green Meetings** The licensee and the host inform staff members and partners involved in the organisation and implementation at an early date about the greening measures and sustainability standards of the event: In internal planning, in contractual negotiations, in connection with tendering etc. *Assessment and verification:* A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence.	MANDATORY

K2	**External communication concerning Green Meetings**
	
	    a) The licensee and the host inform attendees and the public at an early time about the greening measures and sustainability standards of the event: In the invitation, upon registration, via the website, on programme folders, via various media etc.
	    b) Event attendees are requested and motivated to promote the greening
		MANDATORY

	measures and to take part in them. *Assessment and verification:* A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence.	
K3	**Contact person on the spot** The name of a qualified contact person ("greening agent") is given to whom attendees, partners etc. can address their questions in advance and during the Meeting/Event. *Assessment and verification:* A declaration of compliance with the criterion is presented (e.g. agreement with host) and supported by appropriate evidence.	MANDATORY
K4	**Feedback** The licensee or the host asks attendees with suitable means to give their opinion concerning the greening 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. *Assessment and verification:* A declaration of compliance with the criterion is presented (e.g. agreement with host); after the event the data are entered into the software.	MANDATORY
K5	**Communication of the environmental standards of accommodations to attendees** Accommodation enterprises bearing an environmental certification or having another connection to the environment (organic seal, klima-aktiv partner etc.) are communicated to attendees as such and are particularly recommended. *Assessment and verification:* Proof of the communication (invitation, programme, homepage etc.)	1
K6	**Parameters** Data of greening measures are collected and documented. The results are evaluated and used to enhance subsequent Meetings/Events and are communicated to the certifying agency. *Assessment and verification:* A declaration stating how the criterion is implemented is presented (e.g. agreement with host).	2.5
K7	**Communication with adjoining owners** People living in the neighbourhood are informed about possible impediments they may incur, but also about the environment-related efforts taken. *Assessment and verification*: Appropriate evidence of the communication has to be provided.	1

	8. Social aspects	
S1	**Security concept** In the case of Meetings/Events with more than 1000 attendees, a security concept is prepared and the persons in charge are trained. If a security concept is available from the event location or the security company, it is ensured that its content is communicated to the staff members in charge in a comprehensible way. *Assessment and verification*: Presentation of the security concept, description of the staff training.	MANDATORY
S2	**Security company with special qualifications** The commissioned security company meets 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.). *Assessment and verification*: Presentation of certificates, staff references etc.	2
S3	**Disabled attendees** Disabled attendees (e.g. handicap in mobility, aural or visual handicap) are assisted according to their special needs and these barrier-free offers are communicated to (potential) attendees and the public as early as possible: ♦ Suitable accommodations are offered. ♦ Special information systems are offered. ♦ Other necessary support is offered. *Assessment and verification:* A declaration of compliance with the criterion has to be presented (e.g. agreement with host) and supported by appropriate evidence.	2
S4	**Gender mainstreaming and diversity** a) The programme design (0.5 points each) ♦ takes care to use gender-fair wording; ♦ takes care to having a gender balance, i.e. half of the presenters and speakers are women; ♦ takes account of further aspects of diversity. 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) *Assessment and verification:* A declaration of compliance stating how this criterion is met is presented (e.g. programme, references to homepage etc.).	Max. 3
S5	**Other special offers** If required in the framework of the Meeting/Event, special measures are offered also for other groups (0.5 points each): a) Special offers for older people b) Special inter-cultural activities c) Reduced rates for students d) Other offers *Assessment and verification:* A declaration of compliance stating how this criterion is met is presented (e.g. programme, references to homepage etc.).	Max. 1.5

S6	**Barrier-free homepage** The Meeting/Event has a barrier-free homepage which exceeds the minimum requirements (conformity stage A) for barrier-free web design of homepages (according to Web Content Accessibility Guidelines (WCAG) 2.0). 1 point for conformance level AA, 1.5 points for conformance level AAA) *Assessment and verification:* A conformance statement [26] is presented.	Max.1.5
S7	**Offers concerning cultural or natural attractions of the region** The social programme includes cultural or natural attractions of the region. *Assessment and verification:* A declaration of compliance with the criterion has to be presented and it is explained which offers are planned.	2
S8	**Support of social or cultural initiatives** The Meeting/Event promotes social or cultural initiatives or offers them a platform for presentation. *Assessment and verification:* A declaration of compliance with the criterion has to be presented (e.g. agreement with host).	2
S9	**Youth protection** The host complies with the legal provisions on youth protection and takes efforts going beyond these rules. *Assessment and verification:* Description of the measures and their implementation.	1

9. Event technology	

T1	**Lautstärke**
	
	If an energy-equivalent permanent sound level of more than 80 dB must be expected, the following applies:
	   a) Visitors are informed in advance and on the spot about possible impacts on health.
	   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.
	
	Assessment and verification: Announcement in the invitation / tendering.
		MANDATORY

T2	**Outdoor special effects** The use of special effects that produce waste (pyrotechnics, confetti, deco-snow, foam, etc.) is prohibited. *Assessment and verification:* Declaration of compliance with the criterion by the host or the licensee (e.g. agreement with host).	MANDATORY

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[26] http://www.w3.org/Translations/WCAG20-de/WCAG20-de-20091029/

T3	**Lighting technology**
	
	    a) 50% of the spotlights used are LED spotlights. (1 point)
	    b) 100% of the spotlights used are LED spotlights. (2 points)
	
	Assessment and verification: Declaration of compliance with the criterion by the host or the licensee (e.g. agreement with host).
		Max. 2

T4	**Energy-efficient technology concept** The entire technology of the Meeting/Event is oriented towards energy efficiency. *Assessment and verification:* An energy concept illustrating the measures and savings planned is available.	2

4 Annex

Agreement with the host: Explanation and example

If a host decides to organise a Meeting or an Event according to the criteria of Eco-label Guideline UZ62, this is to be agreed upon in writing.

This agreement is the precondition for the certification of a Meeting/Event with the Eco-label software and for its promotion using the Austrian Eco-label.

We recommend you to go through the criteria with the party placing the order before concluding a contract and to incorporate all relevant criteria.
In the contract at least compliance with the mandatory criteria has to be assured, but it can also serve as evidence for some optional criteria!

In the case of Meetings/Events with several 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 accordance with the requirements of Eco-label 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 Eco-label Guideline UZ62 and thus will carry out tenders, orders, cooperations or other (also internal) preparatory work for the operative implementation of the Meeting/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 accordance with the requirements of Eco-label 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 Eco-label Guideline UZ62, and thus will carry out tenders, orders, cooperations or other (also internal) preparatory work for the operative implementation of the Meeting/Event according to the criteria.

Agreement concerning 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 location
  ➢ in respect of the situation (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 venue (criterion Va1)
  ➢ Other partners and attendees (criterion K2)
  ➢ Sponsors (criteria B8, C3)
  ➢ If applicable, exhibitors/fair-stand builders (criteria A1, A2)
  ➢ If applicable, accommodation enterprises (hotels, inns etc.) (criterion U2 and product database/checklist!)

❖ Choice of a suitable catering enterprise/gastronomy enterprise
  ➢ Enterprise which is eco-labelled and/or has the know-how to provide a catering according to the Green Meeting criteria (criteria C1-C17, respectively G1-G13)

❖ Choice of suitable accommodation enterprises
  ➢ in respect of eco-label (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/orders on the compliance with relevant criteria with:
  ➢ Event location (criteria Va1-Va3 and product database, checklist)
  ➢ Accommodation enterprises (criteria U2 and U3 and product database/checklist)
  ➢ Catering/Gastronomy enterprises (criteria C1-C17, respectively G1-G13)
  ➢ If applicable, exhibitors (criterion A3)
  ➢ Sponsors (criteria B8, maybe C3)

❖ Other preparatory work for the operational organisation of the Meeting/Event:
  ➢ Organisation of side events - mobility (criterion M3)
  ➢ Quality of food and meals in cases where there is no catering, or beside the caterings /in addition to the catering (criterion B2)
  ➢ Re-use of the badges (criterion B3)
  ➢ Ensuring of waste avoidance, waste separation and waste removal on the spot (criterion B1)
  ➢ Economical use of printed matter – maybe replacement by electronic media (criterion B6)
  ➢ Contact persons (also on the spot) (criterion K3)
  ➢ Security concept for Meetings/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 matter (criterion B7: eco-labelled paper or recycled paper or TCF paper)

❖ Information provided to attendees and the public:
  ➢ Climate-compatible travelling to and from the Meeting/Event (criterion M2)
  ➢ Greening measures (criterion K1)
  ➢ Feedback (criterion K4)

❖ Environmental standards for Meetings/Events in nature:
  ➢ Preparation of a protection concept (criteria Vb2, Vb15a)
  ➢ Provisions concerning temporary buildings (criterion Vb3)
  ➢ Provisions on electricity supply and heating (criteria Vb4, Vb5, Vb10)
  ➢ Provisions on 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 already possible at that time into the agreement.

They become mandatory if they are outlined in the agreement. Therefore, the agreement may also be considered a supporting evidence for these criteria.