

Checklist for Organizers - Green Meetings/Green Events:

As a certified congress venue, Green Meetings and Green Events are our core competence. With this checklist, we would like to support you in planning and carrying out your Green Events and Green Meetings.

To obtain the certificate, certain criteria must be met. The evaluation follows a points system. So-called "must" criteria have to be fulfilled in a total of nine categories. If any one of these criteria cannot be met, the event cannot be held as a Green Meeting/Event. However, most of these points are met directly by the Congress Center and the caterer.

In addition, you collect the points required for certification by fulfilling as many "can" criteria as possible.

M – MUST criterion K – CAN criterion

1. Mobility & Climate Protection

- **M** ✓ Fast connections from the venue to the airport and railway, as well as environmentally friendly accessibility of side events via public transport.
- **M** Priority communication of climate-friendly arrival and departure for your event must be implemented across all materials (posters, invitations, website).
- **K** Creating incentive systems: participants are motivated towards environmentally friendly arrival and departure and/or actively supported in doing so – e.g. through discounted participation fees for arriving by public transport, raffles, gifts, event tickets, etc.
- **K** Arrival and on-site mobility: the licensee or organizer arranges and promotes its own mobility service for participants to support environmentally friendly mobility on site. This may include taxi/shuttle services, organizing carpools, bicycle rental, etc.

2. Accommodation

- **M** At least one hotel in the accommodation offering should be certified with an Ecolabel.
- **M** Communication of the event's environmental standards to all accommodation providers.

✓ 3. Event Venues

- **M** ✓ FPCC itself holds an Austrian Ecolabel and therefore fulfills all criteria in this category. We have been a "Green Location" since 2020 and contribute 30% of the points.

4. Procurement, Materials and Waste Management

- **M** ✓ Review and adaptation of our waste management concept for your event.
- **M** ✓ On-site staff briefing on waste avoidance and waste separation.
- **M** Reuse of name badges.
- **M** Resource use for paper and printing (invitations, conference folders, documentation, posters, etc.) kept to a minimum (small print runs, small formats, double-sided copies, replaced by electronic media, mail services, internet, apps, etc.).
- **M** Restriction of give-aways (ideally none at all; otherwise no give-aways that generate large amounts of waste, e.g. single-use drinks, products containing batteries or rechargeable batteries).
- **K** Paper quality of printed materials (environmentally friendly paper to ISO Type 1, or 100% recycled paper).
- **K** Decoration made of environmentally friendly, reusable material.
- **K** Floral decoration: local/regional nursery, ideally rented plants.

5. Exhibitors/Trade Fair Stand Builders (if applicable)

- **M** Communication to exhibitors/stand builders with recommendations on environmental criteria.
- **M** Information for, and contractual commitment of, all exhibitors and stand builders to environmental standards, avoiding disposable tableware and packaging, and using reusable materials (stands, roll-ups, decoration, etc.), as well as not using or distributing beverage cans.

✓ 6. Catering/Gastronomy

- **M** "Chef Partie" is exclusively responsible for all catering services and is optimally prepared to meet the requirements. Our Green-certified caterer Chef Partie offers a wide range of regional products & specialties and provides professional support throughout your event.
- **M** Contractual agreement with the caterer on compliance with the Green Meetings criteria.

7. Communication

- **M** Communicate the Green Event externally at an early stage (through invitations, programme folders, various media): "We aim to organize the event in line with the criteria of the Austrian Ecolabel for Green Meetings/Events." The Green Meeting logo must be printed on all materials or attached to emails.
- **M** Internal Green Event communication (via emails, meeting minutes).
- **M** A Green Meeting/Event officer is appointed on site.
- **M** Participant feedback on the Green measures during the event must be collected and evaluated.

8. Social Aspects

- **M** Events with more than 1,000 visitors require a dedicated security concept.
- **M** ✓ Minimum accessibility requirement – met at FPCC.
- **K** Other special offers, such as intercultural measures, discounts for students, discounts for pensioners (gender mainstreaming and diversity).
- **K** Does the event support social or cultural initiatives, or offer them a platform for presentation?
- **K** Use regional cultural and natural attractions as side events.

9. Event Technology

- **M** Outdoor special effects that generate waste may not be used (pyrotechnics, confetti, artificial snow, foam, etc.).
- **M** If a continuous sound level above 80 dB is expected, visitors will be informed accordingly (hearing protection must be provided).
- **M** ✓ Efficient use of event technology.

If you are interested in having your event certified, we are happy to introduce you to Directive UZ 62.

For more information on Green Meetings, please visit: meetings.umweltzeichen.at

"Hosting events with enjoyment and a clear conscience – that is my heartfelt mission at FPCC. In my role as Green Meeting Officer, I see myself as a driving force; it's a pleasure to build awareness for Green Events and to explore new paths together with organizers: we are strongly committed to reducing mountains of waste and traffic congestion. With creativity and smart communication, the right levers can be set in motion without any additional cost or effort for implementing a Green Event – creating added value for everyone involved instead. We support these efforts with passion, because sustainable event management is good for the environment, and therefore good for all of us."



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