

Checklist for sustainable event management

No.	Measure	Implemen- ted	Not applicable	Not imple- mented	Specified deviation applies*	Remarks/justification (optional)
1.	Social dimension (gender) The event should be organised in a gender-sensitive manner, for example by:					
1.1	using gender-sensitive language and graphics, and avoiding stereotypes in publications, announcements and speeches.					
1.2	designing the conference materials (invitations, PPTs, information signs) appropriately.					
1.3	using pictograms in information signs with a balanced gender ratio and which are as diverse as possible.					
1.4	raising awareness of these aspects among participants and lecturers.					
2.	Ecological dimension The event should be organised as resource-efficiently as possible, for example by:					
2.1	choosing environmentally friendly mobility providers over conventional providers when organising shuttle or taxi services.					
2.2	organising the event without paper or at least with paper that complies with the Blue Angel standard.					
2.3	providing tap water rather than bottled water.					

2.4	avoiding leftover food by sending a reminder email to registered participants before the deadline for feedback on catering numbers, with the option of cancelling and checking whether leftover food yet to be served can be offered to charitable organisations, as well as providing leftover boxes.					
2.5	avoiding disposable packaging, very small packaging units or disposable cutlery and glasses.					
2.6	ensuring that food and drinks are regional and seasonal as far as possible, and are organically produced (target: 50%).					
2.7	passing on roll-ups (reusable, mobile advertising media) that are no longer required to a company that can make use of the material (e.g. vocational schools).					
2.8	avoiding procurement of new event-specific items (e.g. give-aways, decorative elements) as far as possible.					

* In the case of a vegetarian catering order awarded via the GIZ framework agreements, the catering requirements are considered fulfilled under the specified deviation. In these cases, the 'Specified deviation applies' column can be checked.