

## Guideline for the organisation of sustainable event

Many and very different events are organised at the BTU. At the same time, the topics of environmental protection and sustainability are important to us and have an impact on the organisation of events.

The aim of this guide is to help in organising events of all kinds as sustainably as possible. If you have any questions, please contact the Environmental Management Coordination at [nachhaltigkeit@b-tu.de](mailto:nachhaltigkeit@b-tu.de).

Aspect	Implementation
<b>Preparation/internal organisation</b>	
Event date and time	<ul style="list-style-type: none"><li><input type="checkbox"/> Schedule event times (start/end) so that they fit in with public transport, especially from/to Berlin and Dresden</li><li><input type="checkbox"/> Consider other events, public holidays or straddle day that fall on the same date (no parallel events or use synergies), see e.g. <a href="https://www.b-tu.de/en/events/page">https://www.b-tu.de/en/events/page</a></li></ul>
Event location	<ul style="list-style-type: none"><li><input type="checkbox"/> Easy accessibility of the venue by public transport</li><li><input type="checkbox"/> Barrier-free travel and access options and signposting</li><li><input type="checkbox"/> If necessary, overnight accommodation close to the event location</li><li><input type="checkbox"/> Enable virtual participation</li></ul>
Information provision and registration	<ul style="list-style-type: none"><li><input type="checkbox"/> Digital information provision, internal &amp; external</li><li><input type="checkbox"/> Maps and directions to the venue (prioritised according to environmental compatibility, if applicable)</li><li><input type="checkbox"/> Information on public transport at the venue: travel times &amp; prices</li><li><input type="checkbox"/> Registration by electronic means, if necessary provide a fillable registration form</li><li><input type="checkbox"/> If documents are printed, use recycled paper (Blauer Engel)</li><li><input type="checkbox"/> Publish the sustainability labels used; reference to sustainable event organisation and to <a href="#">the EMAS environmental management system</a> at the BTU</li></ul>
Climate-friendly event	<ul style="list-style-type: none"><li><input type="checkbox"/> Ask participants to travel to and from the event by public transport in a climate-friendly way</li><li><input type="checkbox"/> Incentive systems: discounts for public transport tickets; crediting of entrance fees or organising a raffle</li><li><input type="checkbox"/> If necessary, compensate for emissions (mobility: record participants' modes of travel to and from the event)</li><li><input type="checkbox"/> If necessary, include compensation payment in the participants' fee</li></ul>
Moderation materials	<ul style="list-style-type: none"><li><input type="checkbox"/> Use existing materials at the BTU (departments/instituts, <a href="#">university communication</a>).</li><li><input type="checkbox"/> Use sustainable materials (refillable markers, water-based pens, flipchart and cards made of recycled paper, display stands, etc. - see <a href="#">Lyreco webshop</a> for sustainable office materials; please use framework agreement of the BTU)</li><li><input type="checkbox"/> Avoid conference folders</li><li><input type="checkbox"/> Label both sides of flipchart paper and moderation cards</li><li><input type="checkbox"/> Make presentations, discussion results, etc. available digitally after the event</li></ul>
Name badges	<ul style="list-style-type: none"><li><input type="checkbox"/> Print on recycled cardboard</li><li><input type="checkbox"/> Use existing name badge pins; alternatively: use pegs to attach the name badges to clothing</li></ul>

## Guideline for the organisation of sustainable event

Aspect	Implementation
Waste management	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proactive waste prevention: identification, avoidance/prevention</li> <li><input type="checkbox"/> Ensure waste separation through appropriately labelled containers</li> <li><input type="checkbox"/> If necessary, organise additional/larger containers via caretakers or additional emptying</li> </ul>
Interior Design/Operation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Weather-adapted operation, no continuous operation: light, heat, cooling</li> <li><input type="checkbox"/> Shock ventilation during breaks</li> <li><input type="checkbox"/> Energy-efficient room selection</li> <li><input type="checkbox"/> Avoid summer/winter months if possible (due to energy demand)</li> <li><input type="checkbox"/> Use energy-efficient equipment (e.g. with Blauer Engel label)</li> </ul>
Attention/thank you for speakers	<ul style="list-style-type: none"> <li><input type="checkbox"/> use BTU Bienen e.V. products</li> <li><input type="checkbox"/> Alternatively, pay attention to ecological and socially acceptable (in the case of food also regional) production</li> </ul>
Accommodation for the participants/ overnight stay	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information on sustainability-certified hotels/guesthouses (e.g. <a href="#">GreenSign</a>), including Lindner Congress Hotel Cottbus, Spree-Waldhotel Cottbus</li> <li><input type="checkbox"/> Reserve a contingent in hotels/guesthouses by a defined date</li> <li><input type="checkbox"/> Accessibility and short distances to the venue</li> </ul>
<b>Catering</b>	
Catering during the event	<ul style="list-style-type: none"> <li><input type="checkbox"/> Seasonal, regional, organic (and/or fairly traded)</li> <li><input type="checkbox"/> Offer small portions</li> <li><input type="checkbox"/> Vegetarian and/or vegan options</li> <li><input type="checkbox"/> Use reusable dishes; alternatively offer food without dishes (finger food)</li> <li><input type="checkbox"/> Display list of ingredients (allergy information, etc.)</li> <li><input type="checkbox"/> Washable table linen</li> <li><input type="checkbox"/> Make take-back agreements with caterers or cooperate with food banks (passing on food) or pass on leftover food to staff and students</li> <li><input type="checkbox"/> Integrate information on sustainable catering in flyers, website, conference programme, etc., information also from the moderator during the event</li> </ul>
Drinks	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide tap water in carafes instead of bottled water (in compliance with hygiene regulations)</li> <li><input type="checkbox"/> Make sure bottled water is regional and reusable (e.g. Viva con Aqua initiative)</li> <li><input type="checkbox"/> Juices from organic regional production</li> <li><input type="checkbox"/> Fair trade and organic coffee/tea (organic or Fairtrade label)</li> <li><input type="checkbox"/> Milk/coffee cream/milk alternatives in organic quality</li> <li><input type="checkbox"/> No disposable or single-serving packaging for sugar and coffee creamers</li> <li><input type="checkbox"/> One cup/glass per person (with name tag)</li> </ul>
<b>Follow-up of the event</b>	
Daily documentaries	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send to participants by e-mail and, if applicable, make available on the event website</li> </ul>
Publication of the results	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send to participants by e-mail and/or make available on website</li> </ul>

## Guideline for the organisation of sustainable event

Aspect	Implementation
	<ul style="list-style-type: none"> <li>□ During the event, inform participants about possible photos taken (anyone who does not wish to be pictured should declare this!), obtain prior consent for the publication of photos</li> </ul>
<b>Social Aspects</b>	
Gender Mainstreaming	<ul style="list-style-type: none"> <li>□ Pay attention to gender-appropriate written and oral formulations</li> <li>□ Ensure gender balance in the composition of panels/selection of speakers</li> <li>□ If sexist or racist contributions appear in discussions, stop them</li> <li>□ Contacts: Diversity: <a href="mailto:diversity@b-tu.de">diversity@b-tu.de</a>; central equal opportunities officer: <a href="mailto:gleichstellung@b-tu.de">gleichstellung@b-tu.de</a>; antidiscrimination representative: <a href="mailto:antidiskriminierung@b-tu.de">antidiskriminierung@b-tu.de</a></li> </ul>
Helpers	<ul style="list-style-type: none"> <li>□ Include fair pay for (student/scientific/other) assistants in financial planning</li> </ul>
Child-friendly events	<ul style="list-style-type: none"> <li>□ On request, enable participation with a child or organise childcare</li> <li>□ Contact the <a href="mailto:familie@b-tu.de">BTU Family Office: familie@b-tu.de</a></li> </ul>
Health management	<ul style="list-style-type: none"> <li>□ Offer „moved breaks“: Contact via university sports: <a href="mailto:sport@b-tu.de">sport@b-tu.de</a></li> </ul>
Participant fees for students	<ul style="list-style-type: none"> <li>□ If students are also the target group of the event, think of a socially acceptable scale of participation fees</li> </ul>
<b>Accessibility</b>	
General	<ul style="list-style-type: none"> <li>□ Ensure accessibility in and on the way to the event rooms</li> <li>□ Ensure usability of the barrier-free WC</li> <li>□ Provide space for wheelchairs (e.g. seating), make sure doors are easy to open</li> <li>□ Ensure that tables can be moved underneath, arrange buffets at a shallow depth</li> <li>□ If necessary: organise a shuttle service and communicate barrier-free access</li> <li>□ Further information: <a href="https://www.b-tu.de/en/university-life/diversity/barrier-free-studies">https://www.b-tu.de/en/university-life/diversity/barrier-free-studies</a></li> </ul>
Visually impaired and blind participants	<ul style="list-style-type: none"> <li>□ Ask about impairment or need for assistance when registering. If necessary: <ul style="list-style-type: none"> <li>○ Avoid obstacles on paths</li> <li>○ Mark edges of steps</li> <li>○ Integrate guidance and orientation systems</li> <li>○ Communicate information acoustically</li> <li>○ Provide documents in large print/braille</li> <li>○ Allow access and care for guide dogs</li> </ul> </li> </ul>
Hearing impaired participants and deaf people	<ul style="list-style-type: none"> <li>□ Ask about impairment or need for assistance when registering. If necessary: <ul style="list-style-type: none"> <li>○ Provide hearing aids and devices</li> <li>○ Subtitles for films etc., organise sign language interpreter if required.</li> </ul> </li> </ul>