

Checklist for Sustainable Event Management at HTW Berlin

Topic	Measures	Info & references
Event format	<ul style="list-style-type: none"> ➤ General examination of alternatives to on-site meetings: Use of virtual events ➤ Operation of technical equipment using green electricity if possible ➤ Product design: consider technical durability, recyclability and reusability 	<ul style="list-style-type: none"> - Reduction of CO² by avoiding or limiting travel mobility, accommodation, catering, etc. - Video or telephone conferences, livestream, hybrid events, social media - Selection of an event agency, technical support etc.: Eventwide Berlin, Party Ret Group, RENT4EVENT, 4billion, ISIMKO - Consideration of, among other things, the digital realisation of events - Check production of end devices for environmental friendliness > consider service life
Climate-friendly mobility	<ul style="list-style-type: none"> ➤ Specific information on the possibility of using public transport (with directions) and a direct request to use the same ➤ If using a car: directions, parking, carpooling ➤ Optional: financial compensation of emissions from mobility => if so, also include in information material for participants ➤ Optional: include compensation payment in participation fees ➤ Plan event times (start/end) so that they are convenient for public transport use ➤ Balanced use of resources 	<ul style="list-style-type: none"> - Reduction of CO² by avoiding or limiting travel mobility, accommodation, catering, etc. - Campus plan Treskowallee / Wilhelminenhof - www.bahn.de; www.bahn.de/p/view/service/umwelt/1_umweltbilanz.shtml - Questions and information on climate protection and compensation should be sent to Kerrin.van.Bergen@HTW-Berlin.de - e.g. CO² calculator to calculate emissions from events
Energy consumption & waste management	<ul style="list-style-type: none"> ➤ Appropriate heating and ventilation of rooms ➤ Conserve resources through economical use (of water, electricity, etc.) ➤ Ensure waste separation ➤ Use of environmentally-friendly packaging and crockery 	<ul style="list-style-type: none"> - Ventilate intermittently instead of tilt-ventilating the room - ≤ 20°C room temperature > > Questions can be sent to atd-technik@htw-berlin.de - Information on waste separation and energy saving is available on the Environmental Management pages - Use bamboo, grass paper, recycled paper, reusable containers, etc.
Event date & time	<ul style="list-style-type: none"> ➤ Plan event times (start/end) so that they are compatible with the requirements of a family-friendly university 	<ul style="list-style-type: none"> - Consideration of other important events, public holidays, holiday periods, bridging days, non-teaching periods - Coordination with the Press Relations Office to avoid simultaneous events at HTW Berlin

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Accessibility	<ul style="list-style-type: none"> ➤ Provide a guidance and orientation system ➤ Ensure barrier-free routes to the event location and to barrier-free toilets ➤ Meet assistance needs and provide wheelchair-accessible spaces in venues ➤ Establish appropriate measures to assist participants who have difficulties with walking or visual or hearing impairments 	<ul style="list-style-type: none"> - Both the Treskowallee and Wilhelminenhof campuses are barrier-free - Ask the participants about their possible needs in advance - Provide assistance if necessary - Appropriate arrangements can be discussed with Frank.Berger@HTW-Berlin.de or Melanie.Ewald@HTW-Berlin.de, and offers of assistance may also be directed to them - Advice and information on setting up the spaces can be obtained from event support - Short distances, seating, routing via lifts, sufficiently good lighting, acoustic transmission of information, use interpreters if necessary
Gender equality	<ul style="list-style-type: none"> ➤ Use gender-sensitive language and images in publications, invitations and during events ➤ Observe gender balance in programme planning ➤ Use all-gender signage in toilets 	<ul style="list-style-type: none"> - Questions and information on compliance with gender mainstreaming can be obtained from the Gender Equality & Equal Opportunities Department - e.g. via signage, all-gender toilets with closed cubicles
Child- and family-friendliness	<ul style="list-style-type: none"> ➤ Tailor venues and times to the needs of participants with families ➤ Set up an option for participation with children if necessary 	<ul style="list-style-type: none"> - Do not start events before 9 a.m. (in accordance with § 14 of the Statutes on Equal Opportunities at HTW Berlin) - Evening events and events in distant cities make it more difficult for employees with children to participate - Enquire about the need for childcare on registration forms - Use the services of the Family Support Centre for childcare > questions and information about the family-friendly university can be directed to familienbuero@htw-berlin.de
Event concept, organisers	<ul style="list-style-type: none"> ➤ Inform all participants in an event about its respective sustainability approach ➤ Cover personnel resources internally if possible, calculate costs if necessary ➤ Socially acceptable staggering of participation fees according to the participant target group 	<ul style="list-style-type: none"> - Questions and information on sustainable event organisation can be sent to veranstaltungen@htw-berlin.de - Fair payment for student assistants - Offer module crediting option for students <ul style="list-style-type: none"> > contact the relevant faculty administration - e.g. in terms of events for students, check option to pay via donations or similar
Communication	<ul style="list-style-type: none"> ➤ If possible, information on the event should only be provided in digital form, sent electronically, or via information on website 	<ul style="list-style-type: none"> - Questions and information for publication on the HTW Berlin website can be sent to pressestelle@htw-berlin.de

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	<ul style="list-style-type: none"> ➤ Electronic registration ➤ Printed event programme only to be displayed in front of the event room; use of existing displays or outdoor display cases provided by event support ➤ Ensure sustainable event organisation 	<ul style="list-style-type: none"> - Registration management system at HTW Berlin > contact partner: Jessica.Toepfer@HTW-Berlin.de - Showcases are located in front of each event room. In addition, outdoor showcases can be used on the TA and WH campuses > please contact veranstaltungen@HTW-Berlin.de for assistance with poster display and the loan of display stands - e.g. adjustment of participation fees for climate compensation purposes > CO² calculator to calculate emissions from events > questions and information on sustainable event organisation can be sent to veranstaltungen@htw-berlin.de
Procurement of products and services	<ul style="list-style-type: none"> ➤ Comply with guidelines for sustainable and fair procurement ➤ Consideration of eco-labels when describing sustainability aspects in procurement procedures ➤ Use of services taking account of sustainability aspects 	<ul style="list-style-type: none"> - Observance of the principles of equal treatment, transparency, proportionality, contract reference (according to §§ 1-10 BerlAVG (Berlin law on Calls for Tender and Public Procurement), and VwVBU (Administrative Regulation Procurement and Environment)) - The environmental criteria “Blue Angel”, the “European Eco-label” and www.fairtrade-deutschland.de provide guidance on ecological and fair production and trade - Use of existing contracts, e.g. Roy Schulz (office supplies) > information on Procurement - e.g. in the selection of an event agency, technical support, etc.: cf. Event format
Use of existing resources	<ul style="list-style-type: none"> ➤ Use of central materials from the OUs, departments and HTW Berlin presentation elements ➤ Use materials as holistically as possible (write on both sides of paper, etc.) ➤ Avoid folders and brochures > only issue pens, paper, etc. if required ➤ Reduction of printed materials, such as handouts or flyers > publish information via website or notice board ➤ Make presentations and results of the event available afterwards via website or email ➤ Reuse name badges where possible ➤ When giving gifts, pay attention to ecological and social compatibility, e.g. give preference to regional production in the case of foodstuffs 	<ul style="list-style-type: none"> - Zipper walls, roll-ups, trade fair counters, etc. can be requested from event support > veranstaltungen@htw-berlin.de - Observance of the principles of equal treatment, transparency, proportionality, contract reference (according to §§1-10 Berlin law on Calls for Tender and Public Procurement) - Observance of the data protection norm for the publication of photos > participants must have given their prior consent! - Giveaways and gifts can be requested from the Press Relations Office > HTW merchandising > examples of ecologically compatible giveaways

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Furnishings and fittings	<ul style="list-style-type: none"> ➤ Use of HTW Berlin's own furnishings and materials 	<ul style="list-style-type: none"> - Bar tables, covers, blankets, etc. can be requested from event support > veranstaltungen@htw-berlin.de > Online form
Catering	<ul style="list-style-type: none"> ➤ Observe the requirements for the procurement of catering services ➤ When choosing catering partners, ensure compliance with the quality standards of the German Nutrition Society (DGE) ➤ Inform participants of sustainable catering (via website, programme, etc.) ➤ Avoid unnecessary packaging material, e.g. provide tap water in carafes. ➤ Give leftover food or drinks to staff, students, etc. 	<ul style="list-style-type: none"> - In accordance with the guidelines for the <i>procurement of products and services</i> (see "Procurement" section) - Regional and seasonal food/drinks with regional quality labels > "Regionalfenster" (informs about the origin of foodstuffs) - Vegan/vegetarian selection - Sustainable fish farming - No factory farming > www.fairtrade-deutschland.de - List of selected catering partners in the vicinity of HTW Berlin - Carafes or similar vessels can be requested from event support > veranstaltungen@htw-berlin.de - Information to staff and students by email - Guidelines for giving food to social institutions - www.tafel.de
Accommodation and cultural activities	<ul style="list-style-type: none"> ➤ Information on nearby hotels/guest houses on website and in invitations ➤ Pay attention to sustainability aspects in accompanying offers and include in programme (website, invitation) 	<ul style="list-style-type: none"> - Hotels/guest houses in Karlshorst and Schöneeweide - Cultural activities in Karlshorst and Schöneeweide