

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 map Treskowallee / Wilhelminenhof - www.bahn.de; www.bahn.de/p/view/service/umwelt/1_umweltbilanz.shtml - Example: 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.) 	<ul style="list-style-type: none"> - Ventilate intermittently instead of tilt-ventilating the room - ≤ 20°C room temperature

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	<ul style="list-style-type: none"> ➤ Ensure waste separation ➤ Use of environmentally-friendly packaging and crockery 	<ul style="list-style-type: none"> - 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 Communications Office to avoid simultaneous events at HTW Berlin
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 - 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"> - e.g. by means of a stand / installation option: All-gender WC with closed cubicles
Child- and family-friendliness	<ul style="list-style-type: none"> ➤ Tailor venues and times to the needs of participants with families 	<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)

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	<ul style="list-style-type: none"> ➤ Set up an option for participation with children if necessary 	<ul style="list-style-type: none"> - 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
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 events@htw-berlin.de
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 ➤ 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"> - Barrier-free communication: language, emails, websites, documents, print media, posts - e.g. adjustment of participation fees for climate compensation purposes > CO² calculator to calculate emissions from events <ul style="list-style-type: none"> > Questions and information on sustainable event organisation can be sent to events@htw-berlin.de
Special features of hybrid & online events	<ul style="list-style-type: none"> ➤ Event preparation with regard to topic, speakers, participants 	<ul style="list-style-type: none"> - Test all tools to be used in advance and practise using them > technical test run <ul style="list-style-type: none"> > Questions and information on sustainable event organisation can be sent to veranstaltungen@htw-berlin.de - Submit break times; submit catering packs for online events if necessary; organise break-out sessions

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	<ul style="list-style-type: none"> ➤ Photos, videos, recordings ➤ Malfunctions ➤ Sustainability ➤ Accessibility 	<ul style="list-style-type: none"> - Select online tools that can be used via the browser - Set up binding registration with clear name and email address for sending the login data - Note on the type & time of recordings - Photos require a declaration of release from the participants – present/hybrid/online - Set up a waiting room for a controlled process - Send technical instructions for use to participants in advance - Provide technical support - Awareness team to monitor spoken and written words, e.g. via chat - Give communication rules to participants > only 1 speaker each, switch off other microphones > exclude external interfering factors if necessary - Enable access to requisite end devices - Enable participation by telephone - Reducing emissions hybrid & online by means of shorter video transmissions and the use of “green servers” - Use as few technical tools as possible to make it easier for participants to find their way around - Note the background noise online Consult a sign language interpreter if necessary
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 	<ul style="list-style-type: none"> - Observance of the principles of equal treatment, transparency, proportionality, contract reference (according to §§1-10 Berlin law on Calls for Tender and Public Procurement)

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	<ul style="list-style-type: none"> ➤ Reduction of printed materials, such as handouts or flyers <ul style="list-style-type: none"> > 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"> - 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 <ul style="list-style-type: none"> > HTW merchandising > Examples of ecologically compatible giveaways
Furnishings and fittings	<ul style="list-style-type: none"> ➤ Use of HTW Berlin's own furnishings and materials 	<ul style="list-style-type: none"> - material can be requested from Event Support <ul style="list-style-type: none"> > 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 - Declaration of foods (e.g. gluten, nuts and other intolerances) - 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

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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 Schöneweide - Cultural activities in Karlshorst and Schöneweide
Security	<ul style="list-style-type: none"> ➤ What to do in the event of a disturbance: <ul style="list-style-type: none"> - Stay calm. - Try to talk to the person(s) causing the disturbance. - Address the person(s) causing the disturbance. - Be respectful. - Suggest that we continue to discuss the topic after the event. - Include other participants. - Give the person(s) the chance to explain themselves. ➤ What to do in the event of a persistent disturbance: <ol style="list-style-type: none"> 1. Warn the person. 2. Give the person(s) the chance to explain themselves. 3. Issue a clear reprimand. Include another person as a witness in the reprimand. 4. Make a note of the date, time, place and wording of the reprimand and have another person sign this note. 5. Report every incident to the safety engineers' office. ➤ In the event of a physical attack or in an emergency situation, please call the security guard. 	<ul style="list-style-type: none"> - Example: "I am asking you to leave the room until the end of the event." - 030 5019 -2000 (TA) / -3000 (WH)