

## Checklist for Sustainable Event Management at HTW Berlin

Topic	Measures	Info & References
<b>Event format</b>	<ul style="list-style-type: none"> <li>➤ General examination of alternatives to on-site meetings: Use of virtual events</li> <li>➤ Operation of technical equipment using green electricity if possible</li> <li>➤ Product design: consider technical durability, recyclability and reusability</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction of CO<sup>2</sup> by avoiding or limiting travel mobility, accommodation, catering, etc.</li> <li>- Video or telephone conferences, livestream, hybrid events, social media</li> <li>- Selection of an event agency, technical support etc.: <a href="#">Eventwide Berlin</a>, <a href="#">Party Ret Group</a>, <a href="#">RENT4EVENT</a>, <a href="#">4billion</a>, <a href="#">ISIMKO</a></li> <li>- Consideration of, among other things, the digital realisation of events</li> <li>- Check production of end devices for environmental friendliness &gt; consider service life</li> </ul>
<b>Climate-friendly mobility</b>	<ul style="list-style-type: none"> <li>➤ Specific information on the possibility of using public transport (with directions) and a direct request to use the same</li> <li>➤ If using a car: directions, parking, carpooling</li> <li>➤ Optional: financial compensation of emissions from mobility =&gt; if so, also include in information material for participants</li> <li>➤ Optional: include compensation payment in participation fees</li> <li>➤ Plan event times (start/end) so that they are convenient for public transport use</li> <li>➤ Balanced use of resources</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction of CO<sup>2</sup> by avoiding or limiting travel mobility, accommodation, catering, etc.</li> <li>- Campus map <a href="#">Treskowallee</a> / <a href="#">Wilhelminenhof</a></li> <li>- <a href="http://www.bahn.de">www.bahn.de</a>; <a href="http://www.bahn.de/p/view/service/umwelt/1_umweltbilanz.shtml">www.bahn.de/p/view/service/umwelt/1_umweltbilanz.shtml</a></li> <li>- Questions and information on climate protection and compensation should be sent to <a href="mailto:Nina.Batschke@HTW-Berlin.de">Nina.Batschke@HTW- Berlin.de</a></li> <li>- Example: <a href="#">CO<sup>2</sup> calculator</a> to calculate emissions from events</li> </ul>
<b>Energy consumption &amp; waste management</b>	<ul style="list-style-type: none"> <li>➤ Appropriate heating and ventilation of rooms</li> <li>➤ Conserve resources through economical use (of water, electricity, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Ventilate intermittently instead of tilt-ventilating the room</li> <li>- ≤ 20°C room temperature &gt; Questions can be sent to <a href="mailto:atd-technik@htw-berlin.de">atd-technik@htw-berlin.de</a></li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Ensure waste separation</li> <li>➤ Use of environmentally-friendly packaging and crockery</li> </ul>	<ul style="list-style-type: none"> <li>- Information on waste separation and energy saving is available on the <a href="#">Environmental Management</a> pages</li> <li>- Use bamboo, grass paper, recycled paper, reusable containers, etc.</li> </ul>
<b>Event date &amp; time</b>	<ul style="list-style-type: none"> <li>➤ Plan event times (start/end) so that they are compatible with the requirements of a family-friendly university</li> </ul>	<ul style="list-style-type: none"> <li>- Consideration of other important <a href="#">events, public holidays, holiday periods, bridging days, non-teaching periods</a></li> <li>- Coordination with the <a href="#">Communications Office</a> to avoid simultaneous events at HTW Berlin</li> </ul>
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>➤ Provide a guidance and orientation system</li> <li>➤ Ensure barrier-free routes to the event location and to barrier-free toilets</li> <li>➤ Meet assistance needs and provide wheelchair-accessible spaces in venues</li> <li>➤ Establish appropriate measures to assist participants who have difficulties with walking or visual or hearing impairments</li> </ul>	<ul style="list-style-type: none"> <li>- Both the <a href="#">Treskowallee and Wilhelminenhof campuses are barrier-free</a></li> <li>- Ask the participants about their possible needs in advance</li> <li>- Provide assistance if necessary</li> <li>- Appropriate arrangements can be discussed with <a href="mailto:Frank.Berger@HTW-Berlin.de">Frank.Berger@HTW-Berlin.de</a> or <a href="mailto:Melanie.Ewald@HTW-Berlin.de">Melanie.Ewald@HTW-Berlin.de</a>, and offers of assistance may also be directed to them</li> <li>- Advice and information on setting up the spaces can be obtained from <a href="#">Event Support</a></li> <li>- Short distances, seating, routing via lifts, sufficiently good lighting, acoustic transmission of information, use interpreters if necessary</li> </ul>
<b>Gender equality</b>	<ul style="list-style-type: none"> <li>➤ Use gender-sensitive language and images in publications, invitations and during events</li> <li>➤ Observe gender balance in programme planning</li> <li>➤ Use all-gender signage in toilets</li> </ul>	<ul style="list-style-type: none"> <li>- Questions and information on compliance with gender mainstreaming can <a href="#">Gender Equality &amp; Equal Opportunities Department</a></li> <li>- e.g. by means of a stand / installation option: All-gender WC with closed cubicles</li> </ul>
<b>Child- and family-friendliness</b>	<ul style="list-style-type: none"> <li>➤ Tailor venues and times to the needs of participants with families</li> </ul>	<ul style="list-style-type: none"> <li>- Do not start events before 9 a.m. (in accordance with § 14 of the Statutes on Equal Opportunities at HTW Berlin)</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Set up an option for participation with children if necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Evening events and events in distant cities make it more difficult for employees with children to participate</li> <li>- Enquire about the need for childcare on registration forms</li> <li>- Use the services of the <a href="#">Family Support Centre</a> for childcare &gt; questions and information about the family-friendly university can be directed to <a href="mailto:familienbuero@htw-berlin.de">familienbuero@htw-berlin.de</a></li> </ul>
<b>Event concept, organisers</b>	<ul style="list-style-type: none"> <li>➤ Inform all participants in an event about its respective sustainability approach</li> <li>➤ Cover personnel resources internally if possible, calculate costs if necessary</li> <li>➤ Socially acceptable staggering of participation fees according to the participant target group</li> </ul>	<ul style="list-style-type: none"> <li>- Questions and information on sustainable event organisation can be sent to <a href="mailto:events@htw-berlin.de">events@htw-berlin.de</a></li> <li>- Fair payment for student assistants</li> <li>- Offer module crediting option for students                             <ul style="list-style-type: none"> <li>&gt; Contact the relevant <a href="#">faculty administration</a></li> </ul> </li> <li>- e.g. in terms of events for students, check option to pay via donations or similar</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ If possible, information on the event should only be provided in digital form, sent electronically, or via information on website</li> <li>➤ Electronic registration</li> <li>➤ 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</li> <li>➤ Ensure sustainable event organisation</li> </ul>	<ul style="list-style-type: none"> <li>- Questions and information for publication on the HTW Berlin website can be sent to <a href="mailto:kommunikation@htw-berlin.de">kommunikation@htw-berlin.de</a></li> <li>- Barrier-free communication: language, emails, websites, documents, print media, posts                             <ul style="list-style-type: none"> <li>&gt; <a href="https://corporatedesign.htw-berlin.de/barrierefreiheit/">https://corporatedesign.htw-berlin.de/barrierefreiheit/</a></li> </ul> </li> <li>- Moodle or Zenkit enrolment management system                             <ul style="list-style-type: none"> <li>&gt; Contact partner: HRZ &gt; <a href="mailto:it-helpcenter@htw-berlin.de">it-helpcenter@htw-berlin.de</a></li> </ul> </li> <li>- Showcases are located in front of each event room. In addition, outdoor showcases can be used on the <a href="#">TA</a> and <a href="#">WH</a> campuses.                             <ul style="list-style-type: none"> <li>&gt; Please contact <a href="mailto:veranstaltungen@HTW-Berlin.de">veranstaltungen@HTW-Berlin.de</a> for assistance with poster display and the loan of display stands.</li> </ul> </li> <li>- e.g. adjustment of participation fees for climate compensation purposes &gt; <a href="#">CO<sup>2</sup> calculator</a> to calculate emissions from events                             <ul style="list-style-type: none"> <li>&gt; Questions and information on sustainable event organisation can be sent to <a href="mailto:events@htw-berlin.de">events@htw-berlin.de</a></li> </ul> </li> </ul>
<b>Special features of hybrid &amp; online events</b>	<ul style="list-style-type: none"> <li>➤ Event preparation with regard to topic, speakers, participants</li> </ul>	<ul style="list-style-type: none"> <li>- Test all tools to be used in advance and practise using them &gt; technical test run                             <ul style="list-style-type: none"> <li>&gt; Questions and information on sustainable event organisation can be sent to <a href="mailto:veranstaltungen@htw-berlin.de">veranstaltungen@htw-berlin.de</a></li> </ul> </li> <li>- Submit break times; submit catering packs for online events if necessary; organise break-out sessions</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Photos, videos, recordings</li> <li>➤ Malfunctions</li> <li>➤ Sustainability</li> <li>➤ Accessibility</li> </ul>	<ul style="list-style-type: none"> <li>- Select online tools that can be used via the browser</li> <li>- Set up binding registration with clear name and email address for sending the login data</li> <li>- Note on the type &amp; time of recordings</li> <li>- Photos require a declaration of release from the participants – present/hybrid/online</li> <li>- Set up a waiting room for a controlled process</li> <li>- Send technical instructions for use to participants in advance</li> <li>- Provide technical support               <ul style="list-style-type: none"> <li>&gt; Support can be requested from the Event Support team at <a href="mailto:veranstaltungen@htw-berlin.de">veranstaltungen@htw-berlin.de</a></li> </ul> </li> <li>- Awareness team to monitor spoken and written words, e.g. via chat</li> <li>- Give communication rules to participants &gt; only 1 speaker each, switch off other microphones &gt; exclude external interfering factors if necessary</li> <li>- Enable access to requisite end devices &gt; e.g. use of the library, laboratories, etc.</li> <li>- Enable participation by telephone</li> <li>- Reducing emissions hybrid &amp; online by means of shorter video transmissions and the use of “green servers”</li> <li>- Use as few technical tools as possible to make it easier for participants to find their way around</li> <li>- Note the background noise online</li> <li>- Consult a sign language interpreter if necessary</li> <li>- Further information               <ul style="list-style-type: none"> <li>&gt; <a href="https://www.htw-berlin.de/lehre/lehre-gestalten/digitale-barrierefreiheit/">https://www.htw-berlin.de/lehre/lehre-gestalten/digitale-barrierefreiheit/</a></li> </ul> </li> </ul>
<b>Use of existing resources</b>	<ul style="list-style-type: none"> <li>➤ Use of central materials from the OUs, departments and HTW Berlin presentation elements</li> <li>➤ Use materials as holistically as possible (write on both sides of paper, etc.)</li> <li>➤ Avoid folders and brochures               <ul style="list-style-type: none"> <li>&gt; Only issue pens, paper, etc. if required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Zipper walls, roll-ups, exhibition counters, etc. can be requested from Event Support               <ul style="list-style-type: none"> <li>&gt; <a href="mailto:veranstaltungen@htw-berlin.de">veranstaltungen@htw-berlin.de</a></li> </ul> </li> <li>- Observance of the principles of equal treatment, transparency, proportionality, contract reference (according to §§1-10 Berlin law on Calls for Tender and Public Procurement)</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Reduction of printed materials, such as handouts or flyers                             <ul style="list-style-type: none"> <li>&gt; Publish information via website or notice board</li> </ul> </li> <li>➤ Make presentations and results of the event available afterwards via website or email</li> <li>➤ Reuse name badges where possible</li> <li>➤ When giving gifts, pay attention to ecological and social compatibility, e.g. give preference to regional production in the case of foodstuffs</li> </ul>	<ul style="list-style-type: none"> <li>- Observance of the <a href="#">data protection norm</a> for the publication of photos &gt; participants must have given their prior consent!</li> <li>- Giveaways and gifts can be requested from the <a href="#">Press Relations Office</a> <ul style="list-style-type: none"> <li>&gt; <a href="#">HTW merchandising</a></li> <li>&gt; Examples of ecologically compatible <a href="#">giveaways</a></li> </ul> </li> </ul>
<b>Furnishings and fittings</b>	<ul style="list-style-type: none"> <li>➤ Use of HTW Berlin's own furnishings and materials</li> </ul>	<ul style="list-style-type: none"> <li>- Bar tables, covers, blankets, etc. can be requested from Event Support                             <ul style="list-style-type: none"> <li>&gt; <a href="mailto:veranstaltungen@htw-berlin.de">veranstaltungen@htw-berlin.de</a></li> <li>&gt; <a href="#">Online form</a></li> </ul> </li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>➤ Observe the requirements for the procurement of catering services</li> <li>➤ When choosing catering partners, ensure compliance with the quality standards of the <a href="#">German Nutrition Society</a> (DGE)</li> <li>➤ Inform participants of sustainable catering (via website, programme, etc.)</li> <li>➤ Avoid unnecessary packaging material, e.g. provide tap water in carafes.</li> <li>➤ Give leftover food or drinks to staff, students, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- In accordance with the guidelines for the <i>procurement of products and services</i> (see "Procurement" section)</li> <li>- Regional and seasonal food/drinks with regional quality labels &gt; <a href="#">"Regionalfenster"</a> (informs about the origin of foodstuffs)</li> <li>- Vegan/vegetarian selection</li> <li>- Sustainable fish farming</li> <li>- No factory farming &gt; <a href="http://www.fairtrade-deutschland.de">www.fairtrade-deutschland.de</a></li> <li>- <a href="#">List</a> of selected catering partners in the vicinity of HTW Berlin</li> <li>- Declaration of foods (e.g. gluten, nuts and other intolerances)</li> <li>- Carafes or similar vessels can be requested from Event Support &gt; <a href="mailto:veranstaltungen@htw-berlin.de">veranstaltungen@htw-berlin.de</a></li> <li>- Information to staff and students by email</li> <li>- <a href="#">Guidelines for giving food to social institutions</a></li> <li>- <a href="http://www.tafel.de">www.tafel.de</a></li> </ul>

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<b>Accommodation and cultural activities</b>	<ul style="list-style-type: none"><li>➤ Information on nearby hotels/guest houses on website and in invitations</li><li>➤ Pay attention to sustainability aspects in accompanying offers and include in programme (website, invitation)</li></ul>	<ul style="list-style-type: none"><li>- <a href="#">Hotels/guest houses</a> in Karlshorst and Schöneweide</li><li>- <a href="#">Cultural activities</a> in Karlshorst and Schöneweide</li></ul>