



# GREEN MEETING: MAKE A STATEMENT!

We will help you plan and obtain certification for your event – free of charge.

From small-scale seminars to Christmas parties and major international congresses with more than 20,000 participants: certification in accordance with the Austrian Umweltzeichen eco-label is a clear statement to participants that you are taking economic, social and environmental responsibility for your event. It sends out a signal to your customers, partners and members and adds weight to your organisation's sustainability report. We are here to advise and support you while you take the first steps towards planning your event, and even provide green meeting or green event certification in accordance with the Austrian Umweltzeichen. And it won't cost you a penny!

## MANDATORY AND OPTIONAL CRITERIA

In all, there are nine areas with a mixture of mandatory and optional criteria in each. The mandatory criteria must be fulfilled, while a total of between 32 and 55 points must be accumulated from the optional criteria.

## NUMEROUS CRITERIA ALREADY FULFILLED

As Austria's first green conference centre we have already laid a lot of the groundwork, with fulfilment of numerous mandatory criteria and 29 points for optional criteria already secured for your event just by hosting it at our venue! The following pages contain an overview to help you get on the right track.

























## ANY QUESTIONS? I'M HERE TO HELP!

As the Austria Center Vienna's Green Meetings Officer I am here to help make sure planning, implementation and certification run smoothly. I look forward to hearing from you soon.






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## YOUR ROADMAP TO GREEN MEETING

<b>1. Mobility and climate protection</b>	
	Advertising environmentally friendly travel options to and from the event
	Additional incentives for climate protection, calculation of greenhouse gas emissions, presentation of modal split (max. 26.5 points)
	Access to public transport network with underground station right next to the venue (mandatory/optional criterion 1 point)
<b>2. Accommodation</b>	
	Availability of accommodation with environmental certification
	Rating of environmental standards of accommodation (max. 12 points available)
	Vienna offers a full range of eco-certified hotels. We will be delighted to help find the best option!
<b>3. Venues</b>	
	The Austria Center Vienna is an Umweltzeichen certified venue. In addition to all of the mandatory criteria, it also meets numerous optional criteria including the use of green electricity, water-saving WCs, energy-saving LED lighting, solar arrays, e-vehicle charging points (total 27 or max. 34 points achieved by default)
<b>4. Procurement, materials and waste management</b>	
	Conscious effort to save resources such as paper, reduce giveaways, and provide comprehensive information on waste avoidance measures
	Printed materials produced in accordance with the Umweltzeichen ecolabel, environmental standards of partner enterprises, drinks in reusable bottles etc. (max. 27.5 points available)
	Signage system to help visitors find their way around the venue (optional criterion, 1 point)
<b>5. Exhibitors/stand assembly partners</b>	
	Informing all exhibitors of environmental requirements and signing agreements regarding avoidance of disposable cutlery and crockery, and use of recyclable materials
	Environmentally-friendly exhibition booths, reduction of giveaways in exhibition halls, etc. (max. 11 points available)
	Our partner enterprises include certified stand assembly experts. We will be delighted to help!
<b>6. Catering</b>	
	Contract between organiser and caterer
	Our exclusive catering partner Motto Catering works with the event organiser to ensure fulfilment of numerous optional criteria (max. 31 points available)
	Motto Catering complies with all of the mandatory criteria such as reusable tableware, seasonal products, energy savings, waste disposal and waste avoidance.
<b>7. Communication</b>	
	Comprehensive internal and external information on green meeting measures and sustainability standards, participants able to give feedback
	Communication of environmental standards to participants (max. 4.5 points available)
	The Austria Center Vienna Green Meeting Officer is available on site for consultation.
<b>8. Social aspects</b>	
	Incorporation of gender mainstreaming, barrier-free homepage, supporting cultural initiatives, etc. (max. 16 points available)
	A safety and security concept aligned to the organiser and fulfilment of minimum accessibility requirements is provided by the Austria Center Vienna.
<b>9. Conference equipment</b>	
	Mandatory criteria for conference equipment are already met by our in-house equipment.

### Colour code:

-  Red: mandatory criteria for organisers
-  Yellow: optional criteria for organisers
-  Green: already fulfilled (by the venue and its partner enterprises, e.g. catering)