

## Checklist for an environmentally responsible organisation of your event

Sustainable does not have to mean expensive! The following guidelines provide information on what you should consider when planning your "Green Event" and what our venue is already doing to contribute to sustainability.

We have provided a clear overview of our know how and our commitment and have, among other things, produced recommendations for actions which will make it easier for you as an event organiser or participant to help towards making your event climate friendly.

We would be delighted to provide personalised advice free of charge on the specifics of incorporating and implementing "Green Meetings" in your event. Feel free to contact us for more information.

## RECOMMENDATIONS (FOR ACTIONS) FOR CLIMATE-FRIENDLY EVENTS

### TRAVEL/MOBILITY

#### At no additional cost:

- Recommend that participants travel by train. The Historische Stadthalle Wuppertal is very easy to reach by public transport.
- Working in cooperation with EVVC and Deutsche Bahn, the Historische Stadthalle Wuppertal is able to offer you a CO2-free congress ticket for relaxed and comfortable travel to your business event.
- The benefit for one-day events: Travel to and from the event is possible without overnight hotel accommodation (thanks to the central location of North-Rhine Westphalia, excellent train connections to Düsseldorf and Cologne airport).

#### With additional costs:

- Regional transport providers in Wuppertal offer a range of different ticket options for use on local public transport. The "Tagungsticket" or "Kongressticket" ensure mobility around the town and region.
- In Wuppertal, professional car-sharing company Cambio can supply numerous cars for individual use throughout the entire city.

# Historische Stadthalle Wuppertal

## PARTICIPANT MANAGEMENT

### At no additional cost:

- The invitation process should be fully electronic.  
We can provide assistance via our event partner, GuestOne.
- Offer your participants paperless, fully electronic registration (dispensing with replies by fax or post. Invoices are sent online)
- All participants should be made aware of environmentally responsible behaviour.

### With additional costs:

- Badges should be printed on certified, environmentally friendly paper (Blue Angel, FSC paper)
- Use of lanyards made from recycled PET bottles

## CATERING

### At no additional cost:

- Provide mainly vegetarian meals / meals with a reduced meat content as less CO<sup>2</sup> is generated during production
- Dispense with exotic meals such as certain types of fruit or fish
- Use of reusable dishes and fabric tablecloths
- Use of large containers, e.g., for drinks, sugar and milk
- Dispense with single-use packaging, such as Tetra Pak

### With additional costs:

- Food and drink are sourced locally and are seasonal
- Use of fresh not frozen food and produce

## DÉCOR

### At no additional cost:

- Use of pot plants instead of cut flowers
- Use of natural materials
- Decorations that can be used multiple times

## EQUIPMENT

### At no additional cost:

- Furnishings are provided by the event venue
- Cutting-edge event technology is used throughout the event venue

### With additional costs:

- Additional furnishings can be hired from local partners

# Historische Stadthalle Wuppertal

## SOCIAL AFFAIRS

- Barrier-free access throughout the building; wheelchair ramp; all rooms can be reached by lift; wheelchair available in the building; accessible parking spaces for cars; voice announcements in the lifts; induction loop for hearing-impaired visitors in the Großer Saal
- Social projects are supported by the representatives of the respective locations (e.g., Christmas party for people who are lonely or on their own; concert series for people with dementia). We are happy to provide recommendations for your event

## CHOICE OF HOTELS

### At no additional cost:

- Select hotels that are primarily within the immediate vicinity of the venue and can, potentially, be reached on foot. There are around 10 hotels within a 1.5 km radius
- Make participants aware of avoiding unnecessary car journeys (e.g., between the hotel and the event venue)
- Use shuttle buses between the hotel and the event venue
- Offer hotel allocations
- Paperless hotel booking

## LOCATION

### At no additional cost:

Communicate that the event in the Historische Stadthalle Wuppertal is taking place in accordance with sustainability guidelines:

- 2016 Ökoprofit participant and member of "Right-and-fair" (EVVC)
- Reducing water consumption in toilets and washrooms (flush-stop: tap, toilets)
- Environmentally certified cleaning materials, recycled paper towels and toilet paper
- Sustainable use and renovation of existing resources
- Constant optimisation of lighting (switch to LEDs) and technology
- Environmentally responsible behaviour/purchasing of all employees and partner companies

## COMMUNICATION

### At no additional cost:

- Make all employees, participants and potentially also exhibitors aware of sustainability issues and their significance

## ENERGY

### At no additional cost:

- Energy-efficient event technology – cutting-edge technology with reduced energy consumption
- Rooms should never be heated above 23°C in winter
- Use of daylight – the use of electric light is avoided during the day
- The entire energy needs of 740,256 kWh are covered by green energy, reducing the burden on the ecosystem by approximately 301,284 kilogrammes of CO<sup>2</sup> per year

## PRINT

### At no additional cost:

- Avoid unnecessary print-outs
- Make increased use of digital media
- Use environmentally friendly paper to print your flyers, etc. (Blue Angel, FSC paper)

We look forward to organising your event with you sustainably.  
Please feel free to contact to us!

[info\(at\)stadthalle.de](mailto:info(at)stadthalle.de)

[www.stadthalle.de](http://www.stadthalle.de)

Additional information on this topic is available under:

[www.mygreenmeeting.de](http://www.mygreenmeeting.de)

[www.atmosfair.de](http://www.atmosfair.de)

[Guidelines for the sustainable organisation of events \(BMU\)](#)