

## COMMITMENT

### Congress funding Hamburg Convention Bureau

Company	Prenome & Name		
Phone	e-mail		
Street	Postalcode	City	Country

## 1. CORPORATE GOVERNANCE & ORGANISATIONAL CULTURE (15 POINTS)

### 1.1 Sustainability management

The **planning of the event is based on a sustainable framework** e.g. (1 POINT)

- the BMU/UBA guidelines;
- the German Sustainability Code,
- the Global Reporting Initiative Event Organizers Sector Supplement,
- ISO 20121 or Eco-Management and Audit Scheme (EMAS);
- the handout "Organising the future - handout with checklists for practice for the sustainable organisation of events" by GEHH and BUKEA.

The organiser has a **sustainability mission** statement or a sustainability vision - written down and publicly accessible. (2 POINTS)

The organiser has a detailed and concrete **sustainability strategy** that takes into account the different dimensions of sustainability and/or the SDGs - written down and accessible to its team. (3 POINTS)

Various **sustainability indicators** of the event are determined and documented.  
and/or

The organiser's **sustainability efforts and goals** are published in a sustainability report. (3 POINTS)

### 1.2 Team & Office

There is a **diversity and anti-discrimination policy**, including the designation of a contact person to whom team members or other contributors can turn for concerns in this context. (2 POINTS)

HR decisions take into account the '**Diversity Charter**' for more diversity in the team. (2 POINTS)

### 1.3 Service provider

When **selecting** (advertising) partners, influencers and sponsors, those with a commitment to sustainability are preferably requested and commissioned. (1 POINT)

The organiser cooperates with **non-profit organisations**, projects or initiatives. (1 POINT)

## 2. VENUE (10 POINTS)

### 2.1 Site selection

The venue is within walking distance (max. 500 m) of the **public transport system**. (1 POINT)

### 2.2 Conservation of resources

The venue is **cleaned** with environmentally friendly cleaning agents. (1 POINT)

The venue is operated in a **resource-saving** manner,  
e.g. through water-saving sanitary facilities/toilets, LED lighting, or \_\_\_\_\_ (1 POINT)  
OWN INFORMATION

There are clearly visible and accessible options for **waste separation** at the venue (1 POINT)

The venue uses **renewable energies**. (2 POINTS)

The venue has a **sustainability certification**  
such as DGNB, EMAS, Green Globe, Green Key, Earth Sign or \_\_\_\_\_ (2 POINTS)  
ENTER COMPARABLE CERTIFICATIONS OF THE VENUE

### 2.3 Nature conservation

The (adjacent) natural areas of the venue are protected, e.g. smoking areas are equipped with sufficient ashtrays so that no cigarettes end up in the environment, or \_\_\_\_\_ (1 POINT)  
OWN STATEMENT

### 2.4 Accessibility of the venue

The venue offers **low-barrier options** such as level access toilets, step-free access to the premises, etc. (1 POINT)

### 3. CONCEPT & FRAMEWORK PROGRAMME (11 POINTS)

#### 3.1 Programme recommendation

Participants are made aware of **sustainable cultural and culinary activities** at the venue, e.g. in the form of tips for participants' evening arrangements. (1 POINT)

The programme of events reflects **social diversity**, e.g. a diverse selection of speakers, or \_\_\_\_\_ (1 POINT)  
OWN INFORMATION

Social regional projects and initiatives are actively integrated into the supporting programme, e.g. invited to present themselves with a stand or to speak as speakers. (2 POINTS)

**Sustainability contents** are actively integrated into the event programme, e.g. own agenda items deal with sustainable development topics in the context of the event focus, or \_\_\_\_\_ (2 POINTS)  
OWN INFORMATION

#### 3.2 Commissioning & Contracts

When **awarding contracts** to service providers (stand operators, security, technology, logistics, etc.), sustainability aspects are taken into account, e.g. regional service providers for short distances, service providers with a particularly inclusive concept, or \_\_\_\_\_ (2 POINTS)  
OWN INFORMATION

Compliance with **sustainability criteria is regulated** with service providers (all except catering/restaurant, see point 7) in the contract or through voluntary commitments/binding checklists. (3 POINTS)

### 4. CLIMATE PROTECTION MEASURES (12 POINTS)

#### 4.1 Climate impact of the event

Climate-relevant activities of the event, i.e. direct and indirect **greenhouse gas emissions, are recorded** so that savings potentials can subsequently be determined and concrete reduction targets formulated (CO<sub>2</sub> balance sheet).. (3 POINTS)

#### 4.2 Mobility

Participants are already **offered compensation** for the CO<sub>2</sub> emissions of their travel to and from the event through an additional charge during the registration process. (1 POINT)

During the registration process, a **discounted public transport ticket** is offered directly with the event ticket or added free of charge. (1 POINT)

The on-site journeys planned by the organiser - by contributors - are made by **public transport or alternatively by low-emission vehicles**. (2 POINTS)

All **air travel** organised by the organiser itself is offset. (3 POINTS)

#### 4.3 Energy

**Energy-saving measures** are communicated to all participants via briefings and on-site instructions, including forced ventilation, switching off appliances and lighting overnight, etc. (1 POINT)

**Energy-saving technology** is used wherever possible. (1 POINT)

### 5. PROCUREMENT, MATERIAL & WASTE MANAGEMENT (13 POINTS)

#### 5.1 Event Material & Decoration

Participant management is implemented **digitally**. (1 POINT)

**Event materials** and advertising media are reused sensibly, used sparingly and produced in a resource-saving manner. (1 POINT)

Preference is given to **reusable equipment** and furniture. (1 POINT)

**Flower decorations** and bouquets are used sparingly and come from sustainable production. (1 POINT)

A system for the **reuse of badges/name tags/lanyards** will be implemented - including collection at the end of the event and reuse at other events. (2 POINTS)

**Badges/name badges/lanyards** are made of environmentally friendly materials. (2 POINTS)

#### 5.2 Waste management

**Packaging waste** is already reduced during procurement and taken back by service providers. (2 POINTS)

A **waste avoidance and recycling concept** for the event will be implemented across the entire venue with the involvement of all stakeholders and will be continuously developed. (3 POINTS)

## 6. ACCOMMODATION (4 POINTS)

### 6.1 Hotel

All accommodation for participants is **within 5 km of the venue** and within walking distance (max. 500 m) of public transport. (1 POINT)

Participants and contributors will be accommodated in hotels with a transparent **sustainability concept**, e.g. Planet 21. (1 POINT)

Participants and contributors will be accommodated in **certified hotels** with environmental and social standards, e.g. Green Sign, EMAS, Green Globe, Green Key or Earth Check. (2 POINTS)

## 7. GASTRONOMY/CATERING (25 POINTS)

### 7.1 Catering and restaurants

**Cultural and social aspects**, such as allergies, dietary restrictions, etc., are taken into account when compiling the food offer (enquiry with participants). (1 POINT)

Caterers/restaurants are selected taking into account **sustainability aspects** of the food and beverages offered. (1 POINT)

**Ingredients and contents** of the catering/restaurant offer are listed in a transparent manner. (1 POINT)

**Tap water** is offered in water dispensers or carafes. (2 POINTS)

The species-appropriate origin of animal products on offer, such as eggs, dairy products, meat and fish, can be guaranteed by seals of German organic farming associations such as Naturland and Bioland, or the Neuland seal for species-appropriate animal husbandry. and/or

In the food composition, attention is paid to regionality and seasonality, i.e. dishes are chosen that can be prepared with predominantly seasonal-regional ingredients (from a radius of max. 250 km from the venue). (2 POINTS)

There are **more vegan/vegetarian options** than meat/fish options. (2 POINTS)

Requirements regarding sustainability measures are agreed contractually or by voluntary commitment or **binding checklist**. (3 POINTS)

**Only organic and fair trade food** is offered. (3 POINTS)

**Only vegan/vegetarian catering** will be offered. (3 POINTS)

### 7.2 Consumer behaviour

**Sustainable consumption of food** is promoted by placing more environmentally friendly drinks (such as tap water) and more sustainable food (such as vegan dishes) prominently and attractively. (1 POINT)

**A needs-based food calculation** is carried out and the utilisation of surplus food is ensured, e.g. by giving away leftover food via ReBowl or other deposit containers to contributors or giving it away via a food sharing app or initiative (e.g. "Too good to go"). (2 POINTS)

### 7.3 Reusable & Packaging

**Reusable tableware** is used and disposable tableware such as disposable cups, plates and coffee stirrers are avoided. (2 POINTS)

**Packaging waste is reduced** (e.g. by using deposit bottles) and disposables are avoided as far as possible, e.g. sugar, salt, coffee cream, etc. are not packaged individually, but are dispensed from large containers in spice shakers, jugs, etc. (2 POINTS)

## 8. SOCIAL ASPECTS & INCLUSION (6 POINTS)

### 8.1 Accessibility of the event

**Information on the accessibility** of the event will be provided and communicated to participants in advance. (1 POINT)

There is a **contact person** who can be contacted for concerns and questions about social issues and inclusion - by the team, service providers and participants. (2 POINTS)

**Subtitles and audio description** are used in (live) streams and other media to promote accessibility. (2 POINTS)

### 8.2 Health & Safety

Negative health consequences caused by the event activities are prevented, e.g. by avoiding passive smoking through demarcated smoking areas, sufficient possibilities for hand washing and/or disinfection, or \_\_\_\_\_ (1 POINT)

OWN INFORMATION

## 9. COMMUNICATION (7 POINTS)

Various options for arriving at and departing from the venue in a sustainable manner will be communicated in advance – including travel to and from Hamburg as well as routes on site (1 POINT)

### 9.1 Communication with participants (participants, team, service providers)

All contributors will be **informed about the sustainability standards** and measures of the event. (1 POINT)

All contributors will be **given opportunities to provide feedback** and suggestions on the event's sustainability measures. (2 POINTS)

Incentives are created for **participants to get involved** in the sustainability process, e.g. awards for service providers with special sustainability efforts, offers for further training for team members and/or participants on sustainability topics, or similar (2 POINTS)

### 9.2 External communication

Sustainability goals and measures are communicated attractively to the participants to **encourage them to participate**. (1 POINT)

## 10. ECONOMIC SUSTAINABILITY (7 POINTS)

### 10.1 Additional costs & pricing

Free or **discounted tickets/participation** are made possible, e.g. through a solidarity surcharge on ticket purchases, which enables other participants to finance cheaper or free tickets. (2 POINTS)

Costs as well as savings through the **more sustainable orientation** of the event are **documented** as far as possible in order to evaluate which measures lead to additional costs and which lead to cost reductions. (3 POINTS)

### 10.2 Sponsorship & Promotion

**Funding is requested** for the sustainable organisation of the event. (1 POINT)

When **deciding on sponsorships**, attention is paid to **compatibility with sustainability criteria**, e.g. sponsors are approached and selected who can demonstrate concrete sustainability efforts. (1 POINT)

We undertake to comply with the aspects ticked above in our event planning and implementation. We are aware that our declarations may be subject to random checks and that non-compliance will affect the awarding of the congress funding.

\_\_\_\_\_  
City, Date

\_\_\_\_\_  
Signature

## EXPLANATIONS

Structure: 10 categories with a total of 65 individual measures  
At least **50%** of the possible 110 points must be achieved.

reached score

1. Corporate Governance & Organisational Culture (15 POINTS) \_\_\_\_\_
2. Venue (10 POINTS) \_\_\_\_\_
3. Concept & Framework Programme (11 POINTS) \_\_\_\_\_
4. Climate protection measures (12 POINTS) \_\_\_\_\_
5. Procurement, materials & waste management (13 POINTS) \_\_\_\_\_
6. Accommodation (4 POINTS) \_\_\_\_\_
7. Gastronomy/food (25 POINTS) \_\_\_\_\_
8. Social Aspects & Inclusion (6 POINTS) \_\_\_\_\_
9. Communication (7 POINTS) \_\_\_\_\_
10. Economic sustainability (7 POINTS) \_\_\_\_\_

If you have any questions, please email [sustainability@hamburg-convention.com](mailto:sustainability@hamburg-convention.com)

total score