

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.
- The Historische Stadthalle Wuppertal can provide you with a fixed-rate national event ticket for your event. This can be used from any DB railway station to your event and includes a City Ticket. <https://www.veranstaltungsticket-bahn.de/?event=18229&language=de>
- 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.
- Unlike in any other town, you can travel by flying high above the valley on Wuppertal's landmark suspension railway, the "Schwebebahn".
- Use the WSW's municipal electric "Hol mich" cabs. Simply download the "Hol mich" app onto your phone and off you go!

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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 CO² is generated during production
- Dispense with exotic food such as non-regional 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

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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 events (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, recertification in 2023 and member of "Right-and-fair" (EVVC)
- Reducing water consumption in toilets and washrooms (flush-stop: tap, toilets)
- We dispense with cleaning materials by cleaning with ozone, use 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

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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 are covered by green energy
<https://www.stadthalle.de/en/events/sustainability/>

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/en/nc/

Additional information on this topic is available under:

www.mygreenmeeting.de

www.atmosfair.de

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

