

# MAKE IT GREEN

## Organizing and holding green events

The entire WU campus was built according to Green Building principles, making it in many aspects an ideal venue for environmentally friendly events.

There are many things to keep in mind when planning an event. If you want to plan in an environmentally friendly manner and make sustainable use of resources, you've come to the right place:

### CATERING

- Use non-disposable dishes and cutlery
- Serve fair-trade products, organic, regional, and seasonal products
- Hire environmentally certified caterers
- Provide vegetarian and/or vegan catering
- Avoid plastic bottles and aluminum cans: provide pitchers and glasses for guests to use instead

### ORGANIZATION

- Create a paperless event – electronic invitations, conference folders, informational materials, fewer or no giveaway items and flyers, re-usable name tags
- Wherever possible, print conference documents (invitations, directions, etc.) in black and white; make information on and directions to the venue available online; direct visitors to the WU campus map: <https://campus.wu.ac.at/>
- Make sure printed materials are on environmentally friendly paper, i.e. 100% recycled paper or totally chlorine-free paper (TCF), have materials printed by environmentally certified printers

### WASTE

- First and foremost: Avoid creating waste from the start!
- Use trash separation facilities on location; for larger events, agree on trash management strategies with the event management team ahead of time.

## Planning an Environmentally Friendly Event

### MOBILITY

- Recommend hotels close to the venue, ideally environmentally certified hotels
- Include public transportation options in the directions for locating the venue; mention the comprehensive network of cycling paths and bicycle parking

The Austrian Ecolabel for Green Meetings and Green Events was created by the Federal Ministry for Sustainability and Tourism to indicate environmentally conscious, socially responsible event management.

Show your own dedication to conserving our environment and have your event certified with the [Ecolabel](#).

The Environmental Management team will be happy to provide any support you may need in organizing your own Green Event at WU.

Thank you!

Your WU Environmental Management team