

ECER Sustainability Checklist

Please highlight measures that you have taken or that will be taken, or things that your building offers anyway.

Building/venue (many of these things to not apply for most universities, but just let us know all that do)

Sustainable feature	Available	Details
Renewable energy		
Low energy building		
Composting		
Bees		
Green rooves		
Heating/cooling specialties		
Accessibility in buildings, lifts, accessible and unisex toilets, systems for visually impaired, quiet rooms		

Contracting

Sustainable feature	Done	Details (or if not, explain)
Do you have Code of Conduct for partners? If so, please share with us		
Do you ask for their Code of Conduct?		
Selected according to SDGs (fair wages, sustainable solutions etc)		

Travel/Transportation and Accommodation

Sustainable feature	Done	Details (or if not, explain)
Hotels easily reachable from venue		

Wide price range of hotels, also very low budget, ideally student dorms		
Info for website: how to get there by public transport, where to rent bikes etc		
If LGBTQ* friendly hotels exist, make them visible on booking list		
Have information on accessibility of hotels available		
Information on accessibility in the city, on campus for website		
Possible to offer ECER public transport ticket? Multi-day tickets available?		

Printing and Conference Materials

Sustainable feature	Done	Details (or if not, explain)
Print as little as possible		
Using recycling paper for all prints		
No plastic cover around badges		
If cover is needed, is it bio-degradable?		
Re-use of lanyards planned?		
In Conference Bag no plastic pen but pencil or other sustainable pen		
T-Shirts for volunteers: possible to go for organic cotton?		
Conference bags: organic option?		
Give away: sustainable option?		

Catering

1. Food recommendations

Sustainable feature	Done	Details (or if not, explain)
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Regional and seasonal food		
Local partners for drinks		
Good portion of vegan and vegetarian (Meat should be less than 50 %)		
Coffee breaks: fresh fruits in addition to cookies		
Caterer asked to train staff to be able to answer questions		
Caterer asked for clear labelling: Mark vegan, gluten free etc each time		

2. Waste Reduction

Sustainable feature	Done	Details (or if not, explain)
Possible to adapt numbers with caterer at a very late stage?		
Concept for leftovers? Agreed with caterer?		
Re-usable crockery possible?		
If not, paper or wood instead of plastic?		
If napkins, recycling paper?		
Use of big packages instead of pre- packed portions?		
Caterer asked to avoid food decoration? No plastic sticks etc		
Offer water in dispensers instead of PET bottles?		

3, Accessibility

Sustainable feature	Done	Details (or if not, explain)
Setup of tables reachable with wheelchair?		

Clear labelling in English, for all food offered, at coffee breaks and socials		
Staff at stations to answer questions?		

Restaurant Recommendations

Sustainable feature	Done	Details (or if not, explain)
Also promote vegan/vegetarian restaurants		
Inform about accessibility of restaurants		
If special offers for ECER participants are negotiated, make sure vegan/vegetarian is also available		