



Tips for your Event in Hohenheim:

SUSTAINABLE EVENTS

Communication & Awareness

- Reference to sustainability in (digital) invitation?
- Event staff made aware of [sustainability aspects](#)?
- [Green Event BW](#) label?
- Sharing platform for agenda, etc. (e.g. bwSync&Share)?
- (Digital) feedback platform for questions, suggestions, and criticism?

! **Extra-Tip:** [Hohenheimer sustainability website](#)

Social Aspects & Diversity

- Digital, gender-neutral, multilingual, and accessible communication?
- Panels, podium discussions, etc. with equal representation?
- Family-friendly times, childcare if necessary?
- [Interpreters](#) (including sign language)?
- Graduated participation fees (e.g. lower fees for students)

! **Extra-Tip:** [University's gender guidelines](#)

Energy & Climate

- Are unused devices switched off and [standby](#) mode avoided (lights, projectors, microphone systems, etc.)?
- Is it possible to use daylight for most of the event?
- Is there sufficient and proper ventilation (intermittent ventilation)?
- Are windows and doors closed when the heating is on?
- Is 19 °C observed as the maximum temperature in winter?

! **Extra-Tip:** [information material on energy saving](#)

Products & Procurement

- Eco-labels and seals?
- Reduced paper use (online agenda, double-sided printing on recycled paper, flyers made from paper alternatives, reuse of documents provided)?
- Reusable decoration (borrowed)?
- No giveaways or sustainable alternatives (flower seeds, snacks, etc.)?
- Sustainable materials (reusable name tags, wooden business cards with QR codes, whiteboards, etc.)?

! **Extra-Tip:** [Rental and giveaway stations on campus, such as the trade fair materials exchange, the Library of Things, the giveaway shelf in the Poststelle, the Internal Transfer of Assets, etc.?](#)

Mobility & Venue

- On-site or virtual format?
- Information on sustainable travel and, if applicable, incentives for [public transport](#)?
- [Suitable room](#) (size, seating, restrooms in the same building, etc.)
- [Accessibility](#) (including surroundings and restrooms)?

! **Extra-Tip:** [carpooling platform „Stuttgart-fährt-mit“](#)

Food & Catering

- Request for catering registration in the invitation?
- Regional catering company?
- Preference for seasonal, plant-based, organic, and fair trade products?
- Calculation of food according to occasion and demand?
- Dishes clearly labelled (allergies, etc.)?
- Share leftovers (e.g. with event participants, colleagues, food sharing, etc.)

! **Extra-Tip:** [Food-Fritz at the AStA](#)

Waste & Water Management

- Reduce – reuse – recycle?
- Prefer reusable packaging?
- Enough [recycling stations](#)?
- Biodegradable cleaning products?
- Economical use of water?

! **Extra-Tip:** [Stickers for waste separation](#)

Questions? Inspiration?

Feel free to contact us! You can find us in building 04.14, room 034/035 next to the Speisemeisterei!

🌐 www.uni-hohenheim.de/green-office

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