Guidelines

on Sustainable Event Organisation

Checklists of areas of action for practice

Mobility
Checklist 1

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Avoiding transport-related environmental impacts

1.1 Considering alternatives
Consider alternatives to face-to-face meetings, such as virtual meetings (videoconferencing, teleconferencing or presentations by individual participants).

Travel to and from the venue

1.2 Selecting the venue
Select event venues that can be reached conveniently using public transport and where it is – for the most part – possible to follow the principle of keeping distances short.

1.3 Choosing times for the event
Select event start/finish times that allow participants to travel easily using public transport (rail and local public transport system).

1.4 Information for participants
Provide information on the use of environmentally sound transport (include explicit references to this in the invitations: travel directions, links to railway and local transport timetables and reference to the "UmweltMobilCheck" (emissions comparison) service of Deutsche Bahn).
Additional guidance/online information:
→ for example www.bahn.de,
https://www.umweltmobilcheck.de/

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.5 Creating incentives to use public transport Create incentives to use public transport; for example, by offering combined tickets (entrance ticket for an event also includes free travel to and from the venue by public transport) or make arrangements with Deutsche Bahn for reduced price and/or carbon-neutral tickets for participants.					

Mobility at the conference venue

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.6 Information on public transport Provide information about local public transport using posters and the conference platform, or make participants aware of useful timetable apps.					
1.7 Keeping distances short Walk to nearby activities. Depending on the venue, organisers can also provide bicycles or e-scooters, or set up a cooperative arrangement with bicycle or e-scooter rental systems.					
1.8 Type of vehicles Use low-emission vehicles or, for local trips, emission-free vehicles such as battery electric or alternative fuel vehicles. *Additional guidance/online information:* → https://www.blauer-engel.de/en/products/ home-living/buses → https://www.umweltbundesamt.de/en/to- pics/transport-noise → https://www.bmu.de/en/ → https://www.vcd.org/themen/auto-um- welt/vcd-auto-umweltliste/ → www.ecotopten.de/mobilitaet → https://www.vcd.org/themen/auto-um- welt/spritsparen/					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.9 Sharing transportation Organise a shuttle service or car-sharing scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station or airport).					
1.10 Training staff Train drivers in fuel-efficient driving.					

Climate-neutral mobility

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.11 Offsetting unavoidable greenhouse gas emissions Calculate unavoidable transport-related climate gases and offset them using high-quality climate projects aimed at reducing greenhouse gas emissions elsewhere. *Additional guidance/online information:* → https://www.dehst.de/EN/home/home_node.html → https://www.umweltbundesamt.de/en/publikationen/voluntary-co2-offsetting-through-climate-protection					

Venue infrastructure

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.12 Bicycle parking facilities Provide bicycle parking facilities.					
1.13 Public transport stops and stations Ensure adequate signposting indicating the location of the nearest public transport stop/station.					
1.14 Car park guidance system Use a car park guidance system to guide cars and buses directly to parking spaces; avoid causing disruption to the public transport system and disturbing neighbours.					
1.15 Parking spaces Estimate the required number of parking spaces; use existing parking spaces.					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Traffic management

1.16 Shuttle service from overflow car parks
Set up a shuttle service from overflow car parks using low-emission or, for short distances, emission-free vehicles.

1.17 Designated parking
Assign parking areas to different user groups (such as people with disabilities, carpools, e-vehicles and car-shares).

1.18 Estimating visitor and traffic flows
Estimate visitor and traffic flows (broken down by transport mode).

1.19 Separate routing
Plan on separate routing for emergency vehicles, press, VIPs, visitors, etc.

1.20 Overflow parking
Provide overflow parking.

1.21 Traffic guidance and car park guidance systems
Install signage for traffic guidance and car park guidance systems.

1.22 Parking management
Provide pay car parks.

1.23 Non-parking areas, barriers and access restrictions
Install signage indicating non-parking areas, barriers and access restrictions.

1.24 Speed limits
Impose speed limits around the conference area.

Venue and accommodation
Checklist 2

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Selecting the venue and accommodation for participants

2.1 Considering environmental management systems and certification of hotels and conference centres

Choose hotels and congress centres that have an environmental management system. They should be validated and registered according to EMAS. Hotels that fulfil environmental criteria may also have the EU Ecolabel. Labels of this kind or equivalent management systems should be considered when selecting a hotel.

Additional guidance/online information:

→ https://www.emas-register.de/en

→ https://ec.europa.eu/environment/emas/takeagreenstep/

→ http://ec.europa.eu/

2.2 Selecting hotels

Focus on sustainability criteria when using booking portals to look for hotels.

Additional guidance/online information:

→ For example https://www.bookdifferent.com/en/

2.3. Other aspects

Measures for the mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water use and accessibility action areas are also relevant.

Additional guidance/online information:

→ Important: good railway and local transport connections

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Side events

2.4 Avoiding the use of transport
Make sure the venue and accommodation are as close to each other as possible.

2.5 Reducing transport-related environmental impacts
Have participants travel by public transport or rental bike and/or provide low-emission shuttle buses; use car sharing if possible.

2.6 Considering environmental and social criteria
Consider environmental and social criteria when planning side events (perhaps including environmentally relevant social projects).

Energy and climate
Checklist 3

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Building, energy consumption					
3.1 Conference building Consider energy consumption when choosing conference buildings and hotels, using EMAS registration or the EU Ecolabel as guidance.					
3.2 Heating Do not heat meeting and conference rooms above 20 degrees.					
3.3 Lower temperatures at night Set the thermostat to lower temperatures during the night (heating).					
3.4 Cooling Do not cool to more than 6 degrees below the outside temperature					
3.5 Lighting Use daylight, optimised lighting control, optimised sun protection and energy-efficient lighting.					
3.6 Ventilation Train staff on how to ventilate rooms properly in a way that is also energy-efficient.					
Electricity					
3.7 Purchasing electricity Obtain electricity from renewable sources (such as green energy suppliers).					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Devices

3.8 Energy-efficient devices

Use IT devices and printers or multifunction devices that fulfil the criteria of the Blue Angel label; use freezers, refrigerators and dishwashers in the highest energy class.

Additional guidance/online information:

→ https://www.blauer-engel.de/en

→ https://ec.europa.eu/environment/ecola-bel/index_en.htm

→ https://www.ecotopten.de/

→ https://www.deutschland-machts-effi-zient.de/KAENEF/Navigation/DE/Home/home.html

Climate-neutral events

3.9. Offsetting unavoidable greenhouse gas emissions

Calculate the carbon footprint of the event and offset it by mitigation measures else-where, using high-quality climate action projects (see measure 1.11 in the checklist for the mobility action area).

Additional guidance/online information:

→ https://www.dehst.de/EN/home/home_node.html

→ https://www.umweltbundesamt.de/en/publikationen/voluntary-co2-offsetting-through-climate-protection

Temporary structures and stands
Checklist 4

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Venue and delivery logistics					
4.1 Selecting the venue Determine whether another venue that does not require the assembly of temporary structures is available.					
4.2 Minimizing deliveries of goods and materials Optimise access routes and the number of deliveries of goods and materials.					
Waste management for construction materials and interior fittings					
4.3 Waste logistics Ensure that different types of waste can be collected and disposed of separately.					
4.4 Transport packaging Avoid waste by using reusable or at least recyclable transport packaging.					
4.5 Reuse Develop a plan for reuse. *Additional guidance/online information:* → For example, storage for future events, hiring or leasing large components, or donating items.					
Selecting products					
4.6 Modular systems Use modular systems.					

MEASURES					ANMERKUNGEN

4.7 Construction materials

Use construction materials and versions of fittings that are durable and recyclable and do not have adverse effects on the environment and health.

Additional guidance/Online information:

→ For example, do not use paints to protect wood, use certified wood or recycled wood, don't use PVC).

→ https://www.blauer-engel.de/en/products/construction-heating/panel-shaped-materials

→ https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-elastic

→ https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-textile

→ https://www.blauer-engel.de/en/products/construction-heating/flooring-underlays-160

→ https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-panels-doors-made-of-wood

Soil protection

4.8 Soil protection system

Install a soil protection system for pathways and surfaces.

Procuring products and services
Checklist 5

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Sustainable procurement in general					
5.1 Assessing needs Check whether there is even a need.					
5.2 Examining alternatives Check whether the need can also be met by acquiring used products or hiring products.					
5.3 Environmental and social criteria Procure products and services that have been awarded the Blue Angel label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products to be procured, research the relevant environmental criteria elsewhere (for example in the information portals below under Additional guidance/online information). Also consider social aspects (such as Fairtrade flowers). *Additional guidance/online information:* → https://www.blauer-engel.de/en → https://ec.europa.eu/environment/ecolabel/index_en.htm → https://www.beschaffung-info.de → http://www.nachhaltige-beschaffung.info/DE/Home/home_node.html → https://www.kompass-nachhaltigkeit.de/en/					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

5.4 Life cycle costs

Consider life cycle costs.

Additional guidance/online information:

→ https://www.umweltbundesamt.de/en/topics/economics-consumption/green-procurement/life-cycle-costing

(Information and tools, including an introductory course on calculating life cycle costs and how to use them in the procurement process).

5.5 Environmental management

When selecting bidders, consider their environmental management expertise.

Additional guidance/online information:

→ Evidence in the form of an environmental management system (such as EMAS), as well as recognition of equivalent evidence.

→ "EMAS in der öffentlichen Beschaffung" (EMAS in public procurement) guidelines https://www.umweltbundesamt.de/en/publikationen/emas-in-der-oeffentlichen-beschaffung

Paper

5.6 Reducing consumption

Use digital invitation and event management systems.

Additional guidance/online information:

→ Send invitations and meeting documents electronically.

→ Make use of the conference website and conference app.

→ Display the agenda and notices only on screen during the conference.

Using QR codes to distribute brochures.

Additional guidance/online information:

→ Set out a few paper brochures for people to look at and include QR codes in them.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Use smaller formats and print copies of documents and handouts on both sides. Print multiple pages per sheet or make double-sided copies at the venue if printouts are unavoidable. *Additional guidance/online information:* → Inform staff that handouts must be printed on both sides. → Important: Copiers and printers on site must have double-sided print options.					
Minimising the number of handouts Determine the precise number of participants.					
5.7 Environmentally friendly paper products If paper is necessary, use recycled paper that has been awarded the Blue Angel label or fulfils its criteria (for all invitations, meeting documents, printed materials, etc.). *Additional guidance/online information:* → Blue Angel DE-UZ 14a "Recycled Paper" https://www.blauer-engel.de/en/products/paper-printing/graphic-paper-and-cardboard-made-from-100-waste-paper-recycled-paper-and-cardboard-new → Blue Angel DE-UZ 14b "Finished Products Made from Recycled Paper for Office and School Supplies" https://www.blauer-engel.de/en/products/paper-printing/finished-products-made-from-recovered-paper-new → Blue Angel DE-UZ 56 "Recycled Cardboard" https://www.blauer-engel.de/en/products/paper-printing/recycled-cardboard-folders-files → Blue Angel DE-UZ 195 "Printed Matter" https://www.blauer-engel.de/en/products/paper-printing/print-houses-and-printed-matters					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

5.8 Whiteness

Recycled paper: Maximum 100% (including UV portion) according to DIN ISO 2470 and maximum 135 according to ISO standard 11475 (CIE whiteness).

Batteries

5.9 Rechargeable batteries

Use rechargeable batteries (no nickel cadmium batteries) for simultaneous interpretation and other applications requiring battery-powered devices.

Additional guidance/online information:

→ Ensure dead batteries are recycled properly.

Cleaning products

5.10 Reducing consumption

Use cleaning products sparingly; clarify this issue with cleaning firms and/or instruct cleaning personnel.

Additional guidance/online information:

→ https://www.blauer-engel.de/en/products/home-living/hand-dishwashing-detergents-cleaners-new

5.11 Environmentally-compatible cleaning products

Purchase environmentally-compatible cleaning products that have been awarded the Blue Angel label or the EU Ecolabel or fulfil their criteria.

Additional guidance/online information:

→ Blue Angel DE-UZ 194 "Hand Dishwashing Detergents and Hard Surface Cleaners" https://www.blauer-engel.de/en/products/home-living/hand-dishwashing-detergents-cleaners-new

→ https://ec.europa.eu/environment/ecolabel/

→ https://www.umweltbundesamt.de/reinigungsdienstleistungen-mittel

Catering
Checklist 6

MEASURES					COMMENTS

Selecting products

6.1 Organic and Fairtrade products

Offer organic products and Fairtrade products such as coffee, tea and juices.

Additional guidance/online information:

→ Practical guide "Mehr Bio in Kommunen" (More organic food in municipalities) https://www.biostaedte.de/images/pdf/leitfaden_V4_verlinkt.pdf,

→ https://www.forum-fairer-handel.de/startseite/

→ www.fairtrade-deutschland.de

6.2 Seasonal foods with environmentally sound transport

Use seasonal produce and foods transported in ways that are environmentally sound; do not use products from heated greenhouses or foods transported by air.

Additional guidance/online information:

→ https://www.verbraucherzentrale.de/wissen/lebensmittel/gesund-ernaehren/saisonkalender-obst-und-gemuese-frisch-und-saisonal-einkaufen-17229

→ Due to the ban on discriminatory practices, public-sector clients are not permitted to specify regional products in calls for tenders.

6.3 Vegan and vegetarian catering

As a general rule, serve vegan and vegetarian food.

Additional guidance/online information:

→ https://proveg.com

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

6.4 Serving meat

If meat and/or fish must be served in exceptional cases, choose organic meat products that meet high animal welfare standards.

Additional guidance/online information:

→ https://www.oekolandbau.de/en/bio-siegel/

→ https://www.tierwohl-staerken.de/einkaufshilfen/tierwohl-label/

6.5 Serving fish

If fish must be served in exceptional cases, avoid choices from endangered stocks when selecting and combining fish and fish products. Make sure that procurement procedures apply criteria for certified fish (such as the independent MSC label or Naturland certification).

Additional guidance/online information:

→ https://www.umweltbundesamt.de/umwelttipps-fuer-den-alltag/essen-trinken/fisch#textpart-2

→ www.fischbestaende-online.de

6.6 Drinking water

Provide tap water in carafes. Refill the carafes with fresh water regularly and remove the (glass) carafes and wash them at appropriate intervals; use returnable bottles when serving other cold drinks.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

6.7 Environmentally friendly paper products

Use environmentally friendly paper products.

Additional guidance/online information:

→ For example, products with the Blue Angel label DE-UZ 65 "Unbleached Filter Papers for Use with Hot or Boiling Water" (https://www.blauer-engel.de/en/products/home-living/paper-filters-for-hot-beverages) and serviettes and kitchen roll with the Blue Angel label DE-UZ 5 "Sanitary Paper Products made of Recycled Paper" (https://www.blauer-engel.de/en/products/home-living/sanitary-papers-toilet-paper-paper-towels-handkerchiefs).

Intolerances and allergies

6.8 Labelling

Label prepared dishes so foods that cause allergies or intolerances are clearly recognisable.

6.9 Instructions

Instruct employees responsible for catering.

Avoiding food waste and other waste

6.10 Crockery, cutlery and glasses

Use reusable crockery, cutlery and glasses.

Additional guidance/online information:

→ Require the caterer or operating company to use reusable crockery; hire mobile dishwashing units, which generally also provide tableware, from local authorities or commercial suppliers.

6.11 Portion control

Take care to offer appropriate quantities of food.

Additional guidance/online information:

→ For example, be aware of how often meals are being served.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

6.12 Food packaging

Use packaging that prevents or reduces waste.

Additional guidance/online information:

→ For example, choose larger containers, but verify that this will not cause additional food waste.

→ Do not offer milk or sugar in single-serve packaging.

6.13 Labelling the buffet

Label foods in a buffet (to avoid "mistakes").

6.14 Staff involvement

Make servers aware of the need to serve smaller portions, or to restock the buffet only when necessary.

6.15 Leftover food

Donate surplus food.

Additional guidance/online information:

→ For example, to food distribution charities, if permissible under applicable hygiene provisions.

Waste separation

6.16 Kitchen waste

Collect kitchen waste separately.

6.17 Used oil from fryers

Collect used cooking oil from deep fat fryers separately.

Catering service providers

6.18 Quality standards

When selecting a catering partner, check their compliance with the quality standards of the German Nutrition Society (DGE).

Additional guidance/online information:

→ https://www.jobundfit.de/dge-qualita-etsstandard/

Waste management
Checklist 7

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Waste avoidance

7.1 Packaging material at the venue
Minimise waste from packaging; for example, by using reusable packaging and ordering products in large containers if their entire contents will be used.
Additional guidance/online information:
→ Blue Angel DE-UZ 27 "Returnable Transportation Packaging"
(https://www.blauer-engel.de/en/products/business-municipality/returnable-transportation-packagings/returnable-transportation-packagings)

7.2 Take-back and reuse
Institute a take-back system and reuse items such as name tags.

7.3 Using recycled material
Use recyclable products and packaging made of recycled material, such as recycled cardboard for boxes.

Waste separation

7.4 Collecting waste separately
Set up collection points so that waste can be collected separately – especially paper, biowaste, glass and lightweight packaging – and clearly label them (particularly at international events).

7.5 Information
Inform all suppliers and operating companies about the separation system. It is important to get the cleaning companies involved in this.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
7.6 Taking back packaging Require suppliers to take back packaging.					
Waste management					
7.7 Packaging waste Dispose of packaging waste according to the Packaging Act (Verpackungsgesetz).					
7.8 Other separately collected waste Recycle other waste that has been collected separately (paper, biowaste, etc.) according to the Circular Economy Act (Kreislaufwirtschaftsgesetz) and the Commercial Wastes Regulation (Gewerbeabfallverordnung).					
7.9 Residual waste Have the public waste disposal agencies dispose of residual waste in accordance with the Circular Economy Act and the Commercial Wastes Regulation.					

Water use
Checklist 8

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Water consumption

8.1 Conserving water
Reduce water consumption; for example,
by using water-saving appliances in kitchens
and canteens.

8.2 Information
Post notices drawing attention to the
water-saving fixtures in washrooms in order
to raise awareness among participants.

Conference swag and giveaways
Checklist 9

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

General

9.1 Principle

Do not purchase conference swag and giveaways.

Selecting products if necessary in individual cases

9.2 Environmentally sound and socially responsible products

Use environmentally sound swag and give-aways that have been produced in a socially responsible way; choose swag and giveaways that have been awarded the Blue Angel environmental label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products to be procured, research the relevant environmental criteria elsewhere.

Additional guidance/online information:

→ https://www.blauer-engel.de/en

→ http://ec.europa.eu/environment/ecolabel/index_en.htm

→ www.beschaffung-info.de

→ www.nachhaltige-beschaffung.info

→ https://www.kompass-nachhaltigkeit.de/en/

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
9.3 Food If food items are purchased for gifts, choose seasonal, organic products that are transported in an environmentally sound way, or that are Fairtrade (https://www.fairtrade-deutschland.de/).					
9.4 Ballpoint pens and pencils Opt for retractable ballpoint pens or pencils made of cardboard or paper mâché. As an alternative, choose unpainted pencils or retractable ballpoint pens made of wood. *Additional guidance/online information:* → Blue Angel DE-UZ 200 "Writing Utensils and Stamps" (https://www.blauer-engel.de/en/products/paper-printing/writing-utensils-stamps) → For wood: FSC or PEFC					
9.5 Backpacks and bags Choose backpacks and bags made of environmentally compatible materials; meaningful use of them after the event should be possible.					
9.6 German specialities Give German specialities such as organic produce.					
9.7 Flowers (as gifts or for decoration) Present or use seasonal flowers shipped in an eco-friendly way or Fairtrade flowers. *Additional guidance/online information:* → https://www.fairtrade-deutschland.de/					

Organisation, communication and evaluation
Checklist 10

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Organisation

10.1 Centralised information office to handle sustainability

Designate a contact person to provide expert support on specific questions related to sustainability to colleagues who are tasked with preparing for events. It is best to set up a centralised service office to handle the organisation of events (central event management) with due regard for sustainability concerns.

Communicating goals and measures

10.2 External communication

Do extensive public relations work to communicate the goal of holding a sustainable event and the planned measures early on (for example, with the invitation, on the conference website or in the conference app).

Additional guidance/online information:

→ See, for example, https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-november-2017/about/sustainable-conference with numerous examples and additional references.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

10.3 Internal communication

Inform staff at the venue about sustainability-related measures and get them involved in implementing those measures (for example, specify responsibilities and train staff

Additional guidance/online information:

→ Train staff and make them responsible for implementing the sustainable organisation concept at the venue and for setting a good example to others (participants, caterer etc.).

10.4 Communication at the event

Inform participants about sustainability issues at the event (for example, hang banners or post displays in presentation areas during breaks).

10.5 Training external staff

Include a requirement for training external staff in calls for tenders.

Additional guidance/online information:

→ Staff at the venue, cleaning crews, etc. should be familiarised with the essential features of the sustainability strategy.

Evaluation

10.6 Documentation

Determine the effects of measures that were taken in terms of quality and quantity.

Additional guidance/online information:

→ Collect data (such as waste volumes, consumption of paper and materials, and traffic volume).

→ Use evaluation forms (electronic if possible) to determine the perceptions and satisfaction of participants, speakers and attendees after the event.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

10.7 Analysis

Analyse the collected data.

Additional guidance/online information:

→ Calculate the carbon footprint.

→ Demonstrate success.

→ Determine potential improvements for future events.

10.8 Communicate results

Communicate the analysed data (particularly after large events).

Additional guidance/online information:

→ Make reporting transparent; for example, by issuing an EMAS Environmental Statement or posting on the conference website.

Accessibility
Checklist 11

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Accessibility					
11.1 Accessibility of documents Ensure that documents are accessible when sending out information and invitations.					
11.2 Measures for wheelchair users Ensure that WCs are wheelchair accessible *Additional guidance/online information:* → Width 155-220 cm (allowing one or two-handed approach to the toilet seat), depth 215 cm, clear floor space 150 cm in diameter. Grab bars, hinged support handle, sufficient knee clearance under sink required. Height of toilet seat 46 cm, bottom edge of mirror no more than 85 cm above the floor.					
Avoid steps and major floor level changes Equip buildings with wheelchair-accessible lifts; use transportable ramps and inclined lifts only as an exception.					
Provide wide routes, corridors and doorways *Additional guidance/online information:* → Routes and corridors must be at least 120 cm wide (clearance). Doorways must be at least 70 cm wide					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Avoid revolving and swing doors as the only access					
Additional guidance/online information:					
→ Radius at least 300 cm					
Smoothly operating doors with sufficient manoeuvring space					
Additional guidance/online information:					
→ Manoeuvring space at least 120 cm on both sides of the door					
Provide movement space for wheelchairs					
Additional guidance/online information:					
→ Minimum diameter 150 cm (many wheelchair users can still handle a diameter of 110 cm)					
Planning for adequate seating and wheelchair space					
Additional guidance/online information:					
→ Space for wheelchairs, if possible near the exit; seat for assistant next to wheelchair space; space allocated to wheelchairs when seating is fixed					
Easily accessible controls					
Additional guidance/online information:					
→ Controls no higher than 85 cm					
Sufficient knee clearance under tables, sinks, etc.					
Buffet counters that are not too deep and have sufficient knee clearance					
Appropriate escape routes					
Accessible parking space near the entrance					
Additional guidance/online information:					
→ Minimum width 350 cm					
Shuttle services					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
11.3 Measures for people with impaired mobility					
Keep distances short					
Provide seating at regular intervals *Additional guidance/online information:* → Every 100 m.					
Non-slip floors; do not use gravel and the like					
Fixed entrance matting					
Smoothly operating doors					
Required clearance for corridors, doors, steps, etc. *Additional guidance/online information:* → Between 70 cm (minimum) and 90 cm, for tripod and quadruped canes at least 100 cm, steps at least 30 cm wide and no more than 16 cm high, without protruding edges, non-slip surface, handrail.					
Seats with armrests					
Handrails *Additional guidance/online information:* → Diameter approximately 4-5 cm, height 85 cm.					
11.4 Measures for blind and visually impaired people					
Obstacles on paths avoided					
High-contrast marking of unavoidable obstacles					
Edges of steps marked					
Good lighting					

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Easily identifiable guidance and orientation systems					
Large, highly visible and tactile symbols and markings *Additional guidance/online information:* → Operating elements, for example in the lift.					
Clear acoustic information *Additional guidance/online information:* → Gong in lift to indicate arrival, for example.					
Documents in large print					
Obstacles on paths avoided					
Demarcated access paths					
Tactile information and orientation guides					
Tactile walking surface indicators					
Guide dogs allowed					
Documents in Braille					
11.5 Measures for deaf and hearing impaired people					
Clearly recognisable flashing light systems to warn of hazards					
Appropriate assistive listening systems and devices, subtitling for films, etc.					
Sign language interpretation					

Gender mainstreaming
Checklist 12

MEASURES					COMMENTS
Gender mainstreaming					
12.1 Gender-neutral language Use gender-neutral language in oral and written statements (in accordance with the Federal Cabinet decision of June 1999).					
12.2 Gender balance Achieve a gender balance among speakers and other people playing an active role (such as moderators).					
Participation by people with childcare responsibilities					
12.3 Childcare Offer childcare at the venue – or in the immediate vicinity – if needed (ask participants and people playing an active role what is needed before the event begins).					