

3a Green conferences



Criteria designated with “§” are imposed by law or regulations.
 Target group for these criteria: conferences held in hotels.
 Requirement: The hotel is certified under the General Industry Criteria and Criteria for Hotels.
 Each green conference shall be assigned an Eco-Lighthouse coordinator.
 Enterprises shall also comply with the General Industry Criteria.
 Criteria designated with “§” are imposed by law or regulations.
 See guidance for additional information.

Criterion no.	System criteria
1821	The customer in a green conference event shall be eco-certified or be able to document the start-up of as eco-certification process.
1822	Customers, business partners and conference delegates shall be informed of environmental measures prior to the conference.
1823	The proportion and number of green conferences shall be documented in the environmental report.
1824	Checklists for conferences shall be completed for each conference; see guidance.
Criterion no.	Working environment
1825	If the conference involves risk-related activities, such as events, a risk analysis and preventive measures shall be undertaken.
Criterion no.	Procurements
1826	The main partner/supplier shall be eco-certified or be able to document the start-up of an eco-certification process.
1827	The organiser shall prepare an overview of social events with minimum environmental impact and offer these in connection with green conferences.
1828	The organiser shall offer organic food options to customers who request this.
1829	The organiser shall reduce the use of meat on menus.
1837	The organiser shall not use fish or shellfish that appear on the red list in the latest Seafood Guide from WWF.
1838	The organiser shall prioritise the use of locally produced produce.

Criterion no.	Transport
1830	In conjunction with the customer, the organiser shall identify and plan transport requirements for conference delegates to prevent unnecessary transport and to ensure that delegates choose means of transport that have minimum environmental impact.
1831	The conference organiser shall cooperate with local transport companies and authorities on public transport to and from the conference.
1832	Information on public transport services to and from the conference shall be made readily available to conference delegates before and during the conference.

Criterion no.	Waste
1833	Banners and other information/sponsor material shall be kept to a minimum, be reusable and have minimum environmental impact.
1834	In the case of conference stands, the distribution of samples and advertising material shall be kept to a minimum.
1835	A system of source separation of waste shall be in place during conferences and shall be clearly marked.
1836	The organiser shall regularly inform conference delegates about the waste management system during the conference via existing channels of communication.

Guidance

<u>Criterion no.</u>	<u>System criteria</u>
1 823	The enterprise must mention the number of green conference and the number of regular conferences in its environmental report so that the proportion of green conferences can be measured.
1 824	Checklists that are completed for each conference and used for documentation purposes for recertification: The checklist is available here: http://miljofyrtarn.no/index.php/forvirksomheter/verktoy http://miljofyrtarn.no/index.php/forkonsulenter/verktoy
<u>Criterion no.</u>	<u>Working environment</u>
1 825	Risk assessment analysis form NS5814 and http://miljofyrtarn.no/index.php/forvirksomheter/verktoy .
<u>Criterion no.</u>	<u>Procurements</u>
1 826	An overview of the main business partners/suppliers and their eco-certification status must be available.
1 828	The hotel must have identified what organic food alternatives are available. The range of organic food produce may vary according to season and demand. Examples of organic food produce are: fruit, white meat, eggs, etc.

1 829	Reduced meat consumption can be achieved by, for example, removing cold cuts from breakfast buffets, serving vegetarian and fish meals for lunches, serving vegetarian dishes for starters, and reducing meat volumes (increase volumes of side dishes) for main courses.
1 837	See WWFs website: www.wwf.no http://www.wwf.no/dette_jobber_med/hav_og_kyst/baerekraftige_fiskerier/sjomatguiden_2010 11/
1 838	"Local" is defined as a county or neighbouring counties. Local produce from greenhouses that are heated using fossil energy courses are not a good environmental choice; such produce shall therefore not be considered as local produce. Enterprises are encouraged to use local suppliers of fish produce.
<u>Criterion no.</u>	<u>Waste</u>
1 833	The use of banners and other information material must be cleared with the customer prior to the conference.