

Guidelines of Justus Liebig University Giessen (JLU) for a more sustainable event management ¹

As laid down in the [Sustainability Strategy JLU 2030](#), JLU strives to make its organizational and operational plans and processes sustainable. This also applies to the planning and realization of events at JLU. These guidelines for a more sustainable event management should always be taken into account when organizing and holding events at JLU. This document is therefore intended for people who want to plan and realize an event at JLU.

The **design and objectives** of the event affect the use of resources. Already at this early stage, the path for the final resources that will be required for the event is set. The type of event (face-to-face, digital, hybrid), the venue and its accessibility as well as the composition of the speakers all play a role.

A digital or hybrid implementation of the event avoids or reduces mobility-related greenhouse gas emissions and can also increase the outreach of the event. The **event venue** should be accessible by environmentally friendly means of transport. In addition to the event program, participants should receive information on how to get there by public transport (information on [JLUmaps](#)). Participants should also be informed about bicycle parking spaces. If several speakers are involved, attention should be paid to gender balance among the speakers and other actively involved persons (e.g. moderators).

Depending on the room, the venue is booked via [Stud.IP](#). Here you can find the contact person responsible for room allocation. When choosing the venue, attention should be paid to **barrier-free accessibility** if a need can be expected. Participants should have the opportunity to indicate any needs for barrier-free participation when registering for the event. Information on accessibility and family-friendliness can also be viewed via [JLUmaps](#) (instructions are available [here](#)). For conferences, congresses and other public events as well as for internal ceremonial events, an event concept (a [template](#) is available) must be created and submitted to Brandschutz@admin.uni-giessen.de for review and approval.

Equipment should always be borrowed from JLU - if available - and not purchased especially for the event. Additional technical equipment (e.g. table microphones, standing desk with microphone) should be ordered from the HRZ at an early stage. On this topic, the HRZ's [Media and E-Learning working group](#) provides support. Furniture such as (standing) tables, chairs and pinboards will be provided - if available - by the respective facility management on request. Covers for high tables can be borrowed for a small fee from the [Uni-Shop](#) in the Main University Building. For the **transportation** of smaller items, the JLU cargo bike can be borrowed. It can be reserved and collected from the [fleet management](#). The fleet management also offers electric cars of various sizes for business drives.

Communication prior to the event should be as paperless as possible: Emails, digital flyers and possibly an event website are suitable. Also the design of digital flyers, invitations, etc. has to follow the [JLU corporate design guidelines](#). The targeted placement of fewer printed posters or preview copies of brochures, possibly with a QR code, can be useful. Any print copies required should be printed on

¹ Based on the "Leitfaden für die nachhaltige Organisation von Veranstaltungen" [Guidelines for the Sustainable Organization of Events] of the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) (ed.), 4th ed. August 2020, online: https://www.bmu.de/fileadmin/Daten_BMU/Download_PDF/Nachhaltige_Entwicklung/checklisten_interaktiv_nachhaltige_organisation.pdf

recycled paper. Sent out documents such as invitations and information on events should be barrier-free.

The [JLU catering guidelines](#) apply to the **provision of food and beverages**. The quantity must be calculated appropriately to minimize food waste. Only (ovo-lacto) vegetarian or vegan products should be offered. Aspects such as seasonality, locality, organic production and Fairtrade certification should be taken into account wherever possible. Instead of or in addition to (organic) cow's milk, plant-based milk alternatives such as oat drink can also be offered with (Fairtrade) coffee. Drinks are offered in reusable bottles and reusable dishes are used for food. In view of the excellent quality of drinking water in Germany, it is also possible to offer tap water in glass carafes. In this case, fresh filling of the glass carafes and prompt clearing and rinsing of the carafes must be ensured. With regard to accessibility, food and drinks are offered at a low table height. Allergen information must be identified and food labeled, also to prevent mistakes in the choice and thus food waste. Garbage cans must be placed close by so that waste can be separated. Waste must be disposed of properly.

The following **checklist** summarizes selected relevant points for a more sustainable event management.

Checklist for a more sustainable event management at Justus Liebig University Giessen (JLU)

Conception and communication

- The event format (face-to-face / digital / hybrid) is tailored to the objectives of the event and takes into account the resources required.
- Communication, promotion and participation management are largely digital.
- When creating invitations and advertising materials, such as flyers and postcards, recycled paper (certified with the “Blue Angel” / “Blauer Engel” or the “EU-Ecolabel” / “Euroblume”, for example) is used and an appropriate print run is ensured.
- Attention is paid to gender parity among the speakers.
- The time of the event is generally compatible with public transport timetables.
- Name tags or badges are recollected after the event and reused where possible. Alternatively, fabric labels are used.

Venue, equipment and catering

- In principle, participants can reach the venue by environmentally friendly means of transportation (public transport), bicycle and/or by foot.
- Access to the event and to the food and beverages on offer is barrier-free if a need is expected.
- The food provided is labeled and allergens are indicated.
- Reusable dishes are used.
- Cold drinks are provided in reusable bottles.
- The amount of food provided is appropriate for the expected number of participants. Additional packaging is avoided wherever possible.
- The food provided is exclusively vegan or vegetarian. Ideally, the food is regional, organic, seasonal and Fairtrade-certified.
- Garbage cans suitable for waste separation are available.