

Appendix 1

Sustainability Checklist for meetings/events

SUSTAINABILITY ISSUES	YES	NO
Have you established a sustainability policy for your meeting/ event?		
Do you communicate your sustainability work in the invitation or on the meeting/event website?		
Are you telling participants/visitors how they can contribute to sustainability? Malmö Tourism can assist with tips!		
Do you encourage overnight visitors to choose eco-labelled accommodation during their stay?		
Are both men and women represented in the programme or on stage?		
Do you consider gender equality in the award ceremony and/or other ceremonies?		
Does any of the participants have disabilities?		
If yes, have you acted in order to handle this?		
Are all areas or premises available to all persons, regardless of functional variation?		
Have you ensured that there is working first aid equipment in place?		
Have you ensured that there is a functioning defibrillator in place?		
Do you make it easier for visitors/participants to get to and from the meeting/event in a climate-friendly way?		
Is it possible for visitors to sort the waste into different containers?		
Do you avoid disposable items such as plastic cups?		
Will you offer locally produced and healthy food in connection with the meeting/event?		
Do you cooperate with local suppliers?		
Have you ensured that the event is free from bottled water?		
Do you have a plan when it comes to reducing printed material for your meeting/event?		
Will you offer vegetarian dishes based on seasonal ingredients?		
Do you have a plan for minimising food waste?		
Do you or the meeting/event facility buy eco-labelled energy?		
Are you going to practice or advice the participants/visitors to assist in any "climate activity" during the meeting/event? Malmö Tourism can assist with tips!		
Have you reviewed what you can rent or borrow in connection with the meeting/event instead of buying new material?		
Do parts of the surplus from the meeting go to charity? Malmö Tourism can assist with tips!		