

# CHECKLIST

For successful, sustainable planning.  
Together we are strong in the interests of our environment !

# Checklist for Planning Events with Sustainability

Recommendations for planning, organizing and hosting events with sustainability considerations at CCD Congress Center Düsseldorf.

Düsseldorf  
Congress

# Overview

The growing social awareness of sustainability and climate protection has an increasing impact on the meetings industry. As an operating company, we attach great importance to ecological and socially responsible behavior and management. Jointly with our customers as well as our partner companies and service providers, we would like to embark on a journey towards more responsible event planning.



“ *Together we are strong in the interest of our environment!* ”

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**We've already done some forward thinking for you and implemented selected measures where applicable.**

Even if not all areas of activity can be addressed immediately: Every step we take together makes a difference. With this checklist, we would like to help make the organization of your event as easy and structured as possible. Regarding other points we need your help. If you need background information or certificates, simply contact us.

## Mobility/Arrival and Departure

Choose a venue that is easy to reach by public transport and that keeps distances short.



Choose event times (start/end) that allow participants to travel to and from the venue easily by public transport (rail, local public transport).



Make information on the use of environmentally friendly means of transportation available, e.g. by explicitly stating this in the invitations. (Directions and route descriptions as well as information on train and public transport timetables).










Create incentives for using public transport, e.g. by offering combined tickets or agree with Deutsche Bahn on an offer for discounted train tickets for participants.



Good signage for the closest public transport stops eases public transport use for your participants.  
A good parking guidance system for cars/buses reduces emissions and prevents



- disruptions to local transport and residents. 
- Calculate the amount of unavoidable traffic-related greenhouse gas emissions and consider supporting reputable climate protection projects as an additional climate contribution. 
- Offer bicycle parking spaces. \*see tip 
- If necessary, offer a shuttle service with low-emission or local emission-free vehicles departing from pick-up parking lots. 
- Ensure that parking space is laid out for different user groups (e.g. for people with disabilities, car sharing and e-vehicles). 
- Provide paid parking spaces only to make the use of public transportation more attractive. 
- Mark parking bans, closures and access restrictions. 



“ Here in the Rhineland we also call Düsseldorf the 15-minute city. Whether it’s to the airport, the central train station, the Old Town or the “Kö”: All of these transportation hubs and lifestyle hotspots are in walking distance or a max. 15-minute ride by cab or light rail away. With some 1,234 cabs, Düsseldorf has the highest density of cabs in Germany next to Frankfurt and Munich. There is also a public transport network that reaches every point in the city over a total length of 350 kilometers.

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## Venue/Accommodation

Choose hotels and convention centers with an environmental management system. These should be validated and registered in accordance with EMAS. Hotels bearing a recognised ecolabel, such as the European Ecolabel, should be preferred where suitable.



Search hotels on booking portals using available sustainability filters and check the criteria behind them where possible.



The venue and the accommodation should be as close as possible to each other.



Also take environmental and social criteria into account for side events (include environmental and social projects where appropriate).



## Catering

Offer products from organic agriculture and/or fair trade (e.g. coffee).	<input checked="" type="checkbox"/>
Choose seasonal and regional produce. Avoid goods from heated greenhouses and air-shipped food.	<input checked="" type="checkbox"/>
Always also offer vegan and vegetarian catering.	<input type="checkbox"/>
If you want to offer meat, opt for products from organic farming and meet high animal welfare standards.	<input type="checkbox"/>
If you would like to offer fish, make sure that your caterer does not offer products from endangered stocks. Choose products from certified fisheries, e.g. MSC or Naturland certified.	<input type="checkbox"/>
Provide tap water in pitchers. Ensure that the pitchers are constantly topped up with fresh water and that they are emptied and rinsed (glass) in good time. If additional cold drinks are provided, use reusable bottles.	<input type="checkbox"/>
Use certified or recycled paper products where possible.	<input checked="" type="checkbox"/>
Label dishes to make potential allergens in food identifiable and avoid wrong choices.	<input checked="" type="checkbox"/>
Calculate the amount of food according to your needs.	<input type="checkbox"/>
Raise your serving staff's awareness for serving smaller quantities and the targeted replenishment of food.	<input type="checkbox"/>
Check whether leftover food can be distributed or used further, in compliance with hygiene and legal requirements.	<input checked="" type="checkbox"/>
Use reusable crockery, cutlery, and glasses.	<input checked="" type="checkbox"/>
Avoid the use of packaging wherever possible in order to avoid or reduce waste.	<input checked="" type="checkbox"/>
Kitchen waste – especially spent cooking oil from deep fryers – should be collected separately.	<input checked="" type="checkbox"/>

## Energie und Klima

Choose convention buildings and hotels with energy consumption in mind. EMAS registration, the European Ecolabel or Green Globe certification can provide guidance. All function rooms should not be heated above 20 degrees.



Reducing temperature at night (heating) can help save energy and reduce emissions.



All function rooms should not be cooled down to more than 6 degrees below the outside temperature.



Purchase electricity from renewable sources (e.g. green electricity providers).



Use IT devices, printers or multi-purpose devices that comply with the criteria of the "Blue Angel" eco-label.



Use freezers, fridges, and dishwashers with a very high energy efficiency rating.



“ A well-developed and scenic cycle path runs along the banks of the Rhine, providing easy access to CCD Congress Center Düsseldorf – either on your own bike or on one rented from a sharing provider. The Congress Center has several hundreds of cycle parking spaces across the entire premises.

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## Waste Management

Minimize packaging waste, e.g. by using reusable packaging and ordering in large containers (provided the contents are used up).



Use take-back systems, e.g. for the sleeves of name badges for reuse.



Make sure you use recyclable products and packaging made from recycled materials, e.g. recycled cardboard for cardboard packaging.



Set up waste bins for separate waste collection, especially for paper, organic waste, glass, and lightweight packaging. Make sure the bins are clearly labeled (especially at international events).



Inform suppliers and the operating company about the separation system and also involve the cleaning company.



Ensure that separately collected waste, such as paper, organic waste and other recyclable materials, is handled in accordance with the applicable provisions of the Circular Economy Act and the Commercial Waste Ordinance.



Residual waste can be disposed of via public waste management companies in accordance with the provisions of the Circular Economy Act and the Commercial Waste Ordinance.



## Logistics/Sourcing

Optimize access routes and the number of goods and material deliveries.



If possible, use reusable or at least recyclable transport packaging to avoid waste.



Use (reusable) shell structures when building the booth.



Use durable and recyclable building materials and fittings with recognised environmental or health-related certifications where available. Check whether requirements can also be met by purchasing used products or renting products.



Use digital invitation and event management.



Make your flyers or brochures available via QR codes.



Determining the exact number of participants helps with resource-saving planning.



Agree with cleaning companies to use cleaning agents sparingly (if necessary, provide further training for cleaning staff).



Use environmentally friendly cleaning products that bear the "Blue Angel" eco-label or the European Ecolabel or meet their criteria.



Refrain from using single-use gifts and give-aways.



Use backpacks and bags made from durable or recycled materials – allowing for reasonable reuse after the events.



Use seasonal, regionally sourced or fair-trade flowers and look into the possibility of renting them.



## Personnel

Pay attention to appropriate wages.

Ensure compliance with the statutory maximum working hours.

Ensure that the statutory rest periods are observed.

Make sure sufficient breaks are taken.

Ensure respectful and appreciative interaction, both among employees and at management level.

Work with partner and service companies that demonstrate consideration for diversity and equal opportunities in their organization.



## Communication

Assign a contact person who can provide technical support to employees who are responsible for preparing events if they have specific questions on the topic of "sustainability".



Set up a central service unit for event management, including the consideration of sustainability aspects (central event management unit).



Rely on comprehensive PR work: Communicate the goal of taking sustainability aspects into account in the event, including the planned measures, to the public at an early stage (e.g. with the invitation, on the conference website or conference app) and involve the participants in your efforts.



Inform local employees about sustainability measures and involve them in the implementation of the measures (e.g. define responsibilities, staff training).



Ensure qualitative and quantitative impact assessment of the measures implemented.



Evaluate the data collected and communicate it so that others can benefit from your experience.



## Inclusion/Participation

When sending out information and invitations, make sure that the documents are barrier-free.



Make sure that wheelchair-accessible WC facilities are available.



Take care to avoid steps and pronounced height differences.



When choosing a venue, look for buildings with wheelchair-accessible elevators (portable ramps and inclined stair elevators only as an emergency solution).



Make sure that barrier-free access options are available in addition to conventional swing doors.



Make sure that smooth-running doors with sufficient free space are available.



Ensure that there are suitable escape routes and suitable car parking spaces near the entrances.



### Are you planning an event in Düsseldorf with sustainability considerations?

**You are in the best hands with us.**

The event professionals at Düsseldorf Congress are at your side with their experience, expertise, and passion. From concept to planning to implementation, we support you in implementing suitable measures for your event. Our aim is to promote Düsseldorf's role as a destination for events that take sustainability considerations into account and, together with our customers, partners, and service providers, to raise awareness about socially and ecologically responsible business practices.

# Download now!

**Your guide to successful event planning**

Explore Düsseldorf and the CCD Convention Center for your next event

**Event Planners MUST HAVE**

**EVENT PLANNERS GUIDE** LOCATION & DESTINATION  
**CCD Convention Center Düsseldorf**

Düsseldorf Congress

Our partners:

- Landeshauptstadt Düsseldorf
- Messe Düsseldorf
- hhu Heinrich Heine Universität Düsseldorf
- Visit Düsseldorf
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