



SUSTAINABILITY CHECKLIST FOR IOC EVENTS

This checklist covers key sustainability measures that are relevant to IOC corporate events.

It should be used by IOC staff and contractors to identify a range of measures that can be put in place to make the event more sustainable, to identify selection criteria for goods and services to be procured, and to record what has been achieved for a particular event (by filling in the right hand side columns) and for post-event debriefing sessions.

For any further guidance, please contact the IOC Sustainability Unit (sustainability@olympic.org).

Name of event	
Date	
Location	
Number of participants	Onsite: Attending remotely:
Name of persons completing the checklist	
Date of checklist completion	1 st draft: Final version:
Names of key suppliers	Event management agency: Venue name: Main hotel: Catering: Event production: Look & signage: Other key suppliers (if any):

Key sustainability topics	YES/NO	Comments
VENUE		
Easily accessible by public transport		
Located near hotels where participants and speakers stay		
Accessible to all (e.g. access to buildings and stages with ramps of a gradient no steeper than 1:20; acoustics appropriate for hearing aid users and working loop systems in lecture theatres and reception desks; passenger lifts at least 1.4 m long and 1.1 m wide and in working order; adapted bathrooms). For further details, see the IPC Accessibility Guide .		
The venue has sustainability certifications (e.g. LEED, ISO 14001, ISO 20121)		
Energy efficiency measures are in place, such as: energy efficient equipment (e.g. LED light bulbs, A to A+++ appliances), temperature regulation, maximisation of daylight, etc.		
Renewable energy sources are located on site (e.g. solar panels, heat pumps)		
The venue purchases energy from renewable sources (e.g. electricity from certified renewable sources)		
Sufficient bins are provided and clearly labelled to facilitate the segregation of recyclable waste during the event as well as during the build-up and dismantling phases		

Key sustainability topics	YES/NO	Comments
The venue is able to provide quantitative data on energy use (in kWh), water use (in m3) and waste production and recycling (in kg) associated with the IOC event		
A health & safety risk assesment of the venue is conducted and appropriate measures are taken to prevent identified risks		
Suppliers working in the venue have implemented their own health & safety plan		
HOTELS (if different from the venue)		
Easily accessible by public transport		
Hotels have a sustainability policy and action plan in place, ideally covering: energy and water saving, sustainable procurement of food and hygiene products, waste minimisation and recycling (e.g. no single-use plastics), health and safety of staff and visitors		
Hotels have sustainability certifications (e.g. LEED, ISO 14001, Global Sustainable Tourism Council, Travelife, Green Globe or EarthCheck)		
Hotels maintains up-to-date health & safety risk assessments and implement relevant measures to ensure a high level of health and safety for occupiers		
CATERING		
A majority of food is locally produced and seasonal		
Food products with sustainability labels (e.g. organic farming) are preferably used		
Coffee, tea and sugar are fair trade and/or organic certified		
Quantities of meat are minimised and there is at least one nutritionally balanced vegetarian option		
For fish and seafood, wild-caught fish is sourced from a fishery that is Marine Stewardship Council (MSC) certified or equivalent standard, avoiding fish species that are on the 'Fish to avoid' list of the Marine Conservation Society . Farmed fish is sourced from farms that meet best practice standards such as Aquaculture Stewardship Council (ASC).		
Products from animal origin are produced according to high animal welfare standards		
Geographical origin and sustainability credentials (e.g. organic or fair trade labels) of the main foodstuffs are clearly indicated to the guests		
Quantities of single-use materials and packaging waste associated with food and beverage are minimised, e.g. by using packaging that can be reused, opting for tap water (if drinkable) or using large water dispensers, avoiding single-use tableware, etc.		
In collaboration with The Coca Cola Company, select the best available options to limit the environmental footprint of beverages, in particular : <ul style="list-style-type: none"> Depending on their availability in the host country, the following options should be selected, by order of preference: freestyle machine with reusable glasses; glass bottles; bottles made of recycled PET. If bottles made of recycled PET have to be used, ensure there is a local recycling scheme available for this type of waste. If not, a 		

Key sustainability topics	YES/NO	Comments
<p>tailor-made scheme should be implemented by Coca in order to maximise the recycling.</p> <ul style="list-style-type: none"> Provide alternative beverages to soda, if available in the host country. 		
When packaging is used, it is made of renewable materials or recycled materials		
Food leftovers are minimised by reconfirming the number of participants before the event		
Menus are designed so as to minimise food leftovers		
Edible food leftovers are donated to a charity (if allowed by national regulations)		
If donation is not possible: food waste is sent to a composting or biogas production plant		
The caterer has processes and equipment in place to segregate and recycle its waste streams (food waste, cardboard/paper, PET bottles, glass, metal cans, etc.)		
The quantity of food waste per meal is measured for the event		
LOCAL TRANSPORT		
Participants are encouraged to use sustainable transportation means (public transport, walking or cycling) to come to the event, if possible and relevant. This can be done by providing clear instructions and maps and/or organising group trips.		
If public transport is not available, a shuttle service or car-sharing scheme is organised for travel between the hotel, venue and/or point of arrival/departure (railway station, airport)		
Where taxi services are needed, the use of a “green” taxi operator (if available) is recommended to participants		
If shuttles or buses have to be rented, low emission models are used		
Transfers of VIPs: Low carbon emission cars are used (< 100 g CO2/km)		
FREIGHT		
Freight is minimised by reviewing carefully the quantities of materials needed, renting or buying materials locally, and donating materials on site rather than shipping them back (where possible)		
For long-distances, sea freight is used rather than air freight		
CONSTRUCTION, DECORATION & SIGNAGE MATERIALS		
Design and production of décor, structural elements and look and signage follow the IOC Guidelines on branding and signage materials		
Opportunities for reuse or recycling of materials and equipment to be identified <i>prior</i> to the event		
Each provider involved in construction, decoration, look and signage shall provide the IOC with a Sustainability Report, containing at least the information outlined in the table below. A draft version is provided to the IOC for review before the event, and a final version is delivered after the event.		

Key sustainability topics						YES/NO	Comments
Key items used (e.g. furniture, construction materials, technical equipment, hardboards, banners, flags, partitions)	Material composition (e.g. wood, polyester, glass, cardboard, PE, PET, PP, aluminium)	Approximate quantities (or volume or number of items)	Rented / Reused from previous event / Purchased new?	Country of origin	Transport mode (if any)	Sustainability credentials (e.g. ecolabel, % of recycled content, etc.) <i>Please attach evidence (e.g. certificate)</i>	End-of-life or second life option: - Please specify: reuse, recycling, incineration, landfilling - Where? - Transportation mode (if processed abroad)?
ELECTRICAL & ELECTRONIC EQUIPMENT							
The production concept takes into account the need to minimise energy use							
Highly energy efficient equipment is used (e.g. LED light bulbs, equipment with A to A+++ energy ratings or the Energy Star label)							
Opportunities for reuse or recycling of electronic equipment are identified <i>prior</i> to the event							
BADGES & INFORMATION MATERIALS							
Reusable accreditation badges are provided							
A dedicated area is available for participants to return badges and other material that can be reused							
Use of paper is reduced as much as possible in all communications with participants, in favour of electronic means							
Printed materials are printed locally (rather than shipped from abroad)							
GIFTS & GIVE-AWAYS							
Gifts are chosen so that they will be useful after the event and easy to reuse many times, or they are replaced by e.g. donations for environmental or social causes							
Gifts are produced according to high environmental and social responsibility criteria							
Gifts are produced locally							
COMMUNICATION							
If relevant, sustainability actions implemented for this event are communicated to the participants							