



Sustainable organisation of conferences and meetings

There are many possibilities to actively participate in environmental protection at the university. The checklist below shows you some aspects what you can consider when preparing a meeting or conference.

Room allocation and administration

- The "Operative Raumvergabe/operative room allocation" is responsible for the allocation of rooms for student events and events not directly related to teaching and research. Information on room allocation for events: <https://tu-dresden.de/tu-dresden/campus/veranstaltungsraeume>

Information and materials

- Send invitations, registration confirmations and event programs by e-mail. Provide as much information as possible (e.g. conference program, conference documents, presentations) digitally on a USB stick or online on a website.
- Use recyclable, low-emission, refillable and durable products. These are available at the TU Dresden online shop (<http://www.hk21.de/shop/>). Environmentally friendly office and business products are marked with the TU Dresden's internal environmental logo or the "Blauer Engel" ("Blue Angel").
- Only print out the most important information (on both sides, if possible in black and white and on recycled paper). Do not use extra conference folders.

Food and drink

- If possible, try to pay attention to regional, seasonal, organic and fair trade products when catering. When selecting a caterer, require an offer that takes these aspects into account.
- If you keep the proportion of vegetarian and possibly vegan food as high as possible, then an "organic" offer might also be somewhat cheaper.
- The Studentenwerk offers, among other things, conference catering. For further information, please send an e-mail to catering@studentenwerk-dresden.de.
- Department 4 also offers thermos flasks, decanters and glasses as well as name tags as "Green Conference Packages" for small events free of charge. Please direct your enquiries to umweltschutz@tu-dresden.de

Waste avoidance and disposal

- Avoid the use of portion packs (e.g. coffee cream, sugar), disposable crockery and paper tablecloths.
- Put instructions on how to dispose of the waste properly in a suitable place. At the TU Dresden there are three-part collection systems for waste separation in the buildings. We will be happy to help you with any questions you may have (umweltschutz@tu-dresden.de).

Mobility

- Place the accessibility of the venue by train and public transport in a prominent place on the invitation. Please note that the TU Dresden can be easily reached by public transport, but that parking facilities on campus are rather poor. The TU Dresden does not have a central parking lot.
- For large events, you can use the TU Dresden transport service for transfers within Dresden, e.g. to an evening event, or hire a coach from a bus company.

Energy and indoor climate

- Event rooms should not be heated to more than 20°C. Create a balanced room climate by airing the room during breaks. Permanent ventilation with tilted windows increases energy consumption.
- Make optimum use of light. Use daylight wherever possible.

Other

- If you need childcare, you can contact the "Flexible Childcare" of the TU Dresden and Studentenwerk Dresden (www.tu-dresden.de/flexible-kinderbetreuung).
- Provide a return facility for name tags and unneeded documentation (e.g. brochures). If you no longer need the badges yourself, you can contact the Environmental Coordinator so that they can be reused.

If you have any questions or suggestions:

Environmental Coordinator Dr. Ines Herr, Tel. 0351/463 39493

Email: Ines.Herr@tu-dresden.de