

SECRETARIAT

- 1 Use high-efficiency printers and PCs and instruct staff to always turn off all electronic equipment if not used (avoiding stand-by)
- 2 Privilege procedures to minimize the need for printing: sharing documents in digital format and printing on both sides
- 3 favor communication via e-mail and via the web, using official websites and social networks for communication and for the promotion of the event (invitations, program, registration forms, etc.)
- 4 if you need to print some material, choose certified ecological paper, or turn to certified professional typographies
- 5 in the offices of the organizing committee, make sure that at least separate collection of waste paper, plastic and exhausted toner is carried out
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TRANSPORTS

- 1 Choose the location so that it is barycentric to the geographical area of reference of the participants expected for the event
- 2 Prefer locations well connected with stations and efficiently served by urban public transport lines (bus, subway, tram, ...)
- 3 If more than one location is required, choose two places that can be reached either on foot or by bicycle or that are well connected by public transport
- 4 activate a dedicated shuttle service from the train station to the location and / or an agreement with the local public transport company
- 5 make available to the participants a sufficient number of racks for bicycles and gazebos with wardrobe and locker room. Adequately communicate these services before the event, in order to entice the use of bicycles and public transport

INDOOR FACILITIES

- 1 Choose structures with certified high environmental performance or that use renewable energy sources (for the production of hot water and electricity)
- 2 prefer structures that, in addition to respecting urban planning regulations on architectural barriers, offer services aimed at facilitating the presence of disabled people

- 3 prefer facilities that separate waste collection

OUTDOOR FACILITIES

- If you choose an outdoor location in green areas and in areas adjacent
- 1 to parks or protected areas always involve the managing body of the area to protect
- 2 favors natural and / or eco-compatible fittings with recognized ecological certifications
- 3 uses gazebos made of natural and / or eco-friendly materials
- 4 identify the race track on paths already beaten or frequented
- 5 At least for the departure and arrival points, choose areas where there are toilets or where the connection to the sewage system is possible

STRUCTURES

- 1 to reduce travel, it identifies companies for sets, installations and services that have a location close to the location of the event
- 2 use rented or reusable outfits. In general try to reduce the volume of installations required for the event
- 3 avoid customizing the gazebos and all the fittings necessary for the event in a permanent way, for reuse in other editions / events

- select a local catering company that has adopted sustainability criteria: compostable washable or disposable compostable crockery, preference for zero-km products, seasonal and fair trade, differentiated waste management, etc.
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- 2 prefer organic food and drink certified with the EU organic farming label
- 3 you prefer food and drinks from fair trade
- 4 use only certified compostable washable or disposable supports (plates, glasses, cutlery)

at the disposal of participants place equipment for water distribution
5 (refrigerated or possibly carbonated) where people can fill their water
bottles

for water distribution, hand out recycled plastic bottles to the
6 participants with the logo of the event, inviting them to reuse them at
home

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WASTE DISPOSAL

1 accurately assess the real amount of material needed for the event,
privileging easily differentiable materials

2 favor the online registration procedure of the participants

3 avoid the use of half-liter plastic bottles and favor compostable glasses
or reusable water bottles

4 in the eventual food-and-wine stands, avoid single-use supports

5 for the race-packages, choose gadgets that are effectively usable and
that do not become immediately waste

6 avoid wild leafleting and to print superfluous material to distribute to
the participants

7 contact the waste-managing company to carry out a specific separate
collection service during the event

8 carefully plan the number of ecological spots needed and their correct
distribution inside the event area

GADGETS AND HAND-OUTS

1 Choose useful prizes and gadgets

2 choose eco-friendly and / or organic prizes and gadgets guaranteed by
environmental product certifications

3 choose prizes and gadgets from social cooperatives or Fair Trade
certificates

COMMUNICATION

1 Communicate to all stakeholders (participants, local communities,
institutions, etc) the environmental policy of the event

- 2 create a targeted pre-event communication plan (on the official website, on social networks, via email, ...) to make participants aware of good environmental practices (get to the event by bike, carry a water bottle, ..)
- 3 in the event area, set up communication addressed to the participants highlighting the choices adopted, in particular those for which their contribution is essential (differentiated waste collection, reduction of waste, ...)
- 4 during the event you involve the participants informing them properly on the good practices adopted through the use of eco-volunteers

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