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The following **checklist** is aimed at supporting those that are organizing a meeting or an event, and are therefore preparing the working material and guaranteeing that people with special needs are taken in account, and that the activities have a low **environmental impact**.

ACCESSIBILITY	checkbox
1) Prepare a reservation module asking personal details and information regarding potential special needs:	
1.a motion related needs	
1.b food related needs	
1.c other special needs	
HOTEL ACCESSIBILITY	
1) Choose a hotel or accomodation facility that is free of architectural barriers when accessing the reception, cafeteria, rooms and all common areas.	
2) Make sure that the hotel can supply, on request, breakfast to vegeterians, vegans, people affected by coeliac disease or other food related needs.	
3) Make sure that the hotel rooms and bathrooms are equipped and suitable for people which suffer from motion related disabilities.	
4) Make sure that the hotel is equipped, in case it is requested by someone, with additional kind of aids.	
5) Verify that what has been declared by the hotel or other accomodation facility corresponds to the advanced requests.	
6) Include in the reservation module a request for nformation regarding arrival/departure dates and tyology of requested room.	
MEETING ACCESSIBILITY	

1) Choose a meeting room and restroom free of architectural barriers.	
2) Make sure that the chairman's table/platform is free of architectural barriers.	
3) Make sure that all working tables or at least some of them are free of architectural barriers.	
4) Make sure that the catering can supply, on request, meals for vegeterians, vegans, people affected by coeliac disease or other food related needs or intolerance.	
5) Make sure that the room is, on request, equipped with other kind of aids.	
6) Verify that what has been declared corresponds to the advanced requests.	
<b>RESTAURANT ACCESSIBILITY</b>	
1) Choose a restaurant with access to the main room and restrooms free of architectural barriers.	
2) Make sure that the restaurant can supply, on request, meals for vegeterians, vegans, people affected by coeliac disease or other food related needs or intolerance.	
3) Make sure that other kind of aids are present, in case someone requests them.	
4) Verify that what has been declared by the restaurant corresponds to the advanced requests.	
<b>ACCESSIBILITY OF WORK DOCUMENTS</b>	
1) Use and recommend the use of proper Fonts such as Georgia, Times New Roman, Sans serif, Verdana, Arial, with a minimum size of 11 and a line spacing of 1.5	
2) Use background colors and text that provide a clear contrast, and not variations of the same color (e.g. white or yellow text on strong background colors such as black, blue or green).	
<b>LOW ENVIRONMENTAL IMPACT OF MEETINGS</b>	
1) Use equipment with the CE label.	
2) Keep equipment turned off when not using it.	
3) Limit lighting and use low consumptions lightbulbs.	

4) Limit heating and cooling of rooms.	
5) Avoid handing out material (paper for notes, folders, etc.) and favour the use of personal electronic equipment (tablet and computer) and of a projector.	
6) Make the meeting documents available before hand in digital version.	
7) Where it is necessary to hand out paper documents during the meeting, avoid putting them in folders.	
8) Do not distribute sheets of paper for notes or pens to each participant, but make available a ream of paper and a pencil/pen holder form where everyone can take what is necessary, and put it back once finished if it can still be used.	
9) Instead of pens, use pencils made of certified FSC (Forest Stewardship Council) wood.	
10) Use chlorine free FSC certified or recycled paper.	
11) Use printers with biocompatible or renewable ink cartridges.	
<b>LOW IMPACT OF TRAVEL AND ACCOMODATION</b>	
1) Identify a location that is easily reachable by everyone.	
2) Favor the use of train or other collective transportation instead of using the airplane, when possible.	
3) Avoid the use of taxi or, if necessary, fill up the car to its full capability.	
4) Search for hotel which is well served by public transportation, close to the station and to the place where the meeting will take place.	
<b>LOW IMPACT OF MEALS AND CATERING</b>	
1) Limit the amount of dishes during work meals and coffee break.	
2) Favor quality of food: avoid proposing food that has been heavily processed through industrial means (biscuits, snacks, sodas); use handmade products, and if not possible, favor organic food, taking care of verifying that all wrappings and packaging is biodegradable or at least can be recycled. Regarding drinks, it is better to avoid sodas and preder fruit juices.	
3) Avoid bottled mineral water, use glass or ceramic pitchers instead.	

4) Avoid or at least try to limit the presence of animal food (meat or fish) or of animal origin (dairy products), and substitute them with a wide array of legumes or other vegetables. Animal products or of animal origin that will be offered should at least be organic in regard to free range, or certified in the case of seafood and fish (MSC or others).	
5) Favor local, fresh and in season products.	
6) Avoid the use of plastic plates, cutlery or bottles; use ceramic plates, steel cutlery, glass bottles, pitchers and glasses. If these are not available, prefer cutlery and glasse made of FSC certified cardboard or after that, bio-plastics.	
7) Make sure that the catering suppliers are capable of offering the above mentioned services.	
<b>LOW IMPACT OF WASTE DISPOSAL</b>	
1) Reduce trying to avoid offering useless material during meetings, and choosing with care materials tha+A12t offer a reduced amount of packaging.	
2) Re-use choosing materials, tools or equipment that can be used in the future.	
3) Recycle choosing products and materials, packagings and wrappings that may be disposed of separately because they are already included in a recycling process.	