

## **Annex 7: Information for attendees (example)**

- ◆ If this is possible, use environmentally compatible, public means of transportation to travel to the event location, or share a car.
- ◆ If you cannot or do not want to do without your car, or if you travel by plane, you can offset your CO<sub>2</sub> emissions by means of compensation payments.
- ◆ If possible, choose an eco-labelled hotel (Austrian Eco-label, European Ecolabel, EMAS or others).
- ◆ Make use of the environmentally benign offers of your hotel (change of towels and bedlinen only when needed or the like).
- ◆ Turn off all lights, electronic equipment (TV, air condition system, heating, computer etc.) when you leave the hotel room for some time.
- ◆ Reusability = environmental protection: Give preference to drinks served by the glass, meals served on crockery, milk and sugar without individual packaging etc.
- ◆ Dispose of your waste (PET, glass, paper, metal, batteries, etc.) via the separate collection systems provided at the hotel and at the event venue.
- ◆ Use public transportation or walk.
- ◆ If possible, use online registration and/or digital materials instead of paper copies / handouts.
- ◆ Use your own writing utensils.
- ◆ Return your name badges at the information desk after the event.