



عضو في مؤسسة قطر
Member of Qatar Foundation

ECO EVENT



Application Form LEVEL-I

Revision 01 – September 2020





1. Introduction

Eco-Event award provides scalable guidance for event owners and organizers starting from private events and meetings to mega national events to deliver a more environmentally sustainable (low-carbon) event. The award has eleven categories in which each category has various imperative and additional features.

Eco-Event award goals

- Drive carbon footprint reduction and create a sustainable event environment based on conservation and efficiency principles.
- Instigate green procurement, responsible sourcing and circular economy network.
- Awareness and education through staff training, informing and involving guests to create behavioral change in events industry.

Refer to the Eco-Event website for more details: www.qatargbc.org/programs/ecoevent

Award levels

The Eco-Event award has been structured to provide three levels of acknowledgments.

Eco-Event Level-I: An Entry level that reflects the events of the basic principles of eco-friendly events. The principles are represented in the Imperative Features. The candidate event must comply with all the Imperative Features.

Eco-Event Level-II: An advanced level that reflects proficiency in delivering low carbon events. The candidate event must comply with all Imperative Features in addition to level 2 additional features. The number of additional Features varies according to each category.

Eco-Event Level-III: Excellence level award that reflects expertise in delivering low carbon event and provides guidance on achieving climate neutral events. The candidate event must comply with all Imperative Features in addition to level 3 additional features. The number of additional Features varies according to each category.

Award Process

Level-I

When to Apply: at least 5 working days before the event starting date.

- Fill the application form.
- Keep digital proof of compliance in a binder to provide to Eco-Event upon request.
- Submit the application and Pay the award fees





Level-II

When to Apply: at least 20 working days before the event starting date. Allow 10 working days for a complete desktop review.

- Fill the application form and keep proof of compliance for desktop review.
- Submit the application and supporting documents and pay the fees.
- Eco-Event conducts desktop review. If all features are met, the event receives the award to use in the PR material to promote the event as Eco-Event.
- Unannounced control visit may be performed during the event.
- The event provides all Post Event feature documentation, refer to Annex 1

Level-III

When to Apply: at least 30 working days before the event starting date. Allow 10 working days for a complete desktop review

- Fill the application form and keep proof of compliance for desktop review.
- Submit the application and supporting documents and pay the fees.
- Eco-Event conducts desktop review. If all features are met, the event receives the award to use in the PR material to promote the event as Eco-Event.
- Unannounced control visit/s are performed before and/or during the event.
- Eco-Event Logo in the event nor in their PR.
- The event provides all Post Event feature documentation, refer to Annex 1

Contact

For any question about Eco-Event features, please contact Qatar Green Building Council,

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QGBC Head of Technical Affairs

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E-mail: ecoevent@qatargbc.org
Web: www.qatargbc.org/programs/ecoevent





2. Agreement between Eco-Event and candidate event

The candidate event and Eco-Event must mutually agree upon and sign the terms and conditions in the agreement (replacing any previous existing agreements between the candidate event and Eco-Event):

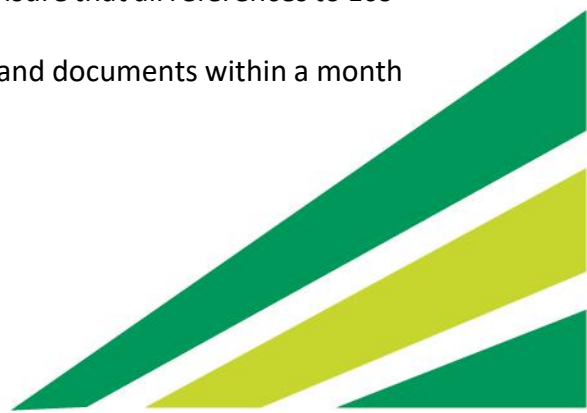
Access to information about Eco-Event:

The candidate event follows this link, <https://www.qatargbc.org/programs/EcoEvent> for the following

- The candidate event confirms that it has had access to and read/understood the Eco-Event features and explanatory notes
- The candidate event confirms that it has had access to and read/understood the Eco-Event application process:
- The candidate event confirm that it has had access to and read/understood the Eco-Event participation fees

Responsibilities of the candidate event

- The candidate event will complete the Eco-Event application form with correct data and pay the Eco-Event fees.
- The candidate event will allow onsite audits for award level 2 and 3 to take place within the premises of the event by an auditor authorized by Eco-Event, and to provide all necessary information and arrangements in connection with these audits.
- The candidate event will allow unannounced control visits by an auditor authorized by Eco-Event; however, the auditor must notify the event management on arrival to request to be followed around by the general manager/owner, environmental manager or other relevant person.
- The candidate event will ensure conformity with the Eco-Event criteria throughout the award period, including correct information and communication about the achieved Eco-Event award as set in the Eco-Event features/explanatory notes and the Eco-Event Branding Guidelines.
- The candidate event will inform Eco-Event of any changes that might affect compliance with Eco-Event features.
- The candidate event will record, handle and inform Eco-Event of complaints and corrective actions taken relating to compliance with the Eco-Event requirements.
- The candidate event will in case of termination of award ensure that all references to Eco-Event are removed.
- The Eco-Event should submit the Post Event related data and documents within a month of the event end data.





Responsibilities of Eco-Event

- Eco-Event will carry out an effective and impartial certification procedure, which means that no person with a potential conflict of interest can be involved in the third-party verification of the Eco-Event award.
- Eco-Event will communicate any changes in the Eco-Event features/explanatory notes as well as overall procedures to the event.
- Eco-Event will treat all received and viewed documents with confidentiality.
- Eco-Event will keep the names, phone numbers and e-mail addresses for the event for the duration of the application and award period. When Eco-Event is informed about updated contact details, the previous information will immediately be deleted. The candidate/awarded event can at any time access information about the contact information. The contact details will be used in case of contact, information (including newsletters) and promotion (see point below) in relation to Eco-Event. Eco-Event will not use the contact details for other purposes than described in this agreement.
- Eco-Event will promote the awarded event on the Eco-Event website (name and contact details).
- Eco-Event will not publish any data or other sensitive information with reference to the individual event without prior consent of the event.
- Eco-Event has the right to suspend/terminate the award in case of non-compliance with requirements being revealed during the award period through monitoring, notified changes, complaints, etc.
- Eco-Event can utilize the data collected from the event in an anonymous manner for research, educational, and outreach purposes.

Signing of the agreement

For the candidate event:

Name of event: _____

Name of event owner or operator: _____

Name of person signing this agreement: _____

Title of person signing this agreement: _____

E-mail address: _____

Signature: _____





For Eco-Event:

Name of Eco-Event Office:

Qatar Green Building Council

Name of Eco-Event Operator:

Hamoda Youssef

E-mail address:

ecoevent@qatargbc.org

Signature:

Date:



Level-I Application Form

All Fields are required.

<p>• <u>CONTACT INFORMATION</u></p> <p>Event Owner:</p> <p>Event Organizer:</p> <p>Event Eco Leader:</p> <p>Email:</p> <p>Phone:</p>	<p>• <u>EVENT LOGISTICS</u></p> <p>Estimated total attendance:</p> <p>Number of guests at busiest hour:</p> <p>Start date:</p> <p>Start time:</p> <p>End date:</p> <p>End time:</p>
<p>Event name:</p> <p>Event Location/ venue:</p> <p>The event is on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A temporary site that contains no permanent structures installed specifically for the event, <input type="checkbox"/> A site within an existing building <input type="checkbox"/> Outdoor space with no new permanent structures built specifically for the event. 	<p>Is this a recurring event?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Event type:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference <input type="checkbox"/> Exhibition <input type="checkbox"/> Private event <input type="checkbox"/> Celebration/festival/performance <input type="checkbox"/> Religious or school event <input type="checkbox"/> Parade <input type="checkbox"/> March, Walk or run <input type="checkbox"/> Food-related event <input type="checkbox"/> Sporting event <input type="checkbox"/> Corporate function or promotion <input type="checkbox"/> Other <p>List Here:</p>

I hereby declare that the Event complies with the country's regulations, culture, ethics and traditions.

ECO-EVENT AWARD LEVEL-I Checklist

Comply with all of the below

1. ENVIRONMENTAL MANAGEMENT

- Appoint an eco- leader from amongst the staff of the event organizer.
- The event is not held in a protected or sensitive area requiring specific measures for conservation that are not compatible with the type of event/activity.
- Green initiatives/proof concerning the Eco-Event must be kept and maintained in a single place ready for review if asked for.

2. AWARENESS

- Display the Eco-Event Award in a prominent place during the event.
- Information material about Eco-Event must be visible and accessible to visitors during the event and shared on the event 's digital platforms.
- The event team must be in a position to inform visitors about Eco-Event and the current environmental activities and undertakings of the event.

3. WATER

- Identify one potable water saving measure which suits the nature of the event.
- Water saving tips are displayed to educate participants.
- Any newly purchased machines for the event must be water efficient.
- Any newly purchased water fixtures must be water efficient.

4. ENERGY

- Identify one energy saving measure which suits the nature of the event.
- Energy saving tips are displayed to educate participants.
- The event has defined 21-23 °C as a standard temperature for cooling and heating in enclosed spaces.
- 50% of all existing light bulbs are energy efficient
- Vending machines, coffee and water dispensers are switched off in periods of non-use. Computers and laptops are turned off automatically or switched to energy saving mode
- All newly purchased electric devices used are energy efficient.
- All newly installed light bulbs are LED and energy efficient

5. WASTE

- Separate waste with a minimum of three categories.
- Instructions on how to separate and handle waste must be easily available to the staff, visitors and subcontractors in an understandable and simple format.

- The event provides sufficient waste bins which are visible and accessible to visitors.
- Single use plastic water bottles are not allowed, nor are plastic cutleries or bags.
- Store hazardous solid and liquid chemicals in separate containers preventing leakage and contamination of the environment.
- The event has dispensers for hand soap/shampoo/sanitizers.
- Reduce printed material, use double sided, small size, recycled content paper, printed upon request.
- No Styrofoam is allowed for disposables.
- The stationery and brochures produced or ordered by the event must be eco-labelled, be reused, recycled or produced by a company with an environmental management system.

6. FOOD AND BEVERAGE

- There are at least three types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced.
- No products from endangered fish, seafood or other species.
- Food served has ingredient labels.
- Communicate on the menu card or in the buffet the products that are organic, eco-labelled, fair-trade labelled and/or locally produced.
- Provide vegetarian and/or alternatives in the event.
- Water and beverages are not served in single use plastic water bottles and cups.
- Condiments and beverages are served in bulk.
- Donate unspoiled food leftovers.

7. CLEANING AND HYGIENE

- Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognized eco-label or cannot contain Hazardous compounds.
- The site is cleaned after the event.
- Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label.
- Fiber cloth is used for cleaning to save water and chemicals.
- High-touch points are cleaned regularly with disinfectants throughout the event
- provide sanitizer dispensers for staff and guests

8. INDOOR ENVIRONMENT

- Smoking is prohibited indoor and is only permitted in designated outdoor areas
- No aerosol, air fresheners or any fragrance dispenser or scents devices in the event.
- No fragrance spray and perfume in connection with washing and cleaning.
- Clean AC filters and air outlets before the event.

9. OUTDOOR AND ACTIVITIES

- No chemical pesticides or fertilizers to be used unless there is no organic or natural equivalent.
- When using plants at the event, native and/or adaptive species are used

10. SOCIAL RESPONSIBILITY

- The event and its CSR policy regarding environment, health, safety and labor is in compliance with local legislation.
- The event organizer is equitable in hiring women and local minorities, including in management positions, while refraining from child labor employment.
- Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law.

11. TRANSPORTATION.

- Inform visitors about local public transportation systems, shuttle bus, Rail or cycling/walking alternative in the invitations or marketing materials.

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- I agree that the information provided in this form are true and complete. I understand that a false statement may result in the removal of my Eco-event award status.
 - I approve to provide the Eco-Event with any required documentation upon request and to facilitate the Eco-event unannounced control visit.

Date:

On behalf of the candidate event _____