



عضو في مؤسسة قطر  
Member of Qatar Foundation

ECO  
EVENT



# Application Form LEVEL-III

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](http://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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## **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-III 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"> <li><input type="checkbox"/> A temporary site that contains no permanent structures installed specifically for the event,</li> <li><input type="checkbox"/> A site within an existing building</li> <li><input type="checkbox"/> Outdoor space with no new permanent structures built specifically for the event.</li> </ul>	<p>Is this a recurring event?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul> <p>Event type:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference</li> <li><input type="checkbox"/> Exhibition</li> <li><input type="checkbox"/> Private event</li> <li><input type="checkbox"/> Celebration/festival/performance</li> <li><input type="checkbox"/> Religious or school event</li> <li><input type="checkbox"/> Parade</li> <li><input type="checkbox"/> March, Walk or run</li> <li><input type="checkbox"/> Food-related event</li> <li><input type="checkbox"/> Sporting event</li> <li><input type="checkbox"/> Corporate function or promotion</li> <li><input type="checkbox"/> Other</li> </ul> <p>List Here:</p>

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

## ECO-EVENT AWARD LEVEL-III FEATURES

### 1. ENVIRONMENTAL MANAGEMENT

#### Imperative Features

- 1.1 Appoint an environmental manager from amongst the staff of the event organizer
- 1.2 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.
- 1.3 All documentation concerning the Eco-Event must be kept and maintained in a single place ready for inspection.
- 1.4 The event management must hold meetings before, and after the event with the staff in order to brief them on existing and new environmental initiatives

#### Additional Features (Choose 6)

- 1.5 The event must formulate an environmental policy.
- 1.6 The event management must establish active collaboration with relevant stakeholders. (at least one)
- 1.7 Third party operated shops and businesses located at the event must be informed about the environmental initiatives of the establishment as well as Eco-Event, and be encouraged to manage their activities in the same spirit following the Eco-Event features.
- 1.8 The environmental manager and other staff members must receive training on environmental, and other sustainability issues
- 1.9 Prepare Green procurement policy, including fair trade services, goods, eco-certified suppliers
- 1.10 The event informs its suppliers about its environmental commitments and encourages the suppliers to follow Eco-Event features.
- 1.11 The event management will measure the carbon footprint using a recognized CO<sub>2</sub> measurement tools or methodology.
- 1.12 The event makes use of a recognized carbon off-setting scheme, to offset for at least one impact: such as Transportation, Water, Waste or Energy.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

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## 2. AWARENESS

### Imperative Features

- 2.1 The Eco-Event Award must be displayed in a prominent place during the event.
- 2.2 Information material about Eco-Event must be visible and accessible to visitors during the festival and shared on the event's digital platforms.
- 2.3 Ticket office staff (if available) must be in a position to inform visitors about Eco-Event and the current environmental activities and undertakings of the event.

### Additional Features (Choose 3)

- 2.4 Information about energy and water savings should be visible to visitors.
- 2.5 The event management must keep the visitors informed and involved and involved about its environmental work and encourage visitors to participate in environmental initiatives.
- 2.6 Establish a place for environmental suggestions via a green ideas box or provide visitors with the opportunity to evaluate the environmental and/or socio-cultural performance.
- 2.7 Information about nearby parks, landscape and nature conservation areas must be available to the visitors.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 3. WATER

### Imperative Features

- 3.1 Identify two potable water saving measures which suit the nature of the event to implement.
- 3.2 Water saving tips are displayed to educate participants.
- 3.3 Any newly purchased machines for the event must be water efficient.
- 3.4 Any newly purchased water fixtures must be water efficient.
- 3.5 Register total water consumption of the event. (Post event).

### Additional Features (Choose 7)

- 3.6 **Smart venue choice**, whereby at least 75% of water taps are Water efficient; water flow from the taps must not exceed 8 liters per minute or timed or equipped with sensors
- 3.7 **Smart venue choice**, whereby water flow from at least 75% of the showers must not exceed 9 liters per minute.
- 3.8 **Smart Venue choice**, whereby water closets at the event must not flush more than 6 liters per flush/ dual flush
- 3.9 **Smart venue choice**, whereby urinals must not flush more than 1.5 liters per flush or have sensors, or have water saving devices, or be waterless.
- 3.10 All wastewater must be treated in accordance with national and local regulations.
- 3.11 Separate water meters are installed in areas with a high degree of water consumption.
- 3.12 Wastewater is collected, treated onsite and re-used.
- 3.13 The event relies on non-potable water sources for relevant uses.
- 3.14 The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 4. ENERGY

### Imperative Features

- 4.1 Identify two energy saving measures which suit the nature of the event
- 4.2 Energy saving tips are displayed to educate participants.
- 4.3 The event has defined 21-23 °C as a standard temperature for cooling and heating in enclosed spaces.
- 4.4 50% of all existing light bulbs are energy efficient
- 4.5 Equipment – not limited to - 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
- 4.6 All newly purchased electric devices used are energy efficient.
- 4.7 All newly installed light bulbs are LED and energy efficient
- 4.8 The total energy consumption during the event must be registered. (Post event)

### Additional Features (Choose 7)

- 4.9 Suppliers equipment and machines are all energy efficient or have an eco-label
- 4.10 Exterior lighting is minimized and/or has an automatic switch-off sensor installed
- 4.11 **Smart venue choice**, whereby 75% of all existing light bulbs are energy efficient
- 4.12 The HVAC+ R system installed in the venue is energy efficient and represents EER or SEER or any energy efficient label.
- 4.13 If the event venue is not connected to the municipality's electrical grid, the event generates electricity from energy efficient generators and/or hybrid generators.
- 4.14 **Smart venue choice**, whereby 90% of all existing light bulbs are energy efficient
- 4.15 Separate electricity and gas meters are installed at strategically important places for energy monitoring
- 4.16 Heating and air-conditioning control systems must be applied according to the seasonal changes or when the event facilities are not in use.
- 4.17 Perform maintenance for the ventilation system, surfaces of the heating and cooling exchanger before the event
- 4.18 Fat filters in the exhaust must be cleaned before the event – if available on site

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 5. WASTE

### Imperative Features

- 5.1 Waste must be separated and disposed off as per national legislation and in a minimum of three categories.
- 5.2 Instructions on how to separate and handle waste must be easily available to the staff, visitors and subcontractors in an understandable and simple format.
- 5.3 Hazardous solid and liquid chemicals must be stored in separate containers preventing leaks and contamination of the environment.
- 5.4 Each toilet must have a waste bin placed near the toilet.
- 5.5 The event has dispensers for hand soap/shampoo/sanitizers.
- 5.6 Single use plastic water bottles are not allowed, nor plastic cutleries or bags.
- 5.7 Reduce printed material, use double sided, small size, recycled content paper, printed upon request.
- 5.8 No Styrofoam is allowed for disposables.

### Additional Features (Choose 6)

- 5.9 The event must formulate a waste management reduction plan, covering all phases of the event.
- 5.10 No one time use plastic items provided at the event by the organizers or third parties. Disposable items are reusable, made of recyclable material or compostable and degradable
- 5.11 Third parties offering food products have undertaken initiatives to reduce waste produced through the packaging.
- 5.12 Sustainable sourcing for the events' collaterals and giveaways.
- 5.13 At least 50% of the event buildups, if any, are built using materials that are recycled or reused or eco designed.
- 5.14 The event organizers must register the total amount of waste during the buildup, operation and dismantling. (Post event)
- 5.15 Material and supplies that are no longer used are collected and donated to charitable organizations or saved for future events. (Post event)
- 5.16 All of the event buildups, if any, are built using materials that are recycled or reused or eco designed.

<p>In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below</p>

## 6. FOOD AND BEVERAGE

### Imperative Features

- 6.1 There are at least three types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced.
- 6.2 No products from endangered fish, seafood or other species.
- 6.3 Food served has ingredient labels.
- 6.4 The event communicates the products that are organic, eco-labelled, fair-trade labelled and/or locally produced.
- 6.5 A vegetarian alternative menu is proposed in the restaurant and food outlets.
- 6.6 Water and beverages are not served in single use plastic bottles or cups.
- 6.7 Donate unspoiled food leftovers
- 6.8 Condiments and beverages are served in bulk.
- 6.9 The event management must register the amount of food waste and take initiatives to reduce it. (Post event)

### Additional Features (Choose 5)

- 6.10 There are at least six types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced
- 6.11 50% of the menu proposed in the restaurant/ food shops is vegetarian or vegan
- 6.12 All food and beverages prepared in the event are offered in different portions and sizes to reduce overconsumption and food waste.
- 6.13 The management has a strategy to reduce 'food miles'
- 6.14 food waste is composted, if any
- 6.15 The event offers dishes to suit individuals with dietary restrictions. The event offers at least one dish of each of the following; Peanut free, Gluten free, Lactose free, Egg free, Sugar free.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 7. CLEANING AND HYGIENE

### Imperative Features

- 7.1 Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognized eco-label or cannot contain harmful or hazardous compounds.
- 7.2 The site is cleaned after the event.
- 7.3 Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label.
- 7.4 Disinfectants must be used when necessary and in correspondence with the applicable legislation on hygiene

### Additional Features (Choose 5)

- 7.5 Establish a green cleaning policy
- 7.6 All Newly purchased cleaning equipment must be high performance.
- 7.7 Soap provided for the visitors offered in dispensers and have a nationally or internationally recognized eco-label
- 7.8 The event management provides regular cleaning schedule to avoid litter.
- 7.9 The event management provides cleaning station for reusable items

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 8. INDOOR ENVIRONMENT

### Imperative Features

- 8.1 Smoking is only permitted in designated outdoor areas for visitors and staff
- 8.2 Clean AC filters and air outlets before the event
- 8.3 The event does not use aerosol, air fresheners or any fragrance dispensers or scents devices.
- 8.4 The event avoids fragrance spray and perfumes in connection with washing and cleaning.

### Additional Features (Choose 5)

- 8.5 The establishment takes measures to maintain acceptable indoor air quality, for example, regular cleaning protocol, toxic material reduction in newly installed hardware.
- 8.6 During the construction of any structures, the event management uses approved low emitting products, such as paints, sealants and adhesives
- 8.7 Provide healthy entrances to eliminate pollutants and harmful contaminants to enter the event venue, such as entryway mats, grills, grates or slots.
- 8.8 The establishment uses advanced air purification strategies such as carbon filtration and air sanitization.
- 8.9 The event management plants sensors to monitor CO<sub>2</sub> levels and other pollutants.
- 8.10 Design the indoor lighting to avoid discomfort glare and excessive quantity of light.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below



## 9. OUTDOOR AND ACTIVITIES

### Imperative Features

- 9.1 Chemical pesticides and fertilizers must not be used unless there is no organic or natural equivalent
- 9.2 When using plants at the event, native and/or adaptive species are used.

### Additional Features (Choose 4)

- 9.3 Lawnmowers, if used, must either be electrically operated, use unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven.
- 9.4 Smart flower and garden watering procedures are in place.
- 9.5 To ensure safety, exit pathways and parking lots are sufficiently lit.
- 9.6 Garden waste is composted, if there is a garden.
- 9.7 Provide noise and lighting prevention pollution measures
- 9.8 The event provides active outdoor areas which people are allowed to use.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 10. SOCIAL RESPONSIBILITY

### Imperative Features

- 10.1 The event follows local legislation and its CSR policy regarding environment, health, safety and labor.
- 10.2 The event management is equitable in hiring women and local minorities, including in management positions, while refraining from child labor employment.
- 10.3 Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law.
- 10.4 The event provides access for people with special needs.

### Additional Features (Choose 6)

- 10.5 The event management has undertaken initiatives to consider the interests of the local community and to reduce nuisances linked to event's implementation and management.

- 10.6 The event actively supports green activities or initiatives for social community development including, among others, education, health, sanitation and infrastructure.
- 10.7 Beside meetings, reserve preferred seating area(s) to accommodate elderly and special needs participants. Number of preferred seating is at least 5% of total participants at a given time
- 10.8 Supply means for communication for staff and safety/medical personnel.
- 10.9 The event is organized at Green Key awarded establishment, or other eco-certified location.
- 10.10 The event promotes local culture and identity throughout its activities and layout.
- 10.11 The event offers the means for local small entrepreneurs to develop and sell products that are based on the area's nature, history, and culture.
- 10.12 The event provides preferred parking spaces for elderly and expectant mothers.

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

## 11. TRANSPORTATION.

### Imperative Features

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

### Additional Features (Choose 4)

- 11.2 **Smart venue choice**, the venue is located near a public transport station.
- 11.3 The event management has undertaken initiatives to lower the environmental footprint from transportation of the event staff.
- 11.3 The event management has undertaken initiatives to lower the environmental footprint from transportation of the event staff.
- 11.4 The event management has undertaken initiatives to lower the environmental footprint from transportation of the event supplies.
- 11.5 The event provides environmentally friendly means of transportation to take participants around or from parking lot to event site.
- 11.6 The event management incentivizes visitors with a more sustainable means of transportation, e.g., public transport, bicycle





- 11.7 The event management provides shuttle buses or car-pooling program for participants to and from the event venue

In case the event doesn't meet the required number of features because it is not applicable to the event nature, list the reasons below

Annex 1.

Post Event Feature	Submit Date
3.5 Register total water consumption of the event. (Post event).	
4.8 The total energy consumption during the event must be registered. (Post event)	
5.14 The event organizers must register the total amount of waste during the buildup, operation and dismantling. (Post event)	
5.15 Material/supplies that are no longer used are collected and donated to charitable organizations or saved for next year events in case of annual events. (Post event)	
6.9 The event management must register the amount of food waste and take initiatives to reduce it. (Post event)	

- 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.
- I agree to provide Post Event Documents no later than the dates I stated in Annex 1.

**Date:**

**On behalf of the candidate event** \_\_\_\_\_

