



## GREEN MEETING AWARDS (Two awards)

### Who can apply?

Any **planner or meeting supplier** (e.g. hotel, convention centre, convention and visitor bureau etc.) that has demonstrated innovative efforts to prevent and reduce the environmental impacts of a specific meeting through design, planning, implementation and evaluation.

### What is considered?

Eligible nominees are asked to describe how **a specific meeting**, meets the following five criteria (described in more detail below):

1. Minimising environmental impact
2. Economic indicators
3. Commitment to change
4. Commitment to community
5. Commitment to conservation

To enter the award it is not necessary to meet all the criteria listed below, please complete the sections that are relevant to you.

### What is awarded?

Depending on the quality of nominations both a Gold and Silver Award winner may be designated. Both the Gold and Silver Award winners will be recognised at the IMEX Gala Dinner as well as in the IMEX Daily Paper, IMEX Briefing and on the IMEX website.

### What do I need to submit?

To be evaluated nominations must include:

1. Signed and completed nomination form.
2. Completed form/narrative of ***how a specific meeting or conference supplied or planned by the nominee within the past 24 months (before the application form deadline date) addressed the above five criteria.*** The summary must be no more than four double-sided pages, should the space below not be adequate, including any associated tables and charts. Each of the criteria must be addressed and labelled accordingly in the submission. To ensure equality in judging meetings of different sizes, environmental benefits will be evaluated on a per participant basis.
3. Attachments (optional). To minimise paper consumption nominees are encouraged to provide only those attachments that are essential to support their narrative. Supporting information may be requested during the verification process.

## Award Criteria

Your narrative must provide an example of how a specific meeting addressed the following criteria. Applicants are encouraged to review the Convention Industry Council's Green Meetings Report for specific supplier and planner practices that may meet the following criteria

([http://www.conventionindustry.org/projects/green\\_meetings\\_report.pdf](http://www.conventionindustry.org/projects/green_meetings_report.pdf)).

Please enter the criteria below which relates to your meeting. The completion of all sections is NOT a requirement for entry:

**Using the examples below, please indicate how your meeting helped minimise environmental impact (please enter as many as possible putting N/A in the boxes that do not apply to your meeting)**

Applicant should demonstrate innovative efforts to significantly minimise the environmental impact of the meeting. Efforts will be evaluated in the following areas:

- Energy efficiency – e.g. use of energy efficient/natural lighting, occupancy sensors in meeting/hotel rooms, reduced use of air conditioning

- Air & water quality – e.g. provision of group shuttles, carbon offset programmes for air travel, promotion of car pooling/transit services, purchasing locally grown, organic food

- Water conservation – e.g. water conserving fixtures in guest rooms/bathrooms, provision of a linen re-use programme for those meetings requiring overnight stays

- Waste minimisation – e.g. using china and linen, rather than paper catering service, and bulk rather than individual serving containers for food, communicating to clients electronically rather than through paper methods, minimising on-site paper use, providing on-site recycling, re-useable decorations and/or signage

- Environmental purchasing – e.g. giving preference to buying recycled/recyclable, non-toxic and non-hazardous materials (cleaners, office supplies, printing inks, paints etc.)

**Were there any economic indicators linked to your meeting?**

Applicants should demonstrate the economic impact and/or cost savings associated with their green meeting, in addition to the environmental benefits.

### **How did your meeting help commitment to change and the community?**

Applicants should demonstrate management and staff commitment to environmental programmes or practices. This can be shown through development of environmental policies, task forces, or teams, and communication of green practices to staff/clients/public. Please also include any other environmental awards or recognition received.

Applicants should demonstrate willingness and/or efforts to integrate green programmes or practices with other businesses (e.g. meeting planners and other suppliers) and the local community (e.g. through buying locally) as well as minimise the social/cultural impact of the meeting. This may include providing a donation to conservation/community organisations, support of local organic growers by purchasing food locally, or participation in an environmental or community project as part of the conference.

### **How did your meeting help commitment to conservation?**

In addition to minimising environmental impacts of the meeting, applicants should demonstrate a positive impact to conservation in general or positive contribution to natural areas visited or communities in which the meeting is located.



## GREEN MEETING AWARDS NOMINATION FORM:

<b>Nominee</b>	
<b>Business Name</b>	
<b>Address</b>	
<b>City</b>	<b>Postal/Zip Code</b>
<b>Country</b>	
<b>Phone</b>	<b>Fax</b>
<b>Email</b>	<b>Website</b>
<b>Meeting Nominated</b>	
<b>Date</b>	<b>Number of Attendees</b>
<b>Frequency of Meeting</b> (e.g. quarterly, annually, one-time)	
<b>Meeting Purpose</b>	
<b>Nominator</b>	<b>Phone Number</b>
<b>Email</b>	
<b>How the name on the award should read</b>	

In support of my nomination I have attached the following required information:

- Signed Nomination Submission Information Form
- Nomination Submission Narrative, including information on a specific meeting
- Attachments (optional)

If selected as a recipient of the Green Meeting Award my company or organisation agrees to be highlighted in promotional materials including web sites and be willing to share the programme with others in the industry with due acknowledgement provided in copyright.

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Signature

Title

Date

Please submit the completed Nomination Form and Nomination Submission Information to:

**Dale Hudson**  
**IMEX**  
**1<sup>st</sup> Floor, The Agora**  
**Ellen Street**  
**Hove**  
**BN3 3LN**  
**UNITED KINGDOM**

**Tel: +44 (0) 1273 224930**

**Fax: +44 (0) 1273 227312**

**Email: [dale@imex-frankfurt.com](mailto:dale@imex-frankfurt.com)**

**Web: [www.imex-frankfurt.com](http://www.imex-frankfurt.com)**

To be received **before the 6 February 2009**.

Electronically submitted nominations are encouraged.