



ENVIRONMENTALLY RESPONSIBLE MEETINGS AWARD

Selection Committee - Evaluation Work Sheet

Selection Committee Member: _____

Name of Applicant: _____

Does the applicant meet the eligibility criteria? Yes No

Please address any verification concerns you might have that the auditor should address:

Criteria	Rating scale 0 – 5 points
Minimizing Environmental Impacts <i>Applicant should demonstrate innovative efforts to significantly minimize environmental impacts of the meeting, paying attention to energy efficiency, air & water quality, water conservation, waste minimization, and environmental purchasing.</i>	0 1 2 3 4 5
Economic Indicators <i>Applicants should demonstrate the economic impact and/or cost savings associated with their green meeting, in addition to the environmental impact.</i>	0 1 2 3 4 5
Commitment to Change <i>Applicant should demonstrate management and staff commitment to environmental program or practice (e.g. development of green policies, task forces, or teams, communication of green practices to attendees/exhibitors)</i>	0 1 2 3 4 5
Commitment to Community <i>Applicant should demonstrate willingness and/or efforts to integrate program or practice with other businesses (i.e. suppliers) and the local community as well as minimize the social/cultural impact of the meeting.</i>	0 1 2 3 4 5
Commitment to Conservation <i>In addition to minimizing environmental impacts of the meeting, applicant should demonstrate a positive impact to conservation in general or positive contribution to natural areas visited or communities in which the meeting is located (e.g. donation to conservation/community organizations, support of local organic growers by purchasing food locally, participation in an environmental or community project as part of the conference).</i>	0 1 2 3 4 5



Total Score (Min. 0 - Max. 25): _____



ENVIRONMENTALLY RESPONSIBLE MEETINGS AWARD NOMINATION FORM

Nominee

Business Name

Address

City

Postal/Zip Code

Phone

Fax

Email

Web Site

Meeting Nominated

Date

Number of attendees

Frequency of meeting (i.e. quarterly, annually, one-time)

Nominator

Phone Number

Email

Are the environmental programs or practices for which you are seeking recognition an ongoing part of your overall business practice?

Yes

No

Are the environmental programs or practices for which you are seeking recognition part of other meetings you are hosting?

Yes

No

Is your business willing to undergo an interview or on-site verification by IMEX prior to the presentation of the Award?

Yes

No

Has your business received any other environmental awards in the last 2 years?

Yes

No

If yes, please describe:

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

Signed Nomination Submission Information Form

Nomination Submission Narrative

Attachments (optional)





ENVIRONMENTALLY RESPONSIBLE MEETINGS AWARD

INTRODUCTION

IMEX, International Hotels Environment Initiative and Oceans Blue Foundation (Canada) established the Environmentally Responsible Meetings Award to recognize environmental excellence and innovation within the meetings industry. These awards represent the highest accolades for environmental responsibility among meeting planners and hosts.

The First Annual Environmentally Responsible Meetings Award will be presented at the IMEX Worldwide Exhibition, at the gala dinner on Tuesday 9th April 2003 at the Intercontinental Hotel, Frankfurt, Germany. A new tradition of acknowledging success in our industry, the Award recognizes individuals and organizations that are leading the way in this dynamic industry, earning the distinction as the best in their field.

AWARD TITLE

Environmentally Responsible Meetings Award

CRITERIA & ELIGIBILITY

The Environmentally Responsible Meetings Award recognizes a business, association or agency that has demonstrated innovative efforts to prevent and reduce the environmental impacts of a specific meeting through design, planning, implementation and evaluation. Their commitment to environmentally responsible meetings and changing the way they conduct business will serve as an example to others. Please see attached Nomination Information Form for further details on eligibility and application requirements.

THE NOMINEES

Companies, organisations and individuals are encouraged to put forward their own nominations for this award, or can be nominated by others.

THE AWARD PRESENTATION

The Environmentally Responsible Meetings Award finalists will be recognized at a ceremony held in connection with the IMEX Exhibition at the IMEX gala dinner, held at the Intercontinental Hotel, Tuesday 9th April 2003.

THE TIMING

Nominations must be received no later than no later than 15th February 2003.

JUDGING PROCESS

All applications received by the deadline will be reviewed by a committee including representatives of the meeting industry and the conservation community. Nominees will be evaluated according to the criteria set out in the Nomination Submission Information Form.

An independent environmental auditor will be contracted by IMEX to verify and report on the environmental performance and practices of a specific meeting held by the nominee. The final decision of the judges will be based on the environmental report of the meeting audited by the environmental consultant.



Eligible applicants will be judged based on the following five criteria. Therefore, in addition to the nomination form, a summary narrative of how a specific meeting or conference of the agency, association or business nominated addressed the following issues must be included. The summary must be no more than four double-sided pages, including any associated tables and charts. Each of the following must be addressed and labeled accordingly in the submission. To ensure equity in judging meetings of different sizes, environmental benefits will be evaluated on a per participant basis.

Minimising Environmental Impacts: Applicant should demonstrate innovative efforts to significantly minimize environmental impacts of the meeting. Efforts will be evaluated in the following areas:

- ◆ Energy efficiency – i.e. selection of venues that have energy efficient lighting, occupancy sensors in meeting/hotel rooms
- ◆ Air & water quality – i.e. provision of group shuttles, carbon offset programs for air travel, promotion of car pooling, purchasing locally grown, organic food
- ◆ Water conservation – i.e. selection of venues that have water conserving fixtures in guest rooms/bathrooms, promotion of a linen re-use program for those meetings requiring overnight stays
- ◆ Waste minimization – i.e. using china and linen, rather than paper catering service, communicating to delegates electronically, rather than through paper methods, providing on-site recycling, re-using name tags and signage
- ◆ Environmental purchasing – i.e. printing notices and signage on recyclable materials, using vegetable based inks, providing reusable gifts to delegates

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

Commitment to Change: Applicant should demonstrate management and staff commitment to environmental program or practice (e.g. development of green policies, task forces, or teams, communication of green practices to attendees/exhibitors)

Commitment to Community: Applicant should demonstrate willingness and/or efforts to integrate program or practice with other businesses (i.e. suppliers) and the local community as well as minimize the social/cultural impact of the meeting.

Commitment to Conservation: in addition to minimizing environmental impacts of the meeting, applicant should demonstrate a positive impact to conservation in general or positive contribution to natural areas visited or communities in which the meeting is located (e.g. donation to conservation/community organizations, support of local organic growers by purchasing food locally, participation in an environmental or community project as part of the conference).

If selected as a recipient of the Environmentally Responsible Meetings Award my company or organization agrees to be highlighted in promotional materials including web sites and be willing to share the program with others in the industry with due acknowledgement provided in copyright.

Signature

Title

Date

Please return all paperwork to: Dale Hudson, Project Manager, IMEX,
 Fax: 44 1273 227311 email: dale@imex-frankfurt.com
 Any larger back-up material please post for the attention of Dale Hudson,
 IMEX, Regent Exhibitions, Regent House, Hove Street, Hove BN3 2DW
 Please contact Dale Hudson on 44 1273 227311 for any queries.