Organizer Checklist

* Please use the "Initiatives taken" section to describe actions you have taken in line with the Policy and Indicator (but not exactly matching the description of Initiatives' contents).

Area	Policy	Indicator	Initiative's content	No.	Implemented initiatives	☑	Level
Guidelines	Prepare the basic policy for overall sustainability initiatives		Formulate a policy for sustainability initiatives for events and business, and disseminate it externally.	1			Basic
Overview and general	Formulate a policy for social activities	Describing the policy of initiatives contributing to local society	Clearly indicate the legacy* that the organizer wants to leave in the host city through side programs, etc.	2			Medium
		Preparing a policy for addressing DEI (Diversity, Equity, and Inclusion)	Clearly indicate your approach to accessibility*, existing initiatives, and possible future actions	3			Medium
			Clearly indicate your approach to diversity, existing initiatives, and possible future actions	4			Medium
	Formulate a policy for environmental activities	Developing a policy for measuring and reducing CO₂ emissions	Formulate a policy for measuring, reducing, and offsetting CO_2 emissions generated during events	5			Advanced
			Measure CO_2 emissions and publish them in event reports, etc.	7			Advanced
			Mandate the use of facilities that use renewable energy as a venue	8			Medium
		Preparing consideration for waste volume measurement and reduction	Consider measuring and reducing waste generated during events	9			Medium
	Formulate a policy for economic activities	Establishing a policy for the supply chain	Formulate a policy on sustainable supply chain management*	11			Advanced
			Share the policies with business partners and call for their cooperation	12			Advanced
		Contributing to the revitalization of the regional economy	Formulate a policy for revitalizing regional economy using local operators, promoting local production and consumption, and other initiatives.	13			Medium
	Disseminate information	Disseminating a sustainability policy	Disseminate the sustainability policy on exhibitor information and the website for participants	14			Basic

* Legacy: the impact and effects of hosting MICE events on the host city, such as the creation of business opportunities, the creation of new ideas and technologies, and the promotion of academic and industrial activities.
* Accessibility: services are easily accessible to everyone.
* Supply chain management: a method to centrally manage and grasp everything from the procurement of raw materials to manufacturing and sales, thereby optimizing the entire supply chain

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Venue	Reduce and control CO_2 emissions	Reducing CO_2 emissions from transportation to the venue	Arrange venues within a walking distance of public transport stations and bus stops	16			Basic
		Utilizing renewable energy	Arrange facilities and venues that use renewable energy	18			Medium
	Reduce waste (and its generation)	Reducing waste (and its generation), such as plastic bottles and disposable beverage containers	Install water dispensers	22			Basic
			Encourage participants to bring their own drink bottles	23			Basic
	Choose sustainable business operators	Using sustainability-conscious venues	Adopt venues that implement sustainable initiatives	26			Basic
		Using venues with a third-party sustainability certification (LEED certification, etc.)	Obtain third-party sustainability certification (LEED certification, ISO, etc.) or arrange certified facilitates	27			Advanced
Transportation	Reduce and control CO_2 emissions	Offsetting CO_2 emissions from transportation to Sapporo (Hokkaido)	Carry out carbon offsetting concerning air travel to Sapporo (Hokkaido)	28			Advanced
		Promoting the use of sustainable transportation in getting around Sapporo City	Provide guidance on the use of public transportation, bicycle sharing app ("porocle"), etc.	29			Basic
			Distribute charged transportation IC cards and tickets (kitaca, SAPICA, etc.) to participants	31			Advanced
Accommodation	Disseminate information	Disseminating the sustainability-conscious policy	Promote the use of sustainability-conscious accommodations on the website of the conference, etc.	38			Basic
	Choose sustainable business operators	Arranging and using sustainability-conscious accommodations	Choose accommodations that serve sustainable menus	39			Basic
		Arranging accommodations with a sustainability-related third-party certification	Obtain a third-party sustainability certification (Sakura Quality, ISO etc.) or adopt certified facilitates	40			Advanced

Area	Policy	Indicator	Initiative's content	No.	Implemented initiatives	☑	Level
Construction/ goods arrangement (procurement)	Reduce waste (and its generation)	Reducing packing materials	Reuse cardboard boxes used in transportation, or minimize their usage and use shipping containers and cargo instead	41			Basic
		Reducing decoration, supplies, and fixtures	Digitize the venue map and other posters	42			Basic
			Utilize supplies and equipment already installed/available at the venue	43			Basic
			Use cardboard, paper, georgette, etc. for decorations	44			Medium
			Make use of seasonal floral materials from the region	45			Basic
			Upcycle used decorations, etc.	46			Advanced
		Reducing handouts	If using paper, choose recycled paper or sustainably-manufactured paper (FSC certified, etc.)	47			Basic
			Arrange a waste paper collection company to collect recyclable paper waste	48			Basic
			Encourage participants to refrain from bringing printed materials into the venue	49			Basic
			Distribute materials on the website and by e-mail to reduce the number of handouts	50			Basic
			Collect, reuse, and reduce the usage of handout badges, pens, name cards, etc.	51			Basic
			Replace giveaways with environmentally friendly ones such as those using waste materials and procured locally	52			Advanced

Area	Policy	Indicator	Initiative's content	No.	Implemented initiatives	☑	Level
Construction/ goods arrangement (procurement)	Reduce waste (and its generation)	Reducing handouts	Encourage exhibitors to minimize handouts, including giveaways	53			Basic
	Revitalize regional economy/choose sustainable operators	Utilizing local business operators	Use business operators in the suburbs of Sapporo (Sapporo Eco Members, etc.)	54			Basic
	Choose sustainable business operators	Using sustainably-conscious products	Arrange goods that are sustainably manufactured	55			Advanced
Food and beverage	Reduce waste (and its generation)	Reducing the use of food and beverage-related products (individually packaging and cutlery)	Purchase as much in bulk as possible and avoid needless packaged items and individual packaging	56			Advanced
			Use compostable biomass or reusable stainless steel cutlery	57			Advanced
		Taking measures against food loss before and after serving meals	Use the pre-registration system for meals (for luncheons) for participants	59			Medium
			Encourage banquet guests to participate in "2510 Smile Banquet," initiative recommended by Sapporo City to reduce leftovers	60			Medium
	Revitalize the regional economy and reduce and control CO_2 emissions	Using ingredients produced in Hokkaido	Use more than 50% of ingredients and food/beverages made in Hokkaido or from environmentally friendly ingredients.	62			Advanced
			Use more than 30% of ingredients and food/beverages made in Hokkaido or from environmentally friendly ingredients.	63			Medium
			Use ingredients and food/beverages (processed products) made in Hokkaido	64			Basic
	Consider diversity	Adopting menu structure that takes into account diverse food cultures	Adopt menus that introduce the food culture of Hokkaido and Japan	65			Basic
			Adopt plant-based (including vegetarian and vegan) menus, halal menus, etc.	66			Medium

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Food and beverage	Choose sustainable business operators	Promoting the use of sustainability-conscious restaurants	On the website of the conference etc., introduce restaurants with a third-party certification, or taking equivalent measures	67			Medium
Regional society	Implement initiatives that have positive impacts on regional society	Planning and proposing initiatives to create a legacy effect on the host city	Organize public lectures and citizen exchange programs on solving environmental and social issues in the host city	69			Advanced
			Utilize the host city's tangible/intangible cultural properties and cultural entertainments at receptions and opening ceremonies	70			Advanced
	Disseminate information	Disseminating the legacy that events leave in the host city	Implement programs that have positive impacts on the host city, and disseminate the results and effects of events on the website, etc.	71			Advanced