



**PLANET
POSITIVE**
EVENT

INSTRUCTIONS FOR USING PPE AAT

(PLANET POSITIVE EVENT AUTOMATED
ASSESSMENT TOOL)

In compliance with: ISO 9001:2015
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Approved by:

www.planet-positive-event.eu

CONSIDER BEFORE PRINTING THIS DOCUMENT: By reading this document in digital form, you will save money and help preserve the environment. Five litres of water are needed to produce one white A4-sized sheet of paper.

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1. Tool PPE AAT

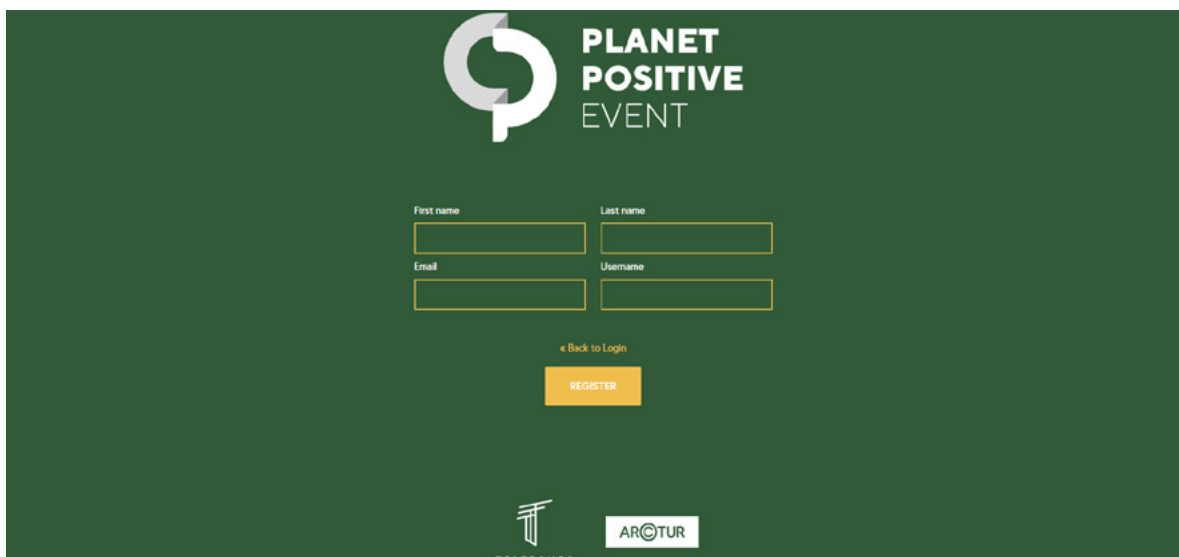
The “Planet Positive Event Automated Assessment Tool” (hereinafter referred to as “PPE AAT”) is an online app for evaluating the “Planet Positive Event” standards. Below, you will find instructions, including images, explaining how the tool works.

You can use PPE AAT on your desktop computer, laptop or mobile device(s).

2. User registration

You will need to register into the PPE AAT online tool when you first enter the system:

- 1.) Go to the website: <https://ppe.aat4.eu>.
- 2.) Click “Register”.
- 3.) Enter personal data and then press “Submit”.



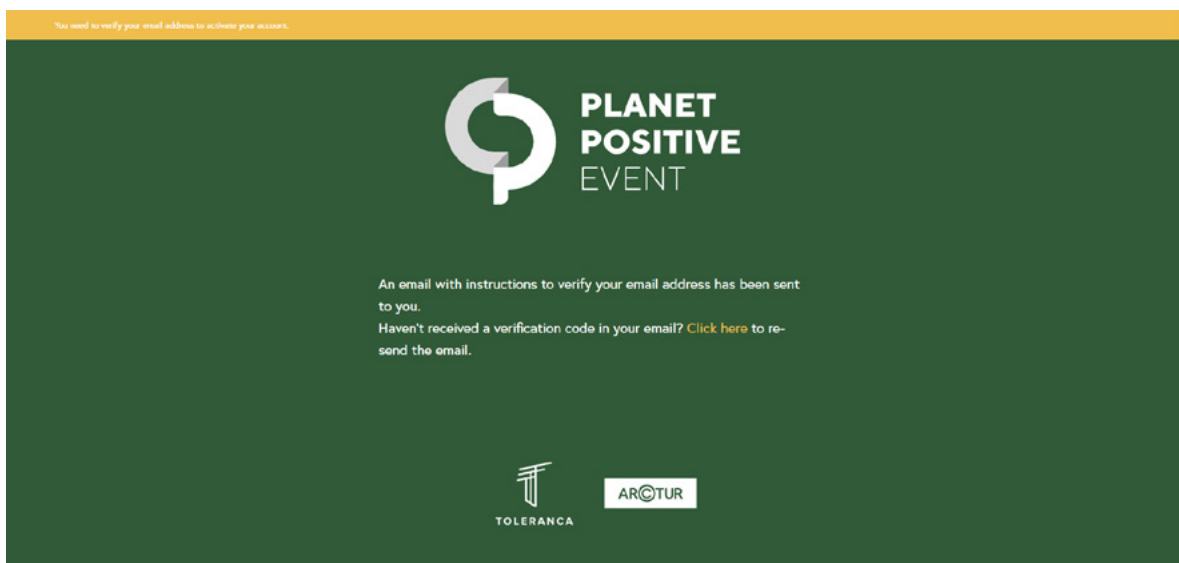
The screenshot shows the registration page for the Planet Positive Event. The page has a dark green background. At the top left is the Planet Positive Event logo. To its right, the text "PLANET POSITIVE EVENT" is displayed in white. Below the logo, there are four input fields arranged in a 2x2 grid. The top row contains "First name" and "Last name". The bottom row contains "Email" and "Username". Each field has a yellow border. Below the input fields, there is a link that says "← Back to Login" and a yellow button labeled "REGISTER". At the bottom of the page, there are two logos: "TOLERANCA" on the left and "ARCTUR" on the right.

Enter your password twice, then click “Submit” to confirm.



The screenshot shows a registration form on a dark green background. At the top left is the Planet Positive Event logo. To its right, the text "PLANET POSITIVE EVENT" is displayed in white. Below the logo, there are two input fields: "New Password" and "Confirm password". Below these fields is a yellow "SUBMIT" button. At the bottom of the form, the logos for "TOLERANCA" and "ARCTUR" are visible.

PPE APT will send you a confirmation e-mail to the email address you registered with.



Find the mail in your e-mail inbox (also check your “spam” folder) and activate your account by clicking the confirmation link.

Important: You cannot use PPE APT without completing this step. Mind the expiration time of the link. You will have to repeat the registration process if the link has expired.

Someone has created a PPE AAT account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 15 minutes.

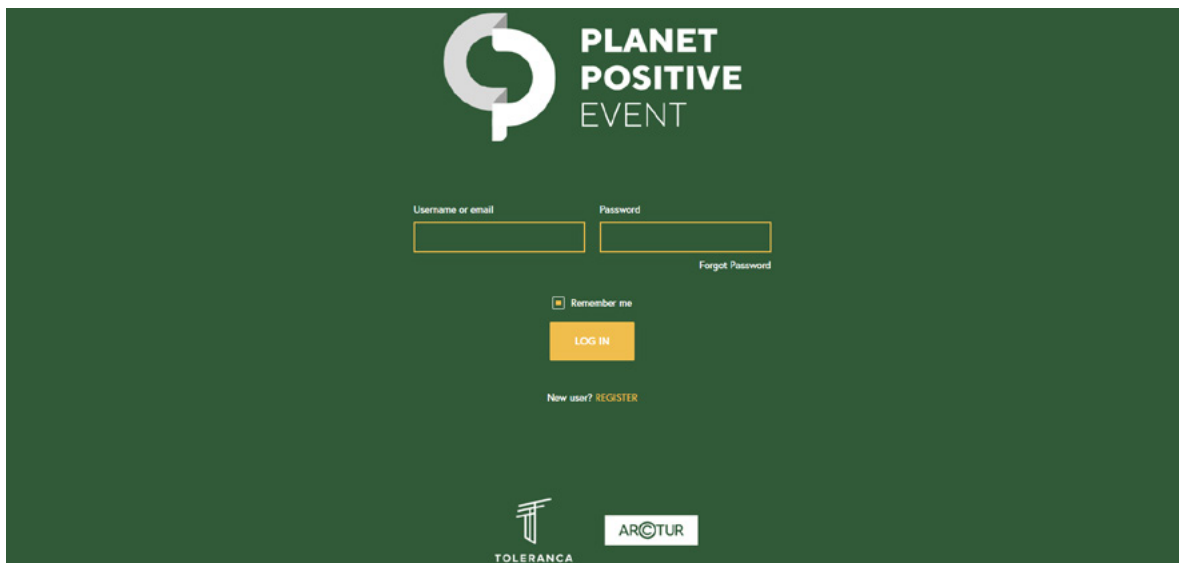
If you didn't create this account, just ignore this message.

3. PPE APT Login

You can now log in and continue your work.

Steps to sign in:

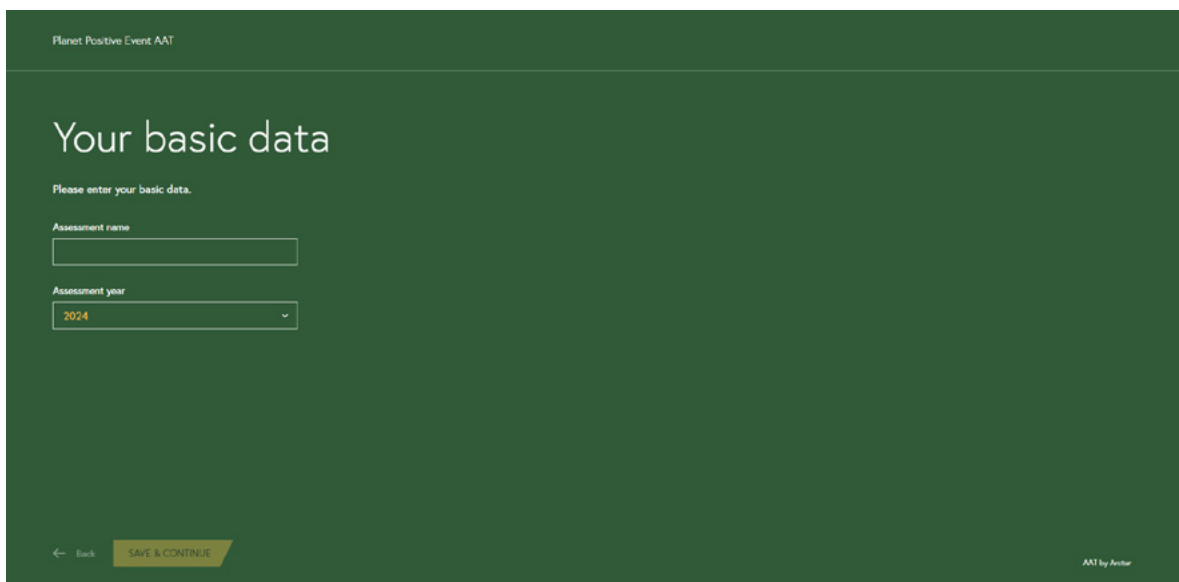
- 1.) Visit the website: <https://ppe.aat4.eu>.
- 2.) Enter your e-mail or username and password into the login form.



The screenshot shows the login page for Planet Positive Event. At the top left is the Planet Positive Event logo. The main heading is "PLANET POSITIVE EVENT". Below this are two input fields: "Username or email" and "Password". To the right of the password field is a "Forgot Password" link. Below the input fields is a "Remember me" checkbox and a "LOG IN" button. At the bottom of the form area is a "Now user? REGISTER" link. At the very bottom of the page are the logos for TOLERANCA and ARCTUR.

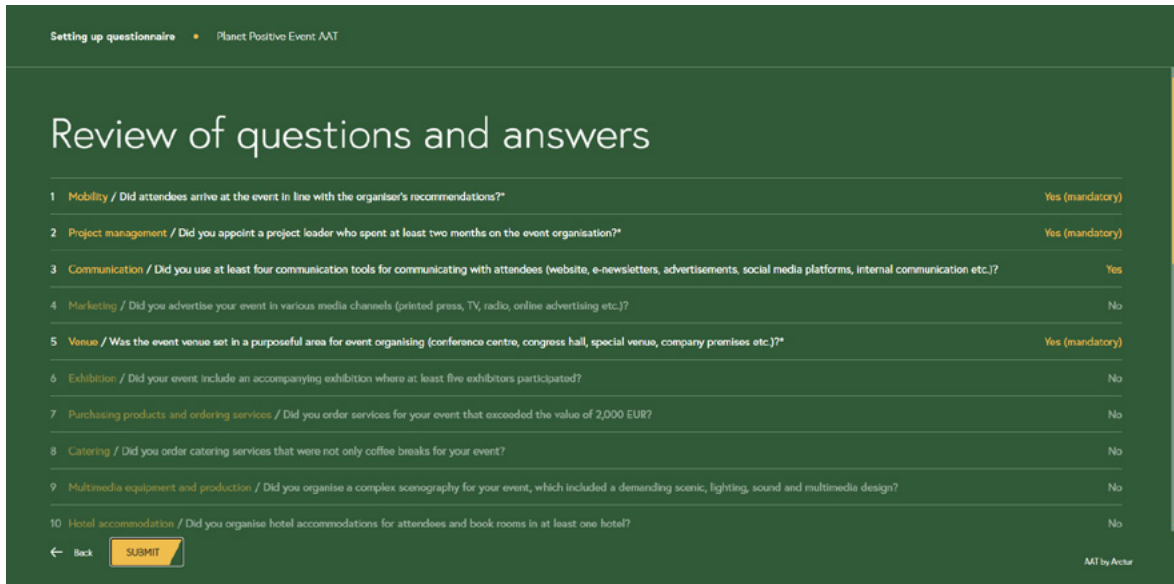
4. Using the app: setting up the questionnaire in the matrix

- 1.) First, enter elementary data about your event into the app. Follow the instructions in the app and answer all questions.



The screenshot shows the "Your basic data" setup screen in the app. The title is "Your basic data". Below the title is the instruction "Please enter your basic data." There are two input fields: "Assessment name" and "Assessment year". The "Assessment year" field is a dropdown menu currently showing "2024". At the bottom left, there is a "Back" button and a "SAVE & CONTINUE" button. At the bottom right, it says "AAT by Ancher".

- 2.) Your questionnaire will be prepared automatically once you have answered all questions. By clicking “Submit”, your questionnaire will be complete.



Setting up questionnaire • Planet Positive Event AAT

Review of questions and answers

1	Mobility / Did attendees arrive at the event in line with the organiser's recommendations?*	Yes (mandatory)
2	Project management / Did you appoint a project leader who spent at least two months on the event organisation?*	Yes (mandatory)
3	Communication / Did you use at least four communication tools for communicating with attendees (website, e-newsletters, advertisements, social media platforms, internal communication etc.)?	Yes
4	Marketing / Did you advertise your event in various media channels (printed press, TV, radio, online advertising etc.)?	No
5	Venue / Was the event venue set in a purposeful area for event organising (conference centre, congress hall, special venue, company premises etc.)?*	Yes (mandatory)
6	Exhibition / Did your event include an accompanying exhibition where at least five exhibitors participated?	No
7	Purchasing products and ordering services / Did you order services for your event that exceeded the value of 2,000 EUR?	No
8	Catering / Did you order catering services that were not only coffee breaks for your event?	No
9	Multimedia equipment and production / Did you organise a complex scenography for your event, which included a demanding scenic, lighting, sound and multimedia design?	No
10	Hotel accommodation / Did you organise hotel accommodations for attendees and book rooms in at least one hotel?	No

← Back

AAT by Actur

- 3.) You will then be asked to answer basic questions about your organisation and event. When you answer all of them, click “End of questionnaire” and then click “Submit” to confirm it.

Before you can begin completing the questionnaire, one of our tech support members will need to review and confirm your questionnaire.

- 4.) Inform us at support@planet-positive-event.eu to ensure you gain access to your questionnaire as soon as possible.

We will notify you once you are granted access.

5. Completing the evaluation: answering questions, entering comments and checking answers

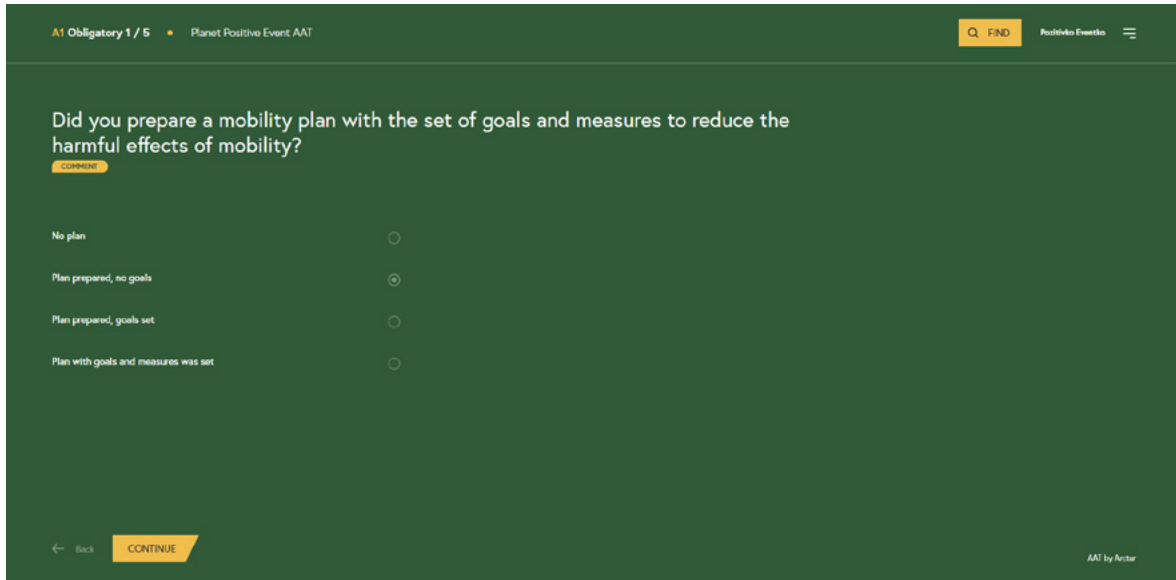
This chapter explains how to use the PPE AAT tool. You can only access the content of your questionnaire once it has been reviewed and confirmed.

- 1.) You must answer all questions in the questionnaire. We advise that you add comments whenever possible.
- 2.) The questionnaire will open once you click PREVIEW.
 - a. The PREVIEW of your questionnaire is available by clicking the “Find” button in the top right corner.

- b. The Preview will show select **criteria** (segments).
 - c. Here, you can see your progress for each segment and the entire questionnaire - the percentage of answered questions.
 - d. You will find all unanswered questions by clicking the “unanswered” button.
 - e. All questions with your comments or comments by an external assessor will be shown if you click the “commented” button.
 - f. You will open a detailed overview of the content, including obligatory and recommendable criteria, by clicking on a specific segment. **You must answer all questions in the tool, both obligatory (questions) and recommendable (questions).**
- 3.) You can access the content of the questionnaire (i.e. questions) by clicking the “go to the questionnaire” button at the bottom of the page.
- 4.) You can find a desired question by clicking the “search” button and typing a keyword.



5.) You can move back and forth between questions using the “BACK” and “CONTINUE” buttons.



A1 Obligatory 1 / 5 • Planet Positive Event AAT

Did you prepare a mobility plan with the set of goals and measures to reduce the harmful effects of mobility?

COMMENT

No plan

Plan prepared, no goals

Plan prepared, goals set

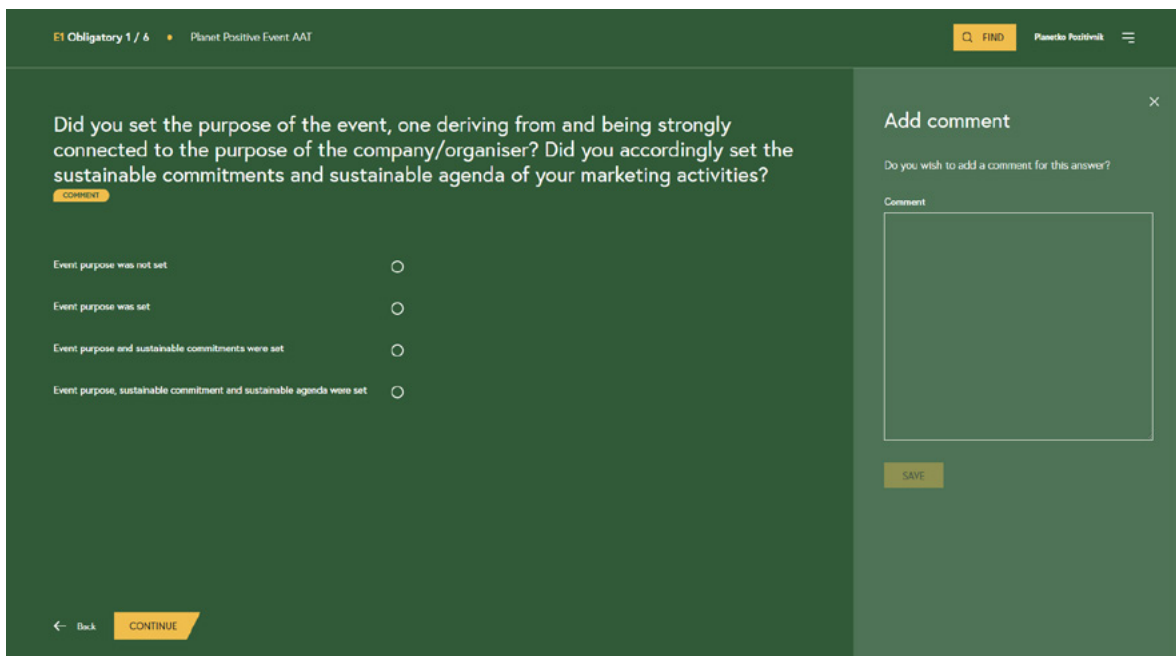
Plan with goals and measures was set

← Back CONTINUE

AAT by Arctur

6.) Comments

You can add a comment next to every question by clicking the “Comment” button. The comment helps explain your answer and will help external assessors better understand your choice.



E1 Obligatory 1 / 6 • Planet Positive Event AAT

Did you set the purpose of the event, one deriving from and being strongly connected to the purpose of the company/organiser? Did you accordingly set the sustainable commitments and sustainable agenda of your marketing activities?

COMMENT

Event purpose was not set

Event purpose was set

Event purpose and sustainable commitments were set

Event purpose, sustainable commitment and sustainable agenda were set

Add comment

Do you wish to add a comment for this answer?

Comment

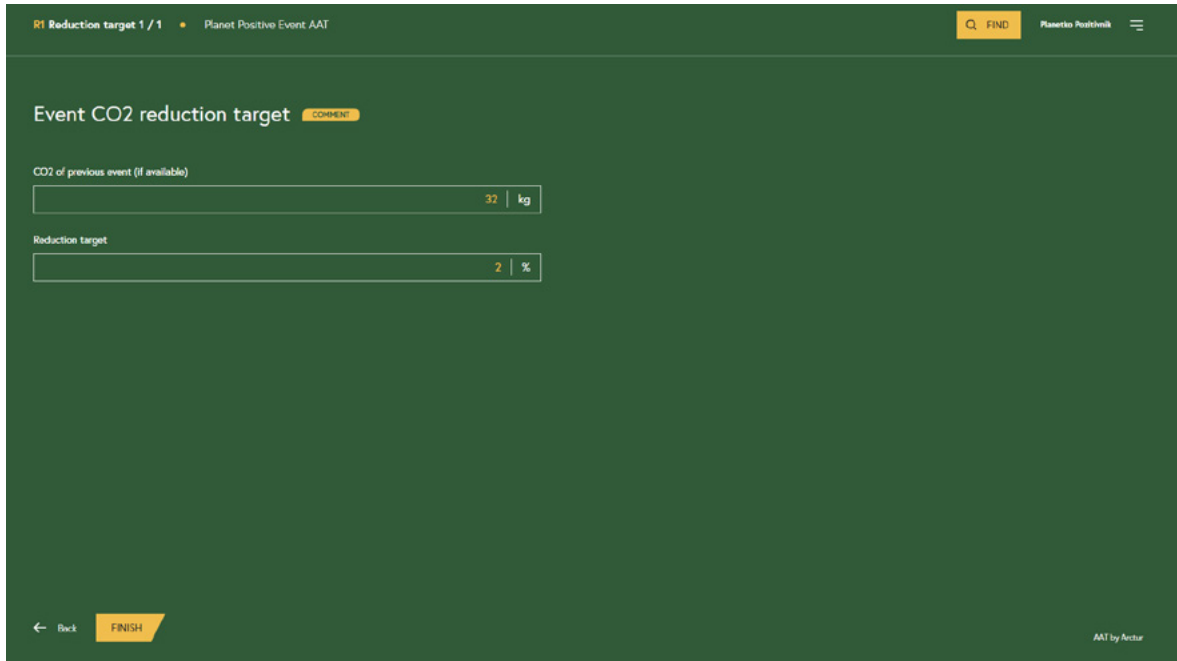
SAVE

← Back CONTINUE

7.) Completing the questionnaire

Upon completing the last question, the system will offer you the possibility to finish the questionnaire and send it to an external assessor for evaluation.

The “Finish” button is available once you have answered all questions.



RI Reduction target 1 / 1 • Planet Positive Event AAT Q FIND Planetto Postitnik

Event CO2 reduction target COMMENT

CO2 of previous event (if available)

 kg

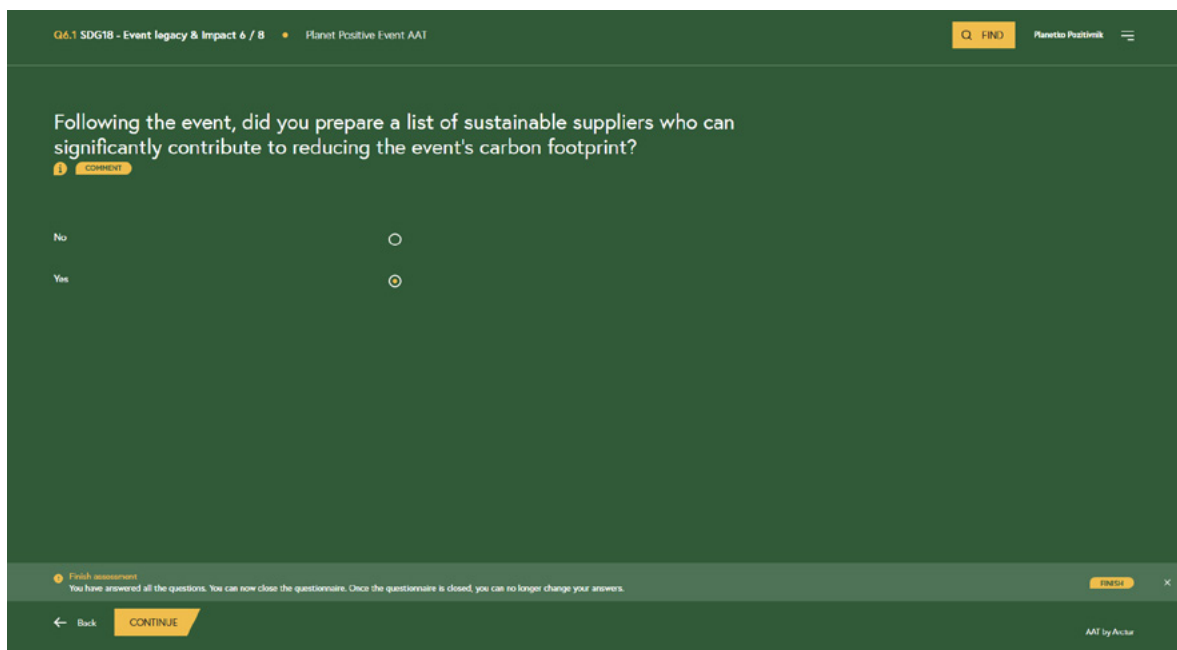
Reduction target

 %

← Back FINISH AAT by Actua

You can complete the evaluation or preview it again. Once you have completed all questions, you will receive a notification in the questions section informing you that you can finish the evaluation.

Upon finishing the evaluation, please notify us at support@planet-positive-event.eu, and an external assessor will review your evaluation.



Q6.1 SDG18 - Event legacy & Impact 6 / 8 • Planet Positive Event AAT Q FIND Planetto Postitnik

Following the event, did you prepare a list of sustainable suppliers who can significantly contribute to reducing the event's carbon footprint?

COMMENT

No

Yes

Finish assessment
You have answered all the questions. You can now close the questionnaire. Once the questionnaire is closed, you can no longer change your answers. FINISH

← Back CONTINUE AAT by Actua

6. Settings

1.) You can open the settings by clicking the “burger menu” in the top corner or clicking your name. In the settings, you will find:

- Assessments: a list of all questionnaires and evaluations of your event(s)
- User profile: your user account
- Reports: all available event reports
- About: more information about the Planet Positive Event tool



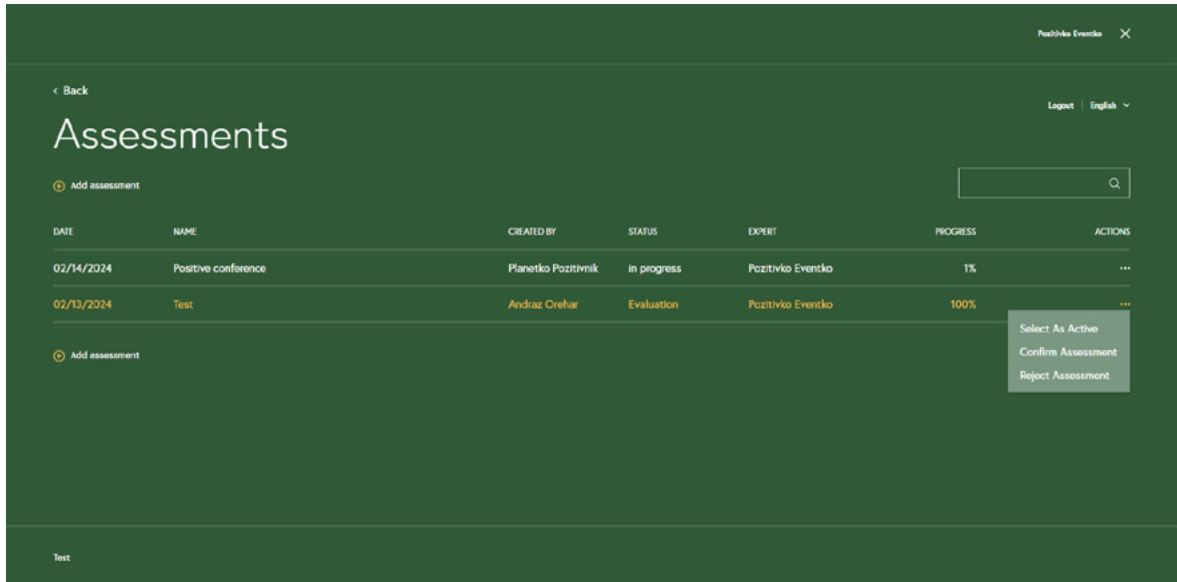
2.) Adding a new evaluation

You can add a questionnaire to start a new assessment in the Settings / Assessments page by clicking “add assessment”. To set up the questionnaire, follow the instructions explained in Chapter 4: Using the app: setting up the questionnaire in the matrix.

3.) Selecting the questionnaire / assessments of your events in Settings / Assessments

If you have multiple questionnaires / assessments, you can choose a specific event by clicking the three dots under “Actions” and clicking “Select as active”.

By clicking the “x” button in the top right corner, you will close the settings and return to the questionnaire.



Assessments

Logout | English

02/14/2024 Positive conference Planetko Pozitivnik in progress Pozitivko Eventko 1%

02/13/2024 Test Andraz Orehar Evaluation Pozitivko Eventko 100%

Select As Active
Confirm Assessment
Reject Assessment

DATE	NAME	CREATED BY	STATUS	EXPERT	PROGRESS	ACTIONS
02/14/2024	Positive conference	Planetko Pozitivnik	in progress	Pozitivko Eventko	1%	...
02/13/2024	Test	Andraz Orehar	Evaluation	Pozitivko Eventko	100%	...