

GREENER EVENTS CHECKLIST

- for use by event managers and venues

Venue choice

- ☐ Choose a venue that has good public transport access where possible
- ☐ Ask potential venues for their in-house environmental policy
- ☐ Venues offering in-house technical equipment & support (e.g. staging, audio-visual) can reduce equipment transportation
- ☐ Choose a venue that is interested in doing more to become green/sustainable, and let them know that this is the reason why you selected them (see "Catering & Locally Produced Food" and "Reducing Waste" checklist items below)
- ☐ Consider the use of video conferencing
- ☐ Select environmentally responsible accommodation establishments for delegates

CO₂ Emissions(including travel)

(see - Reducing Waste" Checklist)

- ☐ Take measures to reduce CO₂ emissions from delegates travelling to the venue, i.e. provide information about local public transport and encourage its use. Where appropriate promote car sharing
- ☐ Minimise unnecessary lighting, heating / air-conditioning
- ☐ Offset the CO₂ emissions arising from your event
- ☐ Where shuttle services are provided, manage the capacity of vehicles to ensure that optimum passenger loads are carried.

Catering & Locally Produced Food

- ☐ Ensure that dietary requirements are catered for (you can use the event registration form to obtain this information)
- ☐ Plan meals using seasonal local produce wherever possible.
- ☐ Organic produce should be considered
- ☐ Wherever possible ensure fruit is provided as an alternative to sweet desserts
- ☐ Plan food requirements carefully to avoid unnecessary waste
- ☐ Provide tap water as an alternative to using bottled water (if you must use bottled water, make sure it is local!)
- ☐ Ask the venue to provide milk/cream in jugs rather than individual plastic cartons and use reusable crockery, glassware & cutlery where possible (to reduce waste)
- ☐ Where possible, avoid the use of any single-serve packaging such as sachets, wrapped biscuits, etc.
- ☐ Manage food quantities closely to reduce and avoid wastage and unnecessary costs.

Reducing Waste (& costs)

Pre Event:

- ☐ Use websites & emailing lists to promote the event
- ☐ Use double-sided printing for promotional materials & handouts. Use recycled paper where practical
- ☐ Use portable display materials (easily transported by an attendee & can be re-used)
- ☐ Seek naturally lighted meeting & exhibition areas
- ☐ Format any handouts so as to minimise the amount of paper used
- ☐ Where possible, write material in a re-usable format (general rather than event specific)
- ☐ Minimise the length of the registration form or use electronic registration where possible & publish the event itinerary on-line
- ☐ Ask the venue to recycle paper & cardboard waste etc & to provide suitable recycling bins
- ☐ Make your own note pads from scrap paper
- ☐ Promote the event environmental policy publicly

During the Event:

- ☐ If you are providing delegate packs, give these to delegates when they register on arrival, not beforehand, to avoid duplication
- ☐ Avoid mass distribution of handouts - allow delegates to download copies from the internet or provide electronic copies by memory stick
- ☐ Ensure presenters are aware of electronic presentation facilities & that their presentation will be distributed electronically after the event
- ☐ Ensure that promotional materials, publicity items and delegate packs are as environmentally friendly as possible
- ☐ Provide re-usable name badges (& remember to collect them at the end of the event!)
- ☐ Minimise use of accessories that are harmful to the environment (e.g. plastic leaflet wallets)
- ☐ Feature conference name & date on a holding slide rather than on single use stage-set graphics
- ☐ Minimise use of high wattage stage lighting for productions or presentations
- ☐ Promote energy & water efficiency to participants - e.g. switch lights off when rooms are not in use
- ☐ Use whiteboards and water-based marker pens rather than paper in workshop presentations

Post Event:

- ☐ If not issued at the event, send out delegate feedback questionnaire by email
- ☐ Give any feedback you have to the venue
- ☐ Measure your overall impact and establish a benchmark for future improvements