

DELIVERING SUSTAINABLE EVENTS

Sustainable Event Planning Guide

Simple steps you can take to minimise the carbon footprint and waste impact of your next event

The **average** conference attendee produces over

180kg of **CO₂** emissions

& over **2kg** of discards and waste per day.

Source: meetgreen.com

TRAVEL

The biggest contributor to a conference's carbon footprint is travel,



which can account for approximately

90%

of the carbon emissions

Source: meetgreen.com

VENUE CHOICE:

Choose a venue that is **closest** to where the majority of delegates are located

Close to **transport hubs** such as airports or train stations

Provides **accommodation**

Has restaurants / bars within **walking distance**



TO FURTHER MINIMISE TRAVEL IMPACT:

Give incentives to delegates who **car share**

Offer **coach travel** for internal staff from workplace to venue

Web stream your event for delegates who don't need to attend in person

Give delegates the option of **carbon offsetting** their travel

VENUE & SUPPLIER MANAGEMENT

ASK your venues and suppliers for an environmental

policy for carbon, waste impact and ethical supply.



Pick venues and suppliers that will work with

you to minimise your environmental impact.





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WASTE

ASK YOUR VENUE:



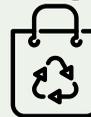
TRY TO AVOID:



Plastic water bottles and single use items from exhibitors



Conference giveaways or alternatively offer items



that encourage sustainability

Find out what your supplier of exhibition/ expo stands waste policy is



MINIMISE PRINTING WHERE POSSIBLE:



Email tickets, invites & event details

Consider documentation & presentations in **electronic** form such as event apps

Use signage & pop up banners that can be **re-used**. Try and **avoid** printing dates or location on them. Consider

electronic signage



Recycle name badges and re-use lanyards (Most lanyards can be **washed** – check with your supplier)

Supply delegates with **re-useable** notebooks

CATERING

On average

15-20%



of food

is wasted at conferences

AVOID TOO MUCH CATERING:



Ask your supplier or venue what their food waste policy is
Can they donate left over food?

Plan ahead and get confirmed number of attendees
Ask for dietary requirements

Provide food that caters for **vegan, free-from and vegetarian** diets



Where possible utilise local suppliers of food