



Checklist for a greener event

VENUE AND CATERING

- Host online events when possible
- Choose a venue close to public transport
- Include sustainability in your procurement
- Ask for reusable tableware
- Ask for tap water or glass bottles
- Ask for fresh, organic and local food
- Limit the meat options (if possible)
- Find out how they tackle food waste
- Find out how they reduce their CO2 emissions

WASTE REDUCTION

- Avoid promotional gifts
- Choose recycled materials or reuse materials
- Provide materials online only (paperless event)

PURCHASING, USE AND RECYCLING

- Buy from ethical sources
- Look for fair trade products
- Recycle waste where possible

COMMUNICATION

- Tell your participants about your green goals
- Use online surveys to evaluate your event
- Use an online registration process



Checklist for your participants

TRANSPORTATION

- Walk to the venue
- Use low-carbon transportation options like bicycles, buses or the light rail
- Carpool with other participants to get to the venue
- Neutralise your flight via a carbon-offset project

ENERGY CONSERVATION

- Reuse your towel at the hotel
- Turn off the water when brushing your teeth
- Take a shorter shower or no shower
- Turn off all lights and electronics when you leave your hotel
- Choose sustainable, local or organic food whenever possible
- Choose the vegetarian option (if possible)

WASTE REDUCTION

- Eat responsibly; only take food items and portions that you will eat
- Bring a reusable bottle of water
- Bring a reusable coffee mug
- Bring a reusable bag
- Recycle your waste at the hotel, venue and around the city
- Download the agenda on your phone or laptop instead of printing it