Sustainable Conferencing – Action Checklist

Attendance/Presenting
Options for remote access (live or recorded)

Travel: Provision & promotion of
Active travel: bike storage in 'safe to access', weather-proof & secure premises, bike repair facilities, showers, changing areas and lockers
Public travel: Selection of physical locations on public transport networks
Car sharing facilities
E-vehicle charging facilities

Refreshments
Encouragement of & communication to delegates prior to event to bring own food containers, cutlery, water bottles & cups
Hot & cold water stations throughout exhibition spaces
Exhibitors/organisers to avoid single use of cups/bottles/cutlery & where unavoidable, to use sustainable alternatives
Where catering is provided, ensure it is plant-based, or minimally, provided as a 'red meat-free' menu
Clear communication pre-event with regards to availability of free catering, then on-site signposting to location of catering, to reduce waste
Minimal waste solutions for provision of food e.g. recyclable lunch bags without single use plastic contents or wrappers
Distribution of leftover food to food banks or homeless charities

Waste management

Eliminate/minimise use of disposable promotional material
  ▪ Digital information provided via QR codes, e-business cards or similar
  ▪ Ensure reusable lanyards & ID badges
  ▪ Avoid unnecessary promotional materials e.g tote bags, pens, toys

Clearly marked recycling bins throughout the meeting space

Events & awards
Venues & events should be free from association with environmentally unsound organisations e.g. fossil fuel, petrochemical industries and banking institutions known to support such fields
Where awards are granted, a sustainability category should be considered
Where offered, awards and associated prizes, should be free from association with environmentally unsound organisations e.g. fossil fuel or petrochemical industries, and unethical banking institutions
Venues & conference organisers should evaluate and publish event carbon footprint information, including methodology applied