

# Greener Events Guide

## Reducing the environmental impacts of conferences and seminars

Developed using the Government Office for the South West's nationally recognised "Greener Events" guide (on [www.oursouthwest.com](http://www.oursouthwest.com))

### Introduction

An increasing number of workshops, events and training sessions are being held in venues which are expected to be aware of their environmental impact.

This guide has been written to provide information for you to use when planning meeting and events. This will enable you to make your events as environmentally friendly as possible. Please share this information with other organisations, partners and caterers who are involved in meetings and event planning.

### GREENER EVENTS CHECKLIST

Use the checklist below to help you plan your event.

✓	<b>VENUE CHOICE (AND AUDIO VISUAL)</b>
	Choose a venue that has good access via public transport and for disabled people
	Book facilities in advance to ensure availability
	Ask potential venues for their in-house environmental policy
	Choose a venue interested in sustainability issues, and tell them that's why you chose them
	Venues offering in-house technical equipment and support (e.g. staging, audio-visual) can reduce equipment transportation
	Consider video conferencing and/or recording the event for wider access via the internet

✓	<b>CO2 EMISSIONS (INCLUDING TRAVEL)</b> <i>(also see "Reducing Waste" checklist)</i>
	Take measures to reduce CO2 emissions from delegates travelling to the venue, i.e. provide information about local public transport (with pedestrian routes) and encourage its use. Where appropriate promote car sharing e.g. circulate attendees list in advance
	Minimise unnecessary lighting, heating / air-conditioning
	Offset CO2 emissions arising from the event

✓	<b>CATERING AND LOCALLY PRODUCED FOOD</b>
	Plan food requirements carefully to avoid unnecessary waste (e.g. use event registration form to obtain information)
	Ensure that dietary requirements are catered for and offer vegetarian choices
	Plan meals using seasonal local produce wherever possible. Consider organic produce
	Wherever possible ensure fruit (ideally local or Fairtrade) is provided as an alternative to sweet desserts
	All left over compostable food waste should be sent for composting
	Ensure all tea, coffee, sugar and juice is Fairtrade
	Provide tap water as an alternative to bottled water (if you must use bottled water, make sure it is local!)
	Minimise use of individually packaged food/drink items (e.g. provide milk / cream in jugs rather than individual plastic cartons)
	Use reusable crockery, glassware and cutlery where possible (to reduce waste)

✓	<b>REDUCING WASTE (AND COSTS)</b>
	<b>Pre Event:</b>
	Use websites and email lists to promote the event
	Use double-sided printing for promotional materials and handouts. Use recycled paper where possible
	Use portable display materials (easily transported by an attendee and can be re-used)
	Seek naturally lit meeting and exhibition areas
	Format any handouts 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 and publish the event itinerary on-line

	Ask the venue to recycle paper and cardboard waste etc – and to provide conveniently located recycling bins
	Make your own note pads from scrap paper
	Hire any equipment needed rather than purchasing new where appropriate
	<b>During the Event:</b>
	If you are providing delegate packs (if in a folder, make it re-usable), give these to delegates when they register on arrival – not beforehand – to avoid duplication
	Avoid mass distribution of handouts – allow attendees to download copies from the internet
	Ensure presenters are aware of electronic presentation facilities and make sure that their presentation is distributed electronically after the event
	Provide re-usable name badges (and remember to collect them at the end of the event!)
	Minimise use of stationary/accessories that are harmful to the environment (e.g. plastic leaflet wallets)
	Feature conference name and date on holding slide rather than single use stage set graphics
	Minimise use of high wattage stage lighting
	Promote energy and water efficiency to participants – e.g. switch off lights when rooms are not in use
	Use drymark eraser boards rather than flip charts in workshop presentations
	Request that any unused items be collected for use at another event
	<b>Post Event:</b>
	If not issued at the event, send out delegate feedback questionnaire by email
	Give any feedback you have to the venue

**REMEMBER** to make it clear to your delegates that you have tried to organise your event sustainably!