# Sustainable Events and Meetings Checklist

Events and meetings reflecting sustainability principles are becoming commonplace, as public expectations increase for lower carbon emissions and less environmental impact.

**Benefits:**

- Reduces costs
- Minimises environmental impacts
- Promotes corporate social responsibility
- Supports local suppliers
- Enhances our reputation and image as a sustainable university.

**Top tips**

▸ Choose a venue that uses resources efficiently, limits its impact on the natural environment, and is close to public transport.

▸ Use electronic communication and promotion, rather than printed material.

▸ Use online registration to predict attendance and cater to final numbers.

▸ Use video conferencing facilities where possible to reduce travel needs.

▸ Promote public transport and brief staff so they can provide details about public transport options.

▸ Request sustainable food (fresh/seasonal, fair-trade, not individually wrapped items).

▸ Liaise with suppliers to provide reusable crockery and cutlery or biodegradable items, rather than disposable plastic or polystyrene items.

▸ Ensure waste and recycling bins are placed in prominent locations (where food and beverages are consumed and near entry and exit points) and that bins are well signed.

▸ Minimise energy use – switch off lighting and equipment when it is not being used.

▸ Publicly demonstrate commitment to sustainability to inspire participants to choose low-carbon options in their lives, as well as achieve cost savings through measures such as using resources wisely, minimising waste and reducing energy and water usage.

**Griffith's Sustainability Events and Meetings Checklist** gives you a list of items to consider when organising your event. It is incorporated into the University's Event Management Guidelines. View: http://app.secure.griffith.edu.au/er/events/admin_guidelines.php

Our goal: *'To be a sustainable University'*
(Griffith's Strategic Plan 2013-2017)

# Sustainable Events and Meetings Checklist

## Planning the event, meeting or training session

- Choose a venue that uses resources efficiently and limits its impact on the natural environment, and is close to public transport.
- Use sustainable products, e.g. recyclable materials, biodegradable products for gifts and other materials.
- Offer services such as videoconferencing.
- Consider post-event evaluation.

## Accommodation

- Provide guests with information about accommodation with environmental policies and practices.
- Negotiate block bookings with hotels/motels that are within walking distance of the event/meeting venue and/or have green policies.
- Invite guests to participate in linen reuse programs at their hotel. Ask them to turn off lights, televisions and air conditioners when they leave.
- Utilise paperless check-in, checkout and billing procedures to minimise use of paper.

## Registration, promotion and communication

- Use online registration process for delegates, sponsors and exhibitors.
- Communicate with delegates, sponsors, exhibitors and speakers by email or via the event website, where possible.
- Use social media and electronic technology to reduce paper usage.
- Make use of QR codes/short URLs to direct attendees to websites for detailed information.
- If printing, choose recycled content paper, print double sided where possible. Only print the quantity needed to avoid excessive quantities of unwanted brochures.
- Encourage use of electronic presentations and distribute disk handouts to eliminate waste.
- Promote your sustainable event/meeting and what is in place for good environmental practice.

## Travel and transport

- Promote carbon offsetting to delegates who are flying.
- Provide/use shuttle services, car-pooling options, intercampus buses.
- Promote public transport options, walking and cycling routes to the event.
- Brief staff so they can answer questions about public transport and timetables.
- Consider video conferencing options for those delegates who cannot travel to the event or meeting.
- Limit the number of meetings requiring travel when organising an event.

## Catering

- Reduce waste by not over estimating final numbers - do not over cater.
- Plan menus using sustainable food (fresh/seasonal, fair-trade, not individually wrapped items).
- Use crockery and glassware if possible, or biodegradable items.
- Encourage the use of reusable cups and use water glasses/jugs rather than bottled water.

## Energy

- Choose venues with energy efficient measures in place for lighting and ventilation.
- Ensure energy efficient lighting and sound.
- Consider the local community – diffuse lighting and sound where possible.
- Ensure lights, equipment and appliances are turned off when not being used.
- Use a digital signage system to reduce printed sign wastage.

## Waste

- Work with waste collectors and suppliers to reduce, reuse, or recycle packaging.
- Reduce waste by tailoring operational supplies according to final numbers.
- Ensure waste and recycling bins are placed in prominent locations and bins are well signed.
- Ensure bins are regularly emptied.
- Recycle any communication materials including name badges.
- Avoid the use of plastic bags and bottled water/juices.

## Water

- Choose venues with water efficient measures in place.
- Prevent pollution of local waterways from site runoff, litter and chemicals.