

Did you know? Responsible Meetings can save you money while reducing your negative impact on the environment and increasing your positive impact on the local community. For example:

Meeting Rooms

- Use an online registration system and publish as much of the conference/meeting documents as possible pre- and post event.
- Ensure various recycling bins (paper, cardboard, food, glass) are readily available and clearly labelled.
- Do not use cut/fresh flowers on tables – unless re-used from a previous event. Potted plants are ok.
- Remember to turn off lights and air conditioning when rooms are not in use

Conference Materials

- Collect delegate/exhibitor name badges and lanyards for reuse at another event.
(Reduces landfill and encourages recycling.)
- Minimise conference waste. If you have a conference bag ensure it is made from the best recycled material (Jute or PET). Encourage delegates to bring their own pads and pens. Do not encourage bag inserts – instead create a “bring and share” table for delegates to select their own materials. Ensure owners take responsibility for removing their left-over materials at the end of the conference/meeting.
- Use white boards rather than flip charts. If flip charts are used, ensure high post-consumer content paper (80% min).
- Encourage presenters to minimise paper hand-outs and instead post speaker materials electronically online and inform delegates where to find them.
- For material that needs to be printed (conference programme), ensure they are printed with environmentally aware printers that have achieved the EMAS accreditation, as well as ISO14001 and FSC.

Exhibitors/ Suppliers

- Inform exhibitors/ suppliers of the environmental strategies the event is considering and ask for a copy of their environmental practices/policies.
- Ask them to print their stand giveaway materials on recycled paper, double-sided. Encourage the use of QR codes so delegates can scan the materials and get them electronically rather than take a hard copy.
- Ask them to print their exhibition stands and pull-up banners on bamboo or cardboard options.
- Ask them to bring only what they need to the event, and take away any materials left over.
- Ask them to consider their giveaways – if they need to have one, suggest they are made from recycled materials, reusable and have a value to the delegate (i.e. it is something that can be used).
- Ask them to re-use their boxes and packing materials.

Food & Beverage

- Ask delegates to 'sign-up' for meals during registration. This will reduce food waste - and your costs.
- Ensure the venue provides the refreshments and all catering on crockery and cups/glasses. Linen to be used for tablecloths and napkins.
(Do not use disposable plastic plates, disposable cups or plastic cutlery – reduces waste and landfill.)
- Ask the venue to provide water in jugs with glasses.
(Eliminate plastic water bottles/plastic cups for water fountains – reduces waste and landfill.)
- Ask the venue to provide biscuits from a tin (rather than individually wrapped in plastic) and served on crockery. Ask for seasonal fruit only.
(Reduces packaging waste and air miles.)
- If disposables are unavoidable, make sure they are biodegradable or recyclable.
- Arrange to have leftover unserved food donated to a local food bank or soup kitchen, or separate it for pick up by a composting operation or local farm. Or try and work with the venue on implementing a sustainability food policy.

Transport

- Consider destinations compatible with the event's purpose and the demographics of the attendees. Try and find a suitable venue close to public transport links.
- By choosing accommodation close to the venue you can encourage walking to/from the venue/accommodation to reduce transport needs (and carbon emissions).
- Consider carbon offsetting your event. You can offset the emissions associated with delegates travel (and waste) and make a donation to the venue to be used on a sustainable initiative (i.e. planting a tree, providing bird boxes.)
- In your communication to delegates, encourage the use of public transport and encourage carpooling (there are various carpooling schemes available online).