

# Sustainable Meetings & Events CHECKLIST



## DELEGATE TRAVEL



Sustainable meetings start before your delegates arrive at the venue! On average, **87%** of the event carbon footprint can be attributed to delegate travel to and from the venue.

Choose a venue geographically convenient for the majority of your delegates

Choose a venue easily reached by public transport

Consider a virtual or hybrid meeting

Measure the emissions associated with delegate travel

Consider offsetting emissions associated with delegate travel

Incentivise delegates to travel by public transport

Have an umbrella or specific event travel policy in place



## CATERING



Choose menus which are beef and lamb free

Ensure 50% of the menu items are plant based, or try a vegan day!

Ensure the venue uses reusable crockery and cutlery and no single use items

Ask delegates to bring water containers which can be refilled at the venue

Choose a venue that doesn't use single use sachets or stirrers

Request no pre-packaged food to be served such as individually wrapped biscuits or sweets

Avoid self-service buffets and encourage pre-ordering of food to reduce food waste

Check if the venue has partnerships in place to donate surplus food after the event

Choose a venue which sources ingredients within 75 miles of the venue location with an emphasis on seasonal produce



## VENUE



**Eco-friendly Materials and Good Infrastructure:** Venues that are working hard to be sustainable are also likely to have invested in good insulation, well-fitting doors and windows, and more efficient heating systems. Other good factors to look for include the use of sustainable building materials, recycled furniture, and non-toxic paints.

Choose a venue with green accreditations ('Green Venue' on LOGiC Meetings)

Check if the venue has partnerships with local environmental or social organisations

Request a copy of the venue's sustainability policy

Ask if they have a dedicated sustainability officer or team

Ensure the venue has easy access for all types of delegates

Choose a venue that uses 100% renewable energy and has energy-efficient policies in place. Some examples of these are LED lighting, energy-saving appliances and solar panels



## WASTE MANAGEMENT



Request a copy of the venue waste management policy

Encourage delegates to embrace a paperless event

Request that the venue removes note pads and writing materials

If 'swag' or giveaways are unavoidable, ensure they are made of recyclable material or carbon positive

Signage and/or graphics to be digital, not printed



## MEASUREMENT AND OFFSETTING



You can measure the carbon impact of your event by using an event carbon calculator (TRACE by Isla)

You can offset the remaining emissions to make your event carbon neutral

Please speak to your Intel consultant for the best solution for your event!



## ADDITIONAL TIPS



Switch off equipment when it is not in use

Ensure staff can travel to the event by public transport and their emissions are reported

When selecting a venue/supplier, consider supporting local communities or engage in social responsibility initiatives