

HOW TO MAKE A “GREEN” EVENT

What is a green event?

A green meeting is an event that incorporates environmental considerations throughout all stages of the meeting in order to minimize the negative impact on the environment.

This is short manual for event planners for creating a “green” event.

Destination/Venue selection and travel arrangements

- .. Choose a destination that requires the minimum travel distance by delegates
- .. Check if the city has a sustainability plan
- .. Does the host city have a state of the art sewage treatment system
- .. Choose venues and accommodation in walking distance
- .. Check public transport that connects the venue with other facilities such as hotels, airport, etc.
- .. Provide tickets for public transport for delegates
- .. Use environmentally friendly hotels

Catering

- .. Choose menus that include seasonal and local food and beverage
- .. Use reusable crockery and cutlery
- .. Provide reusable or recycled napkins
- .. Offer water in recyclable water bottles
- .. Take care that condiments (cream, sugar, etc) are served in bulk
- .. Ask participants to register for meals to calculate exact quantity of food

Waste management

- .. Monitor final numbers to limit waste
- .. Don't use plastic bags and other non-recyclable materials
- .. Collect badges after use
- .. Reduce packaging and opt for biodegradable materials

Water and power

- .. Choose a venue which uses “green” power and water saving technology
- .. Schedule meetings during the day and use rooms with natural daylight
- .. Check if venue has a indoor air filtration system
- .. Usage of energy saving lamps
- .. Check if venue uses carbon dioxide monitoring in rooms to reduce air-conditioning

Printing and other usage of biodegradable material

- .. Offer online registration
- .. Take care that handouts are printed on recycled paper
- .. Use vegetable based ink for printing
- .. Displays and decoration for the event should be made out of reusable material
- .. Ensure printers are set to double-sided printing
- .. Limit handouts in meetings
- .. Encourage electronic signage

Other initiatives

- .. Advise exhibitors about how to act “green” at your event
- .. Calculate your “carbon footprint” and check where you are able to reduce your gas emissions in the future
- .. Offset event-related emissions with a carbon neutral program
- .. Engage event participants in your “green” efforts (onsite sustainability booth, offer of offsetting their own emissions with a fee, etc.)

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