

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



Measurement & 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

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

