



Sustainable meetings and events checklist

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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
- 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

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



Venue

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 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 Inntel consultant for the best solution for your event!



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

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