

Climate- and environmentally-friendly events: a checklist for organizers

CHOICE OF VENUE	YES/NO
<p>Does the venue fit the topic of the event? E.g. events that aim at teaching and raising climate and energy awareness should be held, if possible, in buildings designed or renovated this way, e.g. there should be natural light or energy efficient lighting available, renewable energy sources used, the design and furniture should reflect green living principles, etc.</p>	
<p>Is the venue centrally located? Is it easy to reach with public transport and/or by bicycle?</p>	
<p>Is there bicycle storage space?</p>	
<p>Is it possible to turn off the lighting in rarely used rooms?</p>	
<p>Is it possible to adjust the setting of the cooling and heating systems? Is the temperature adjusted to fit the season? Is it possible to turn the heating off in rooms that are not in use?</p>	
<p>Is there a person responsible for energy consumption on the premises, or is it automated to fit the purposes of efficient use? On the venue of the event people agree e.g. to switch off lamps and air-conditioning when the rented and other connected rooms are not used.</p>	
<p>You may consider organizing a zero or nearly zero energy event. E.g. use only natural light, presenters are asked not to use laptops and projectors, etc. Be creative ☺</p>	
TRANSPORT, TRAVELLING OF PARTICIPANTS	YES/NO
<p>Are participants encouraged to use environmentally-friendly means of transport (walking, cycling, public transport)?</p>	
<p>Do you facilitate ways in which participants can travel together – e.g. sharing cars?</p>	
<p>If travel costs of participants are reimbursed, do you give preference to support travelling by sustainable means, or do you reimburse them using a higher reimbursement rate?</p>	

ORGANIZATION AND ARRANGEMENT OF THE VENUE	YES/NO
Is the event planned to last for the minimum time required (thus, it is unnecessary for participants to spend more days than needed)?	
If participants need to stay overnight, do you select environmentally-friendly and local accommodation?	
If there is natural light for a long period of time during the event, do you make sure that lights are on only when it is absolutely necessary?	
Is there selective waste collection available on the premises? If not, can you organize it, even if for certain things, typically food waste? If selective collection is available, are participants aware of it? Are there appropriate signs posted for them?	
Are the decoration of the venue and the presentation materials environmentally-friendly and recyclable?	
Is the environmental impact calculated in any way? (e.g. carbon footprint) If yes, is there some kind of an offsetting effort made? (e.g. planting of native fruit trees) Are participants involved in this somehow? (e.g. they are given some trees to plant) <u>Important note:</u> if the carbon footprint of the event is calculated and offset, make sure to pay proper attention to communicating it in a way that participants take the message "let's reduce the footprint of our event as much as we can and then take responsibility for the remaining impact together" and not "if we offset we can emit as much as we can and carry on with our unsustainable practices".	
Do you communicate your environmental efforts related to the event to participants and presenters? (this may increase the positive impact of the event as participants can get inspired by you for their own future events)	
CATERING, FOOD AND DRINKS	YES/NO
Is catering provided by a local enterprise using environmental criteria or having an environmental certification?	
Are the products bought and served locally produced, seasonal and if possible organic/bio?	
At events, great quantities of coffee and tea are consumed usually. Do you check what kind of farm the coffee comes from as far as environmental and social aspects are concerned and select fairly traded and organic options? Or do you require your caterer to do so?	
Do you provide climate-friendly and green eating options? I.e. does the menu include vegetarian/vegan courses preferably made from locally produced seasonal vegetables? Instead of asking participants to say whether they are vegetarian/vegan, you can turn this around and ask meat eaters to tick boxes, and provide a vegetarian meal with the meat dishes marked. This makes a very nice change to set behaviour at events ☺	

Do you ensure that the packaging of food and drinks is recyclable and that they really get recycled (usually by asking your caterer)?	
To avoid waste, are participants asked in advance which meals they would like to have?	
At the main meal, do you provide participants the option to select smaller portions or not to have all the courses to reduce the amount of food waste?	
Are leftovers reused either at the event or elsewhere (e.g. as donations)?	
Is food waste separately collected?	
Are plates, glasses, cutlery, etc. environmentally-friendly? I.e. do you give preference to reusable and washable options over compostable and finally throw-away?	
MATERIALS, IMPLEMENTATION	YES/NO
Do you use environmentally-friendly options for name badges? E.g. wooden pegs and pieces of paper	
At the end of the event do you collect the name badges (if plastic) or wooden pegs from participants so that they can be used again in the future?	
Do you print only those materials that are absolutely necessary, and other materials are made accessible electronically?	
Do you use eco-labelled paper for printouts? Do you use environmentally-friendly printing methods? (e.g. double-sided printing, environmentally-friendly ink, etc.)	
If you use the services of a printing house, do you make sure to select an environmentally-aware printer? (e.g. one that operates a certified ISO 14001, EMAS system).	
Do you ask presenters and contributors to minimize their handouts and distributed materials?	
If you need extra materials for your event (e.g. coloured pens, flipchart paper, post-its, etc.) do you make sure to select eco-labelled and environmentally-friendly options?	
Do you collect and recycle discarded materials and gifts?	
Cleaning is also environmentally-friendly: economical use of water and environmentally-friendly cleaning materials.	
Organizers use their influence as customers to encourage the contracted service providers to make their activities greener.	