

SUSTAINABILITY IN CONFERENCES, EVENTS, AND MEETINGS

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REDUCED CONSUMPTION

- 1 REDUCE, REUSE, RECYCLE, AND UPCYCLE**
...your waste. Remember waste bins for food, plastic, and possibly paper. Encourage bringing your own water bottle and possibly coffee cup for refills.
- 2 DONATE FOOD**
...and leftovers to charitable causes. Shop according to the exact number of participants to reduce food waste.
- 3 GO DIGITAL**
...to eliminate waste from your event. Could you use electronic signage and an event app?
- 4 USE THE RIGHT PRODUCTS**
...event merchandise and promotional items. Avoid single-use items and use as little packaging as possible. Can you replace the physical goodie bag with a virtual one?
- 5 MAKE CLIMATE CONTRIBUTIONS FOR CO2 EMISSIONS**
...with projects that regenerate nature and/or the local community - for example, the Climate Forest Fund.

MORE SUSTAINABLE SUPPLIERS

- 6 CHOOSE A SUSTAINABLE DESTINATION**
...that can host CO2-reduced events and is accessible by greener transportation.
- 7 CHOOSE A VENUE THAT USES RENEWABLE ENERGY**
...and has easy access to public transport or is within walking distance to everything.
- 8 USE LOCAL, SUSTAINABILITY-ORIENTED SUPPLIERS**
...and materials. Check if the supplier is sustainability-certified.
- 9 CHOOSE MORE CLIMATE-FRIENDLY CATERING**
...that can preferably be served with minimal packaging! Can the restaurant offer plant-based dishes? Is there access to tap water that can be filled in your own water bottle?
- 10 CHOOSE AN ENVIRONMENTALLY CERTIFIED ACCOMMODATION**
...book a room in a sustainability-certified lodging, for example, Green Key or Swan Label.

COMMUNICATION

- 11 MAKE THE EFFORTS VISIBLE**
Select Sustainable Development Goals and indicators that are relevant to focus on during the conference.
- 12 MEASURE YOUR FOOTPRINT**
...on the environment and society and report it to event participants, your stakeholders, and the public.
- 13 EDUCATE EXHIBITORS**
...on how they can contribute to creating more sustainable events. Can you reward those who perform the best?
- 14 BE TRANSPARENT**
...share your sustainability and procurement policy and relevant sustainability certifications with customers on your website.
- 15 WORK TOGETHER**
...with all your stakeholders to succeed in the sustainable transition.