



"If current population and consumption trends continue to grow, by 2030 we will need 2 planet Earths to meet our needs. Of course we only have one"

- Global Foot Network

PREPARATION OF THE EVENT

➤ PLAN

With your team evaluate which aspects of your event have the greatest impact on the environment and what you could do to reduce them.

Maybe your event will have many foreign guests who will fly to the event? Maybe you plan to print a lot of materials? Maybe you will have to accommodate the participants? Or maybe your team will use a lot of resources, print materials, move around in the preparation process? Evaluate which aspects will have an impact on the environment and already when planning, think about what you and your team can do to reduce the impact. If you do not plan sustainable solutions already in the project plan, most likely the event will not be sustainable. For example, plan from the beginning that the program and all materials will not be printed, but will be available to participants online.

➤ DO NOT PRINT AND SAVE RESOURCES

Reduce the amount of printing, use recycled or eco-labeled (for example FSC) paper, stationery from recycled materials. For working documents use the other side of previously used paper.

➤ SORT WASTE

Sort your waste. Paper can be recycled! Do not be lazy and take it to the sorting container. Hand over plastic and glass bottles and get back your deposit fee!

➤ SAVE ENERGY RESOURCES

Turn off the light, your computer for the night, disconnect the chargers from the socket – it is not difficult! You just have to implement it as a sustainable hygiene habit in your team's everyday life. Shuts down or hibernate computer instead of putting it to sleep mode. Uses office equipment that has an energy A label.

➤ CHOOSE WISELY

Reduce the use of decorative elements in the design of the event or use sustainable solutions - flowers in pots, local products, soy candles. Do not print banners but instead light up the wall! If you are transporting materials, try to bring everything at once.

➤ START WITH YOURSELF

Show an example and start with yourself! Evaluate your actions and reduce your impact on the environment. Do not use disposable cup for your morning coffee – change your habits! Leave your car at home – come to work by public transport.

➤ INSPIRE

Talk to your team about sustainability! Convince, inspire! A sustainable event only happens when the team values sustainability and really cares about it. Your task is to create sustainable thinking in your team. Also set appropriate sustainability requirements for outsourcing providers. Talk to your team about sustainability! Convince, inspire! A sustainable event only can happens when the team values sustainability and really cares about it. Your task is to create sustainable thinking in your team. Also set appropriate sustainability requirements for your service providers.



"Our biggest challenge in this new century is to take an idea that seems abstract - sustainable development - and turn it into a reality for all the people of the world"

- Kofi Annan

COMMUNICATION WITH PARTICIPANTS

1 INFORMATION

Inform the participant that your event will be organized in accordance with the principles of sustainability. Explain what this will mean for the participants. Explain why you will not print materials, what means sustainable catering during the event. Find out if the participants have any objections or any special requirements. If you do not communicate this information, you will most likely receive an assessment that the event is poorly organized.

DURING THE EVENT

1 ENERGY AND RESOURCES

Take care about resources - save energy, water and other resources while preparing and running your event. For example, if you built the stage and installed the equipment the day before the event, turn off the equipment overnight. Always turn off light where it is not needed.

1 CATERING

Pay attention to catering and coffee breaks – plan them sustainable. Choose local products from the nearby area. Offer vegetarian and vegan options, avoid meat, avoid food served in portions. Choose Fair Trade products (coffee, tea, sugar).

Do not use disposable dishes, food in packing, bottled water. For example, place the water in carafe and participant will be able to fill water in a glass by themselves.

Make sure that the uneaten food is not thrown away - invite participants to take the food with them, provide sustainable containers in which to pack the food.

1 MATERIALS

Print only the materials that are really needed. If possible - use digital materials. Use recycled or eco-labeled paper. Offered pens to event participants only if they ask for them. Choose pens made from recycled or bio-plastic material. Use whiteboards instead of paper sheets.

AFTER THE EVENT

1 EVALUATION AND FEEDBACK

Evaluation is an integral part of the event. Use digital assessment forms and tools, don't print them on paper! Use interactive tools at the end of the event to show the feedback to other participants as well. Great tools like [slido](https://slido.com) or mentimeter.com offer free plans to organize digital evaluation.

1 GIFTS AND SOUVENIRS

If you give souvenirs or gifts to your conference participants, give something meaningful and made from sustainable materials. Place presentation materials, gifts and brochures in a visible place for participants to pick them up, instead of putting them in a folder or bag for every participant.