

Sustainability Checklist

The QEII Centre understands the importance of sustainability and how it is becoming an increasingly significant factor for event organisers and clients when selecting a venue. Throughout all aspects of the event lifecycle there are opportunities to reduce carbon footprint and environmental impact from venue location and accessibility by public transport through to catering and recycling. The guidance and tips provided will help to maximise your positive impacts and lower the negative ones that will affect your event.

Key Benefits

There are several significant benefits to using the checklist, which are listed below:

- Reduces the cost of an event through better energy and waste management
- Reduces carbon footprints and minimizes the environmental impact of events
- Supports corporate social responsibility initiatives and provides a positive image
- Supports local suppliers, businesses and communities

Pre-Event

- Provide name badges that can be collected at the end of the conference and re-used
- Publish the agenda online or through an app in advance
- Conduct all event marketing through email, website(s) and social media
- Communicate with all parties (delegates, sponsors and exhibitors) by email and phone rather than sending materials
- Use re-cycled paper when printing is required
- Provide accommodation options within walking distance of the venue
- Ask delegates booking hotel rooms to interact in a paperless manner by not printing out check-in, check out or billing information
- Choose a green graded accommodation provider (or at least be sure they have a strong green commitment)

Venue

- Choose a venue with a sustainability policy. If it does not have one, ask what initiatives they have in place
- Undertake a site visit to ensure your sustainability requirements can be met and understand what green opportunities the venue offers
- Locate a venue that is well served by public transport
- Provide information on how to get there on foot, by bicycle as well as public transport
- Venues that have their own in-house AV team and equipment to eliminate the need to transport in equipment from a hire company
 - If this is necessary, use a company close to the venue to reduce emissions from transportation and provide an economic boost to local business
- Use digital signage at the venue rather than creating your own signage

Catering

- Choose a venue that has caterers who have committed to sustainable practices
- Avoid excessive waste by carefully planning and not overestimating delegate numbers
- Choose a menu that is sourced from local and seasonal produce
- Check with the venue that it provides Fairtrade tea and coffee
- Provision of re-useable drinking vessels

Energy & Water

- Seek a venue with good levels of natural light.
- Eliminate the unnecessary use of heating and lighting by utilising a venue with energy efficiency measures in place
- Turn off lights and projectors when not in use
- Has water conservation initiatives in place e.g. taps fitted with water reduction devices to reduce consumption

Waste Management

- Select a venue with effective recycling and waste management systems
- Minimise the use of packaged material or where required ensure that it is re-used or recycled
- Use a venue that uses environmentally friendly cleaning products
- Recycle all materials printed for the event

Post-Event

- Do not give out gift bags at the end
- Provide delegate feedback forms or any certification online rather than printing them and ask delegates to rate the event in terms of eco issues in food, venue, organization, location, creativity, energy and waste (including plastic)
- Where possible use leftover items at future events (e.g. notepads, pens etc.)
- Consider leaving a legacy from the event such as sponsoring rainforest, sponsoring a species at ZSL etc, planting/restoring a woodland in UK.