

Checklist

Before planning the event

- Have you defined your environmental sustainability goals in relation to your events?
 - Have you identified the scope and boundaries of the assessment of your events' environmental impact?
 - Have you established a pathway to reach your environmental sustainability goals (including inputs, outputs and intermediate and longer-term outcomes)?
 - Have you allocated sufficient resources (staff, budget, tools) to reach your goals and established a monitoring and evaluation framework?
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When planning the event

Format and travel

- Have you chosen the best format (in person, hybrid or online) for the event, considering both the environment and the objectives of the event?
 - Are you tracking and minimizing carbon emissions from participant travel?
 - Are you offering incentives for sustainable travel (e.g. public transport, carpooling, carbon offsets)?
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Venue and accommodation

- Do the venue and accommodations have environmental management systems, recycling stations and water refill stations?
 - Do they collect data on environmental impact that can be shared with you?
 - Are the accommodations near the venue, reducing transportation needs?
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Catering

- Can caterers prioritize plant-based menu options that are locally sourced and seasonal?
 - Have you planned food and beverages to match participant demand and minimize food waste?
 - Can you eliminate or minimize single-use plastics and packaging?
 - Are composting and recycling options available for food waste and packaging?
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Materials and giveaways

- Can promotional and informational materials be shared digitally instead of being printed?
 - Are giveaways necessary? Are the items sustainable and/or sustainably sourced and produced?
 - Can the name and date of the event be avoided?
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Communication and engagement

- Are there opportunities to promote environmental values and behaviour at the event? *Communication at leadership level is a great opportunity, as is sharing measures that reduce the environmental impact of the event.*
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Suppliers and procurement

- Do your suppliers and service providers (including for the venue, accommodation, catering and materials) have sustainability criteria integrated into their contracts?
 - Does your supplier code of conduct include environmental standards?
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After the event

- Have you included your environmental actions and lessons learnt in the post-event report?
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