



## Appendix 1.

# Checklist for Sustainable Events and Conferences

*This checklist will support the organisation of more sustainable meetings, conferences and other smaller events.*

Event name: \_\_\_\_\_

Yes (1p)

No (0p)

1. Are you communicating our sustainability work in the invitation and via relevant channels?
2. Are you offering the opportunity to participate virtually?
3. Are you telling the participants how they can contribute to our sustainability work?
4. Have you reviewed what you can rent or borrow instead of buying new products?
5. Are a diverse group of men and women represented in the programme and/or on stage?
6. Have you investigated whether participants have special needs such as allergies or impaired vision, hearing or mobility?
7. Are you encouraging participants to use public transport?
8. Are you adapting the start and end of the event to correspond with train and bus schedules?
9. Are you ensuring that the premises are easy to reach via public transport?
10. Are you avoiding giveaways and gifts?
11. Have you thought about taking measures to avoid food waste or made equivalent demands of the catering provider?
12. Will organic food and drink alternatives be offered?
13. Will locally grown food and drink alternatives be offered?
14. Will vegetarian and/or vegan food and drink options be offered?
15. Will fair trade food and drink alternatives be offered?
16. Have you chosen environmentally friendly beverages (e.g. certified coffee, wine, beer, and/or juice)?
17. If the event is to be held at a venue with a liquor license, are you offering an alcohol-free alternative or a maximum of one glass of wine/beer? There should always be at least one non-alcoholic alternative.
18. If the event is to be held in your own/rented premises, you may offer a maximum of 1-2 glasses of a non-alcoholic or alcoholic beverage. There should always be at least one non-alcoholic alternative.
19. Is it possible for visitors to sort waste in visible and accessible containers?
20. Are you avoiding disposable items such as plastic cups and cutlery?
21. Will there be room for breaks and healthy snacks during the event?
22. Have you ensured that no bottled water is offered?

23. Have you ensured that there is functional first aid equipment?
24. Are you encouraging overnight visitors to stay in eco-labelled accommodation facilities?