



Checklist for Sustainable Events and Conferences

This checklist will give you support to design more sustainable meetings, conferences and events, in line with Agenda 2030 and KTH's sustainability goals. The checklist provides useful tips and practical support.

Event name: _____

Yes (1p)

No (0p)

1. Reduce paper prints, communicate digitally.
2. If printed material is needed, have you printed double-sided on environmentally certified paper?
3. Do you communicate sustainability work in the invitation and other channels?
4. Do you offer the opportunity to participate digitally?
5. Make sure the information is accessible and inclusive. Have you published the event in different languages?
6. Have you asked for special needs in the invitation?
7. Do you encourage participants to travel by public transport?
8. Do you inform the participants how they can contribute to the sustainability work? For example, that the diet offered is plant-based, that waste sorting is on site.
9. Is there an opportunity for visitors to sort waste by source in visible and accessible containers?
10. Have you thought about what you can rent or borrow instead of buying new?
11. Are both men and women and diversity represented in the working groups, in the program and/or on stage?
12. Have you investigated whether the participants have special needs, such as allergies, reduced vision, hearing or movement difficulties?
13. Is the premises close to local means of transport?



14. Do you avoid giveaways and gifts?
15. KTH's procured catering suppliers can offer products and menus that are organic, seasonal, plant-based and fair trade. Do you offer food and drink with a lower climate impact?
16. Have you thought about how to avoid food waste? For example, by asking the participants to deregister in good time if they are prevented.
17. There must always be at least one non-alcoholic beverage option. If the event is arranged in your own/rented premises, you may offer a maximum of one to two glasses of non-alcoholic or alcoholic beverages. Will you offer non-alcoholic options?
18. KTH's procured catering suppliers can offer crockery and cutlery. Do you avoid disposable items such as plastic cups and cutlery?
19. KTH's procured catering suppliers can offer water carafes for tap water. Do you avoid bottled water?
20. Will there be space for breaks during the event?
21. Locate the fire exits, fire extinguishers and nearest defibrillator before implementation. Review the need to train staff in fire safety and defibrillators prior to implementation. Have you ensured that there is working first aid equipment?
22. Inform participants of the safety procedures in place before the event starts. Have you informed the moderator/conference host to inform the participants about the emergency exits?
23. Do you encourage overnight visitors to eco-labelled accommodation facilities?