



1

Consider going online

- Do your attendees or participants need to be on site?
- Consider alternating between online and Face to Face meetings, or do hybrid.
- Encourage virtual participation if possible (offering the option; reliable videoconferencing or webcasting)

Consider the venue

- Select a venue with good public transport links, ideally close to major transport hubs. If booking a large venue, look for certification such as EU Eco-label, Green key, ISO 14001.
- Enquire into the 'green' credentials of the venue (waste sorting; energy efficiency). The venue may have an environmental policy in place which will outline this.

2



Consider the catering



3

- Avoid disposable cups/plates/cutlery.
- Use tap water or water dispensers where possible.
- Have plant-based food options for a lower carbon footprint.
- Consider identifying safe ways of donating leftovers to charity.

Consider what you produce

- Avoid single-use plastic name badges or lanyards.
- Think twice before ordering or printing meeting agendas; additional reading for participants; promotional material.
- If you are using participant booklets, enquire into the environmental credentials of the source company.

4



Consider transport



5

- Provide information for attendees on active travel options (e.g. bike parking; public transport routes; walking map)
- Offer and encourage means of arranging car sharing*.
- If the venue is used regularly, consider having designated car-share meeting points

*Car insurance policies need to be indemnified in order to car share within working hours. Check with your insurance company before offering a lift.

Adapted from European Commission's 7 steps for Sustainable Meetings and Events