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TIP OF THE WEEK

EVENTS

Organizing a green event/meeting

- Pick a **central location**, which is easy to get to by public transport.
- **Heating and cooling can be regulated** to make it fit your specific needs.
- Preferably there is ample **natural light** in the event hall.
- If you need artificial lighting, make sure that **there are various lighting options available**, which you will be able to tailor to your needs.
- The food is primarily **vegetarian, seasonal and local**.
- Drinks (e.g. fruit juice) are also local. Coffee and tea are **organic and/or fair trade**.
- **Reusable tableware** is used.
- Have as **few handouts (and other materials)** as possible, and use recycled/ eco-labelled paper.
- **Present your efforts** making the event a more environmentally friendly one to participants and to the public.

PLEASE PUT A RELEVANT LOCAL
PICTURE TO THE FRONT PAGE





Energy Saving Tips



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Organizing a green event/meeting

Be it a big public or cultural event or a smaller meeting or workshop, outside or inside the competing building, there are a number of ways to reduce the energy use involved and to make it more environmentally friendly in general. If the location of the event is somewhere else than the participating building, so it does not directly contribute to your save@work energy savings, still keep in mind that you could reduce the carbon footprint related to the office.

Choosing the venue

- Pick a **central location**, which is easy to get to by public transport, and there is bicycle storage option available on the premises. This way participants are encouraged to use environmentally friendly means of transport to arrive. Information on public transport options is sent out well in advance of the event.
- The venue has energy efficient HVAC system. **Heating and cooling can be regulated** to make it fit your specific needs. Unused spaces are not heated/ cooled unnecessarily.
- Preferably there is ample **natural light** in the event hall. If this is not possible or the event takes place when it is already dark, make sure that **there are various lighting options available**, which you will be able to tailor to your needs.
- The venue has environmentally friendly, energy conscious design.
- There is infrastructure available for separate collection of waste.



Catering

- Catering is provided by local and responsible companies.
- **The food is primarily vegetarian, seasonal and local.** The meat, dairy products and the eggs used are from organic or free-range farms.
- Drinks (e.g. fruit juice) are also local. **Coffee and tea are organic and/or fair trade** and are served from thermoses. Use tap water /**NOTE to partners: check if tap water is safe all around in your country/** instead of bottled mineral water.
- When selecting the menu, also take into consideration the cooking, warming and cooling requirements of the food and drink items. For a smaller gathering you can encourage colleagues to bring homemade cakes and drinks.
- **Reusable tableware is used.** You as an organiser should also try to avoid packaging, but if impossible, make sure that the packaging of the food and drinks is recyclable... and that they really get recycled.
- **Leftovers are distributed** to participants at the end of the event, or alternatively they are given to the needy. As a last resort, they are composted.





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During and after the event

- ➊ Decoration and distributed materials (including possible gifts) are environmentally friendly, enduring and reusable/ recyclable.
- ➋ Encourage participants to bring along their laptops only if essential. Besides saving energy, this way they can also pay more attention to the presentations and participate more in networking.
- ➌ **Use as little electricity as possible:** only use artificial lighting and speakers, microphones if needed.
- ➍ **Have as few handouts (and other materials) as possible,** and use recycled/ eco-labelled paper.
- ➎ After the event share presentation slides and other materials (such as the memo) electronically.
- ➏ **Present your efforts to make the event a more environmentally friendly one to the participants.** You can also include this aspect into the press-release or other coverage of the event. You can also make a connection and talk about the energy saving efforts of the office as part of the save@work project.



Top tips for champions

Create an **internal policy** for the office/ municipality to serve as a guideline for organizing green events, tailored to local needs and possibilities.

Did you know?

The biggest share of the carbon footprint of an event is usually travel and catering. They can add up to as much as 90 % of the total footprint! [/ GDI's own data/](#)

Further reading and ideas:

[Green Event Resources – Tufts University](#)

Sources:

Antal, O., Vadovics E. (2005) Zöld iroda kézikönyv. [Green Office Handbook]. KÖVET-INEM Hungária, HU

<http://intezet.greendependent.org/en/node/179#rendezv%C3%A9nyek> (in Hungarian)

<http://visual.ly/eco-friendly-practices-event-planning>

