

CHECKLIST: SUSTAINABLE MEETINGS AND CONFERENCES

BEFORE

- Choose a location which is easy for the participants to travel in a sustainable way to (bicycle / public transport / train).
- Provides information on the sustainable transport options in the invitation
- Encourage carpooling and steering towards environmental tax if it is not possible to travel sustainably to the site.
- Offer digital distance participation (in real time and / or recorded "webinar")
- Choose a local/place that is Svanen/ Green key marked (ISO 14000 as an alternative).
- If overnight stays are required, offer a Svanen / Green key hotel.
- Considerate cultural celebrations when choosing date/time
- Send invitations in channels that allow you to reach people with different backgrounds (for example, gender, age, foreign background).
- Review so that the invitation is not stereotyped and invite people with different backgrounds / gender to come.
- Clarify the availability of participants with physical challenges
- Consider how you can reduce the environmental impact of the meeting (CO2 and waste preferably)

UNDER

- When needed for nameplates - choose paper badges (preferably Nordic Ecolabelled paper).
- Choose ethical and / or eco-labeled coffee / fruit and healthy options during coffee breaks.
- Choose vegetarian and / or locally produced foods, preferably KRAV-labeled.
- Avoid disposable packaging / items and make demands from the supplier that it is compostable.

- Choose tap water instead of bottles / cans
- Recycle as much as possible! Leftovers, paper, plastic, cardboard and possibly. glass and cans.
- Coordinate transport of material and other goods to the event / meeting
- Replace all "hand-outs" with online information sent by email
- Guarantee good accessibility for everyone with disabilities
- Have a diversity among lecturers and members of panel discussions
- Make sure you have a high level of evacuation safety and inform verbally
- Offer a social activity linked to the meeting
- Replace thank you gift with a gift for sustainable charity or service.
- Evaluate each form of give-aways to participants

AFTER

- Inform about the effects achieved for the visitors / guests (CO2)
- Please offer follow-up "webinar" to maximize the benefit of the meeting
- Ask about tips on how to make the meeting even more sustainable through digital evaluation email
- Evaluate how well you managed to reach people with different sexes / backgrounds?
- Publish a summary of the results on the web

LINKS TO USEFUL WEB PAGES

<http://www.svanen.se/Hitta-produkter/Produktsok/?q=hotell&categoryID=100255>

<http://www.greenkey.se/>

<https://www.naturskyddsforeningen.se/vad-du-kan-gora/gron-guide/5-satt-att-ata-dig-miljosmart>

<http://www.ostgotamat.se/>

S C I E N C E
P A R K
M J Ä R D E V I

<https://www.krav.se/om-krav/krav-markningen/>

<https://www.tekniskaverken.se/privat/avfall-och-atervinning/grona-pasen/>