Checklist for sustainable events

Before

- ☐ Make a decision if the event has to be in person or can be held online.

- ☐ Choose a venue with easy access to public transport, walking or bike.

- ☐ Make sure to inform about sustainable transport possibilities in the invitation.

- ☐ Encourage co-driving and steering towards environmental taxis as a second option.

- ☐ Offer digital participation (real-time and/or recorded webinar).

- ☐ Try to select a venue/facility that is Nordic Swan Ecolabelled/Green Key certified (ISO 14000 as an alternative).

- ☐ Make sure the venue is accessable for all participants.

- ☐ Try to find a method and/or tool to measure the sustainability of the event (including CO2, diversity etc.).

- ☐ If overnight stays are required, try to offer a Nordic Swan Ecolabelled/Green key-labelled hotel.

- ☐ When choosing a time, keep big cultural celebrations in mind, such as Christmas and Ramadan.

- ☐ Choose multiple invitation channels to reach a diversed group of participants.

- ☐ Make sure that language and pictures in the invitation is including and diversed.

- ☐ Have a climate smart plan for eventual give aways to speakers and participants. For example, a gift to a charity organisation.

- ☐ If name tags are needed, select paper or reusable ones.

- ☐ Select local, organic and/or Fairtrade fika with vegan options.

- ☐ Choose vegetarian and locally produced foods, preferably organic, as a standard.

- ☐ Avoid single use and plastic products to reduce waste.

- ☐ Avoid food waste and have a plan for left overs.

- ☐ Select tap water instead of bottles and cans.

- ☐ Recycle as much as possible!

- ☐ Try to minimize emissions from transport of materials and other goods to the event.

- ☐ Be concious about diversity of speakers and members of panel discussions.

- ☐ Make sure to have a high level of evacuation security and inform verbally.

- ☐ Combine seminars with social and physical activities.

After

- ☐ Evaluate and inform participants on the effects achieved (CO2, diversity) and publish online.

- ☐ Send out a digital evaluation to improve sustainability in future events.