

# Sustainable meeting checklist

## Introduction

EUROSAI is a knowledge network organisation. And knowledge can only be shared by people that communicate with each other. Meetings are an essential part of this communication. Meetings provide an opportunity to share information on many different levels, that email and paper cannot yet meet. However EUROSAI is also committed to organising its meetings in the most sustainable and efficient way.

The following checklist is by no means meant to be comprehensive nor mandatory. It should give some basic ideas on what you can do to organise meetings that are sustainable, more environmentally friendly and more efficient. More detailed tips and checklists are listed under Inspiration.

## Preparation

- Assign an Environmental Officer to guard green compliance of your event.
- Consider meeting by telephone or videoconference.
- Prepare a Green meeting policy, to share with all involved: management, suppliers, delegates etc. Including a:
  - Green purchasing policy. Your (potential) suppliers could sign this document in order to comply with your green standards.
  - Order green meeting products, including writing pads with [FSC](#) mark requirements.
  - Create signage that can be reused in future events.
  - Provide reusable nametags (and collect these after the event).
  - Give away promotional items from recycled material that are durable and reusable.
  - Consider a “paperless event”, by communication via:
    - E-mail
    - On-line registration
    - Documents available online and/or via e-mail
    - Hand-outs & reports online

## Transport

- Choose a hotel/venue that is within walking distance or at least within easy reach of public transport.
- Provide delegates with information on public transport.
- Provide delegates with public transport passes.
- If transport by car/bus is needed, use vehicles that use less energy and have reduced emission of greenhouse gasses such as CO<sub>2</sub>.
- Make a mobility plan to ensure maximum efficiency in your use of vehicles.
- Provide bicycles for short distance transport.
- Establish a carbon-neutral initiative to counteract the CO<sub>2</sub> emissions resulting from your event.

## Venue and Accommodation

- Choose a venue with Green Energy.
- Use equipment with the [Energy star](#) label.
- Give preference to hotels and venues with a [Green Key](#) certificate.
- Perform a site visit to verify that your environmental requirements can be met.
- Choose a venue and/or hotel that is willing to do more to become green.

## Catering

- Minimize the use of disposables
- Offer organic meals and snacks which are in season and locally available
- Offer at least one vegetarian or vegan meal option
- Offer [MSC](#) or [ASC](#) certified fish
- Offer tap water instead of bottled water
- Offer fair trade, organic coffee and tea
- Ask delegates to sign up for meals, this will reduce food waste - and your costs
- Inform delegates about their CO<sub>2</sub> footprint per meal/dish

## Communication

- Tell your guests about your green meeting!
- Get them involved by:
  - Providing only online documents.
  - Recommending them to take only what they need.
  - Giving them durable, reusable items from recycled material.
  - Allowing them to promote their own green initiatives.

## Inspiration

For more inspiration and information please visit:

- United Nations sustainability website: [www.greeningtheblue.org](http://www.greeningtheblue.org)
- UNEP Sustainable events guide (2012) & green meeting guide (2009): <http://www.greeningtheblue.org/resources/meetings>
- Green Meeting Industry Council: [www.gmicglobal.org](http://www.gmicglobal.org)
- Meeting Professionals International: [www.mpiweb.org](http://www.mpiweb.org)