



On the road to **GREEN** events

Every meeting has an impact on the environment. It consumes energy, produces waste and causes air emissions such as greenhouse gases that contribute to climate change.

In line with our philosophy of sustainability, we would also like to organize our corporate events in a way that reduces our environmental footprint, possibly offsetting it.

Minimizing paper usage



- **Registering** participants and **accrediting** media electronically.
- **Any printing** done for the event or for the event/registration package will be printed on recycled paper and be double-sided.
- Using **digital screens** at event venues, wherever possible, to display the day's program.
- Making all information, including event hand-outs, available **online**.
- **No printed brochures** available.
- Using dry-erase **whiteboards** instead of paper flip charts.

Reusing and recycling, whenever it is possible



- Using **re-usable plastic name card-holders** and asking participants to **return card-holders** at the end of the event to a special box.
- Having **promotional items** made from recycled materials, produced locally if available or generic, or supporting sustainable behavior.
- Encourage **waste separation** at source if possible.

Reducing consumption



- Requesting **meeting rooms with windows** that open for ventilation and natural lighting.
- Turning off **lights, air conditioning** and other electronic equipment when not in use.

Responsible transportation



- Recommending public transport and/or **car sharing** for the transport to the event spot.
- Providing **carbon-offset compensation** programs for the transport with sustainable activities (planting trees at our locations, creating insect hotels, etc)

Responsible catering & accommodation



- **Reducing food waste** by confirming and updating the guaranteed number of event participants.
- **Avoiding plastic bottled water** by requesting water served in jugs.
- **Avoiding single-serve containers** for food and condiments as much as possible.
- Asking for Green Menus or choose typical **local dishes** using **local ingredients**, subject to seasonal availability.
- Offering **vegetarian and/or vegan food** selections
- Cooperating with **hotels having an environmental policy** and an environmental action plan, conveying its environmental policy to guests (e.g. through videos, publications, signage), and encouraging guest cooperation.
- Possibility to **take leftovers home**.
- Incentivize **reusing of dishware and cutlery**.

