

# Green Meeting Checklist



## Why hold a green event?

- Holding a green event means acting in a resource-efficient manner. This not only saves resources and reduces waste but also lowers your costs.
- Holding a green event can raise awareness of the highly current topic of environmental sustainability.
- Holding a green event leads to an exchange of knowledge.
- Holding a green event educates all the parties involved about environmental sustainability.
- Holding a green event can motivate not only organizers but also participants to get involved in the topic.

## The following measures could contribute considerably to a sustainable event

### Transportation

- Encourage delegates to travel to and from Basel by train > check out our DB Deutsche Bahn Event Ticket option for visitors travelling from Germany.
- Promote active and public transport. Basel is a walkable city – most attractions can be reached on foot or by the excellent public transport system.
- Promote the BaselCard among participants. The BaselCard enables all guests staying in a hotel in Basel to use public transport for free during their stay.
- Try to achieve a CO2 neutral conference.
- Team up with a local offset company, and promote them at your event.
- Offer teasers for attendees purchasing emission offsets (reduced participant fees, free lunch etc.).

### Accommodation

- Encourage your participants to choose either a hotel within walking distance of the conference venue or accommodation within the Basel public transport network.
- Recommend hotels committed to sustainability or with sustainability labels.
- Encourage participants to use the BaselCard for free public transport during their stay.

### Food & Beverages

- Local and seasonal products
- Organic products
- Fair trade products
- Avoid packaging
- Appropriate amount of food
- Offer tap drinking water only
- Offer vegetarian food only (as vegetables require less energy in production than meat).
- No disposable glassware or dishware
- No disposable napkins, or if necessary compostable napkins
- Use biodegradable disposables if not avoidable.
- Provide drinking bottles for your delegates to drink out of the bottle and refill them.

- Ensure that glass and other disposable products are properly recycled.
- Communicate the sustainable outline of your catering and menu to your delegates.

#### Exhibition & Exhibitors

- Use recycled and recyclable material.
- Re-use the exhibition booth.
- Encourage exhibitors to select reusable give-aways or give-aways in recycled material.
- Encourage exhibitors not to use packaged give-aways.
- Establish a zero-waste policy for promotional material for your exhibitors; only bring as much printed matter as needed.
- Encourage exhibitors to reuse their packaging material.
- Encourage your exhibitors to sort their waste.
- Reward exhibitors with a "green exhibitor award" for their green efforts.

#### Event Materials

- Use fair-trade organic cotton conference bags.
- Avoid printed materials.
- Avoid a printed programme book, or reduce the size of the conference programme to a minimum (exclude abstracts).
- Print the conference book on recycled paper.
- Offer a searchable PDF or an interactive conference application for smartphones and tablets with all the information on participants, sessions, and posters.
- Ask participants whether they are willing to use just the electronic version.
- Nametags: use recycled paper and material. Request participants to return the holder and provide a bin at the exit for this purpose.

#### Event Production Guidelines

- Use electronic signage rather than printed signage.
- Work with organic and local decorations, such as flowers, or use reusable decorations.
- Request that the rooms be cleaned with non-toxic cleaning solutions.
- Avoid paper towels in the toilets.
- Purchase green power (or offset power consumption).
- Do not air-condition the rooms when not in use.

### Communication of sustainability initiatives

- Establish a green team for the event.
- Use fair-trade organic cotton T-shirts for event staff.
- Inform staff and delegates about the sustainability guidelines of the event.
- Establish a reward/award programme for delegates, exhibitors and staff.
- Implement the green guidelines of the event in all communication materials.

### Social activities

- Organize social activities within walking distance of the conference venue or choose a venue within the Basel public transport network.
- Recommend venues committed to sustainability or with sustainability labels.
- Encourage participants to use the BaselCard for free public transport during their stay.
- Select social activities that help promote environmental protection.
- Organize different activities for you and the participants, such as yoga, swimming in the Rhine and Fun Runs or similar to regenerate body and soul.