

Sustainable events and meetings *guidelines*

Commitment to Sustainability

This Sustainable Events and Meetings Guidelines have been developed to assist event organisers in running their events and meetings more sustainably, from planning and choice of venue, to event promotion, catering, transport and waste management. Remember, it's not all or nothing. You can start with a single initiative and work from there.



Event promotion

- Do not provide 'show bags' or promotional material at the event and encourage sponsors and other presenters to do the same
- Use email, online systems or SMS services for registrations, advertising and confirmations to minimise the need for printed material
- Where printing is required, print on both sides of the paper and use post-consumer recycled content paper
- Provide links to a website from which notes and presentations can be downloaded and viewed
- When promotional material is needed, provide products that are made from sustainable material such as jute bags, bamboo pens, items with recycled content etc.
- If making an introduction to the event, state your sustainability efforts and promote the event as socially and environmentally responsible

Venue selection

- Choose a venue that is close to public transport rather than delegates having to use cars
- Ensure that venue size reflects the needs and numbers of participants to avoid excessive lighting, heating and cooling requirements
- Request rooms with natural ventilation and lighting
- Keep the heating and air-conditioning in the event's rooms at a set temperature. The recommended thermal comfort temperature range is 19-26 degrees Celsius
- Prioritise venues with accredited green power and/or green star accreditation for construction and building requirements
- Select external venues that demonstrate a commitment to sustainability.

Transport

- Promote the use of public transport by providing directions, appropriate train and tram timetables, maps and details of any shuttle buses or carpooling schemes in event invitations
<https://www.monash.edu/people/transport-parking>
- Consider the use of virtual conferencing. Make your conference a webinar or offer videoconferencing for delegates
- Provide bike storage areas for delegates
- Encourage Monash students and staff to use the sustainable transport options ie carpooling, carshare
<https://www.monash.edu/people/transport-parking>



Catering

- Provide reusable cutlery and crockery and glassware or, if unavailable, paper-based items
- Provide ethically sourced food and beverage options, including tea, coffee, sugar and chocolate
- Limit individually wrapped items like sugar and coffee packets to avoid waste
- Use tap water in jugs instead of bottled water or offer access to a water fountain
- Consider your food choices and provide a good range of locally sourced, vegetarian choices that minimise the environmental footprint
- Ensure catering quantities are based on the number of RSVPs received

Recycling and waste management

- Reduce use of packaging material and ensure essential packaging materials are reusable or recyclable
- Minimise name tag use — re-use old name tag holders and collect unwanted name tags at the end of the event
- Ask attendees for any special dietary requirement to reduce food waste
- Do not use plastic bags. If a bag is required, use a paper bag.

Prior to your event

Contact Buildings and Property at buildings.property@monash.edu or **9902 0222** with the following details:

- The type, location and duration of your event
- The number of people expected

Buildings and Property will assist you by:

- Providing bins for general waste, commingled recyclables and organic waste (where possible)
- Providing bins for 'back of house' (e.g. stallholders) as well as attendees
- Ensuring that recycling bins are positioned appropriately and with adequate signage

Checklist

Remember, it may not be possible to do everything. Start with a single initiative and work from there.

Go ahead and make your next event a sustainable one!

- Use electronic systems for promotion, registration, advertising and confirmations to minimize the need for printed material
- Do not provide promotional materials or show bags at the event
- Provide all notes and presentations on a website so they can be downloaded and viewed online rather than printed
- Ensure that venue size reflects the needs and numbers of participants to avoid excessive lighting, heating and cooling requirements
- Choose a venue close to public transport and promote sustainable transport options
- Provide reusable cutlery and crockery and glassware or, if unavailable, paper-based items
- Limit individually wrapped items like sugar and coffee packets to avoid waste and reduce packaging
- Use tap water in jugs instead of bottled water or offer access to a water fountain
- Minimise name tag use — re-use old name tag holders and collect unwanted name tags at the end of the event
- Contact Buildings and Property to ensure you have the correct waste bins available at your event

Contact details

Sustainability Coordinators
Business Support
Buildings and Property

Tel: 9905 1703 or 9902 0427

Email: environment@monash.edu