

CHECKLIST FOR A RESPONSIBLE EVENT

The essential checklist for organising a responsible event, which matches your values and your CSR approach while improving the experience for your delegates. Follow the guide!



A PLACE COMMITTED TO SUSTAINABLE DEVELOPMENT

- A place recognised for its commitment (for example, ISO 20121)
- Accessibility by public transport, on foot, and for people with disabilities
- Carefully controlled energy and water consumption (natural light, renewable energies, presence detectors, etc.)
- Responsible purchasing policy
- Waste sorting



ECO-RESPONSIBLE COMMUNICATION

- For paper media, choose suitable formats, in limited quantities, on recycled paper...
- Paperless content also has an environmental footprint: optimise the size of files and sending emails
- Use badges printed on paper derived from recycled natural raw materials or, if you choose classic badges, collect the lanyards and holders at the end of the event to reuse them
- For stands/backgrounds/stage installations, choose service providers who can provide eco-designed, reusable equipment
- Choose sustainable signage made from recycled and recyclable materials with no date to reuse them
- Inform participants of the actions taken during the event to raise their awareness of the challenges of sustainable development



SUSTAINABLE CATERING

- Ask for local, fresh, seasonal products and, if possible, delivered by short circuit
- Choose organic or fair trade products
- Choose white meat over red
- Provide a vegetarian alternative to the menus
- Ask for reusable or, failing that, recyclable tableware
- Adjust the order to avoid waste
- Donate uneaten food to an association



SORT AND RECYCLE WASTE

- Anticipate the production of waste from the event, in particular from exhibitors
- Identify the waste sorting and processing options available on site, arrange others if necessary
- Limit as much as possible, or even eliminate the use of carpeting
- Contact associations and recycling centres to invite them to recover certain materials and give them a second life
- Raise awareness among teams, service providers, exhibitors and participants about sorting waste
- If possible, evaluate the amount of waste produced to compare from one edition to another



TRAVEL FOR PARTICIPANTS

- Choose a destination easily accessible by train
- Organise carpooling
- Select accommodation close to the reception venue
- Promote soft mobility on site: on foot, by bike, by public transport



VISUALISE THE IMPACT OF YOUR EVENT

- Don't worry about the figures! Calculate your environmental impact for free using the CLEO tool, developed by UNIMEV, to consolidate and optimise your CSR approach.



OFFER PARTICIPANTS THE BEST FROM THE REGION

- Organise tours, guided or independent, on foot or by bike
- Promote fun, environmentally friendly activities: tastings of local products, discovering traditional craftsmanship...
- Offer local souvenirs that reflect your values