

Environmental Check List for Organisers

Conference Venue:

- The venue has an environmental policy
- The venue is accessible
- The venue caters for all cultures

Waste

- The Venue does not use disposable cups / glasses / crockery and utensils
- Wherever possible the venue has avoided using food in individual wrappers
- The Venue has limited the use of handouts, and made sure they are printed double sided
- Registration packs are re-usable
- Wherever possible the venue has used reused name bags
- Wherever possible signage and displays are re-usable
- There are lots of conveniently located recycling bins
- The venue has purchased recycled products to close the recycling loop

Transport

- The venue is well located for public transport
- The venue encourages visitors to walk use bicycles & public transport
- The options for sustainable transport are published on event material and the website

Food

- The venue has a policy of purchasing locally sourced food
- The Venue is providing healthy options
- The tea / coffee juice and fruit are fair-trade
- The food is organic where appropriate
- Water from jugs is provided rather than bottles

Printed Materials

- Printed material is produced on recycled paper and card
- Everything practicable is printed double sided
- The venue has used vegetable or soy based inks for their printing
- All documents include the papers environmental credentials