

## How can we make our meetings and conferences more environmentally sustainable?

Meetings and conferences, where large numbers of people may travel long distances, can have a large carbon footprint. Actively seeking to minimise your meeting's environmental can be hugely beneficial. This document contains ideas of actions that can reduce the environmental impact of your meetings and conferences.

### Super Simple

- Re-use name badge holders
- Do not provide free gifts, especially if they are made of non-recyclable materials or plastic
- Provide downloadable or app based notes and programmes rather than paper copies
- Allow/encourage online participation (which will also increase accessibility)

### Diving Deeper

- Agree to cover the costs of environmentally friendly transport options where travel is reimbursed e.g. train rather than aeroplane
- For physical meetings, ensure that the venue is easily accessible by mainline public transport
- Do not provide single use items, including cutlery and crockery, etc.

### Eco Expert

- Source food and drink carefully. Seek low carbon footprint, low/biodegradable packaging, organic food and drink, and ensure plenty of vegan/vegetarian options are available.
- Avoid wasting excess food and drink. Order carefully for the number of attendees and have a plan for what to do with unused food and drink.
- Ensure physical meeting venues have sustainable business practices e.g. recycling is available, sustainable energy is used, building are well insulated etc.

**Thanks for reading! Share your successes and ideas with us:**

Find the Environmental Sustainability Group on the IPEM website, IPEM Communities of Interest and twitter:

<https://www.ipem.ac.uk/>

<https://my.community.ipem.ac.uk/home>



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