**GUIDANCE ON HOW YOU CAN**

**MAKE YOUR EVENTS ECO-FRIENDLY**

This document provides practical advice on how to ensure that your events - whether a meeting, workshop, training course, or conference - **cause less harm to the natural environment**. It focuses on four aspects of organising events that have the most negative impact on the environment: transportation, catering, waste, and energy consumption. The tips were prepared based on inputs from dozens of People in Need staff from various countries as well as available online resources. We understand that different measures are relevant for different contexts and events, so we propose that you **adapt this "checklist"** to the work you do. We also suggest that you **share it with your colleagues** and encourage them to use it.

**TRANSPORT OF PARTICIPANTS**

The transport of participants is usually the most significant source of an event's carbon footprint, often accounting for up to 80% of an event's greenhouse gas emissions. How can you change this?

* Consider whether the event can be held online without compromising its objectives.
* If it cannot be an online-only event, offer both options: joining in-person or online.
* If it is an in-person event, hold it close to where people live / work to reduce the travel distance.
* Choose a location that is easily accessible by public transport, if available. Encourage participants to use it.
* If people have to fly to the event, advise them to choose the most direct route, as it emits less greenhouse gasses.

**CATERING**

It may surprise you, but the food we serve at our events is often the second largest source of event-related greenhouse gas emissions. How can you make your catering more climate-friendly?

* Order vegetarian meals - vegetarian food has a significantly lower carbon footprint than meat dishes. Such a measure is also considerably more impactful than buying locally sourced food (which, of course, is also great).
* Learn from previous events and try not to order more food than people usually eat - let's not waste food. Decide in advance what to do with food that has not been consumed but is safe to eat (e.g. who to donate it to).

**WASTE**

Making events eco-friendly isn't just about reducing greenhouse gas emissions. It is also about producing less waste. How can we achieve this?

* Offer water from dispensers / jugs or drinks from reusable glass bottles instead of providing plastic water bottles.
* Do not use disposable plastic or paper items, such as cups, plates, cutlery, etc. Use reusable ones. If you organise events in hotels and similar venues, prioritise those that use reusable items.
* Avoid using single-use banners. Instead, project banners using a projector or use reusable banners.
* Reduce the number of printed documents. If possible, share them instead via email or QR code.
* Avoid providing notebooks, pens, folders, etc., unless people really need them. If you must provide them, choose those made of recycled or other eco-friendly materials.
* Consider not giving gifts. If this isn't possible, offer eco-friendly gifts that people are likely to use (e.g. food).
* Make recycling bins available and encourage people to use them.
* Take extra steps, such as not using single-use decorations and reusing name tags.

**ENERGY CONSUMPTION**

* Heating and cooling consume the most energy so ensure that it is set at a moderate temperature.
* Avoid using unnecessarily large rooms that require too much light and cooling or heating.
* Prioritise venues using eco-friendly lighting (solar energy, LED lights) or offering outdoor meeting areas.
* Make sure that the lights are not switched on unnecessarily.

**AND FINALLY, MAKE GREENING YOUR STRENGTH AND INSPIRE OTHERS**

When introducing the event, explain what environmental measures you take and why. People will understand them better, will see you as an organisation that cares about protecting nature and might get inspired to do the same!