

How do I make my event greener?



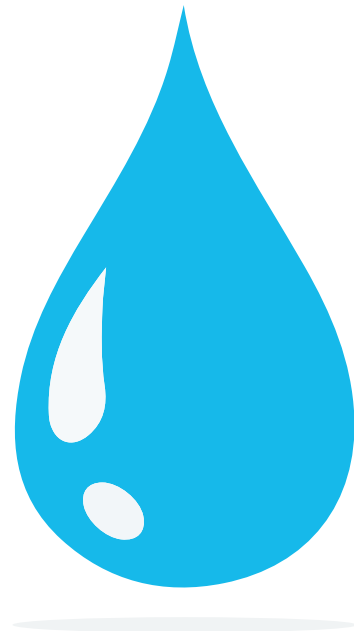
Provide accurate numbers for catering to reduce food production



Promote public transportation and carpooling options before and during the event



Reduce waste by going paperless



Encourage the use of reusable water bottles

You can take proactive steps to ensure your event results in positive social and environmental impacts.

You can create a sustainable event in each step of the planning process.

Here are some suggestions* you may choose to implement:

Pre Event/ Bump In	During The Event	Post Event/ Bump Out
<p>Food & Beverage</p> <ul style="list-style-type: none"> Provide accurate numbers for catering to reduce over production of food Choose menu items and beverages that use Queensland products Select vegetarian and vegan menu items <p>Transport</p> <ul style="list-style-type: none"> Encourage delegates to select local accommodation Promote public transportation and carpooling options before and during the event <p>Waste Management</p> <ul style="list-style-type: none"> If printing, choose recycled content paper containing post-consumer fibres and ensure all printed conference material is double sided. Assess whether promotional materials such as banners and posters can be reused from previous years, or purposely design material that can be used year in and out Avoid metallic ink, varnishes and lamination as these products cannot be recycled. Limit or avoid using glossy paper which is more difficult to recycle. No plastic package mints, lollies or chocolates <p>Water Consumption</p> <ul style="list-style-type: none"> Encourage attendees to BYO water bottles and fill water with provided water stations Upgrade to glass water and carafes on tables <p>Energy</p> <ul style="list-style-type: none"> Encourage attendees to offset their carbon footprint Provide a digital platform for all relevant information, including document submissions, conference registrations and presentations 	<p>Food & Beverage</p> <ul style="list-style-type: none"> Promote local Queensland suppliers through signage and messaging across the event, raising awareness amongst attendees to support local farmers Encourage guests to utilise organic waste streams to ensure excess food is recycled <p>Transport</p> <ul style="list-style-type: none"> Promote green travel methods to attendees to reduce emissions Consider surveying attendees on their travel methods to benchmark and improve on in future years <p>Waste Management</p> <ul style="list-style-type: none"> Ensure waste streams are used appropriately by attendees Highlight the negative impact of waste contamination and encourage positive visitor behavior Reduce waste by going paperless and removing plastic bags, use technology to create electronic registration and show guides and encourage exhibitors to use reusable bags for any giveaways <p>Water Consumption</p> <ul style="list-style-type: none"> Hand out reusable water bottles as part of the event satchels for delegates Encourage staff and attendees to carry reusable water bottles with them <p>Energy</p> <ul style="list-style-type: none"> Minimise use of machinery, power tools etc that consume power across the event 	<p>Food & Beverage</p> <ul style="list-style-type: none"> Collaborate with the Royal ICC to repurpose and donate excess food where applicable i.e. Ozharvest <p>Transport</p> <ul style="list-style-type: none"> Minimise congestion and overuse of vehicles by scheduling bump-out times <p>Waste Management</p> <ul style="list-style-type: none"> Recycle communication materials such as name badges place cards and lanyards. Share the success of waste diversion initiatives through social media and relevant communication channels <p>Water Consumption</p> <ul style="list-style-type: none"> Benchmark water consumption and monitor year on year if applicable <p>Energy</p> <ul style="list-style-type: none"> Benchmark energy consumption and monitor year on year if applicable 

*Additional costs may be incurred