## Sustainable Event Checklist

1. **Is a physical event necessary?**
   - Re-think & digitalise your project design. If you can do away with doing a an on-site project entirely, go for virtual implementation

2. **Do you really need to travel?**
   - You should only travel if there is a clear role in the work trip. Avoid travelling just to be “in attendance”
   - If you are thinking of doing a “prep trip”, reconsider this option. Use Zoom/Teams to talk to your counterparts

3. **Is your venue green?**
   - If possible, opt for a sustainable venue
   - Ask them for their sustainable practices
   - Does the venue have some kind of green certification?
   - Where does the food come from? You can always ask for locally sourced food for catering
   - How do they source their energy? Is there a solar or renewable system in place?
   - How do they manage their waste? Is there any type of waste management system in place?
   - Request for water dispensers without plastic cups and remind participants to bring their own water bottles. Tell hotel no need for complimentary drinking water in PET bottles.

4. **Event materials (printing/tags/gadgets): are the 3Rs applied?**
   - Reduce: provide virtual versions of programme, participants booklet, reading materials; avoid shipping materials to the venue if they can be acquired locally
   - If possible, consider using virtual event app
   - Reuse – communicate clearly about no plastic approach - opt for reusable coffee cups or water bottles (you can ask people to bring their own cups & bottles)
   - Recycle – save name badges and recycle them for future events; avoid customisation e.g. printing date and location on event materials – then, you could recycle for other events

5. **How to select catering/food vendors?**
   - Give priority to caterers who: have environmental policies in place; employ people with difficulties accessing the labour market; incorporate fair and equitable working conditions
   - Choose vendors that offer food that is locally grown, organic, seasonal and preferably vegetarian
   - In case you still choose to have seafood/meat, make sure it is sustainably sourced, possibly eco-labelled & from local farms

6. **Transportation**
   - Choose an event location that is central to where most participants are staying and, easily reachable by public transport
   - Use the most direct economy class flights, instead of options with layovers

7. **Is your hotel green?**
   - Does your chosen hotel have some kind of green certification?
   - Ask if they offer complimentary water in plastic bottles; if you are in a country where tap water is safe, opt for that
   - Ensure accessibility for all (access to buildings, stages with ramps, acoustics for hearing aid users, etc)

8. **Walk the talk and communicate!**
   - Present actions you have taken to make your ASEF event sustainable and communicate via social media & other communication channels
   - Disseminate results after the event
   - Involve participants in the sustainability efforts: e.g. in practical info document, recommend that they bring their own water bottle, pen and paper

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**Sustainable Travel & Tourism**

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Thank you for reading this! Your sustainability efforts contribute to a more sustainable future and cleaner environment!

If you find this checklist useful please share it via your own channels and tagging ASEF!