Sustainable Event Checklist

1. Is a physical event necessary?
   - Re-think & digitalise your project design. If you can do away with doing 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

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!