The INGENIUM SDG / EGD and Global Partnership Agenda

INGENIUM Event sustainability checklist

Workpackage 7- INGENIUM for Sustainable Development

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INGENIUM EVENT SUSTAINABILITY CHECKLIST

Organizing an event can produce a significant environmental and social footprint. Events consume energy and other resources, generate waste, produce emissions and pollution, and impact biodiversity. They can also have an impact on the surrounding communities and other stakeholders. If organized sustainably, events can have a positive impact in raising awareness and demonstrating positive effects on the society, contributing to the global sustainability goals.

Food, beverages, and servings	Ask for sustainable tableware. Prefer reusable or at least biodegradable or recyclable.	
	Select sustainable food sources such as vegetarian/vegan, locally produced, seasonal, organic, and certified (e.g., Fairtrade).	
	Reduce food waste e.g., by calculating the number of participants and preferring plated menus to buffet style.	
	Consider all dietary needs, such as allergies, intolerances, and religious, cultural, and other diets.	
	Avoid bottled water, prefer regular glasses with refill points, that can also be used to fill participants own reusable bottles.	
INGENIUM merchandise	Select sustainable options e.g., certified products and materials, organic cotton, recycled textiles, and non-plastic products.	
	Consider product quality and usability of the product after the event as it results in a longer service life.	
	Consider the packaging. Prefer recyclable, non-plastic options.	
	Assess the need for each item carefully.	
Paper and other materials	Reduce the amount of printed material, prefer sharing material in electronic form.	
	When printing, consider page layouts and use double-sided printing.	
	Choose eco-friendly paper.	
	Offer other office items, such as pens, post-its and paperclips, only if necessary.	
Space utilization end electricity	Consider space occupancy rates while planning the event and choosing venues. Do not book unnecessarily large spaces.	
	Control the use of energy e.g., by limiting the number of spaces that are lit or airconditioned.	
	Do not leave lights, computers, or screens on, when leaving a room or venue.	
Recycling and waste management	Check that there are enough recycling points for different waste fractions.	
	Ensure sufficient instructions for recycling at the event locations.	
Inclusion and non-discrimination	Implement existing or draft new non-harassment and non-discrimination policies or similar guidelines for the event.	
	Make sure that there are procedures in place for intervening and reporting on harassment and discrimination.	

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	Promote local culture and heritage to enrich event experience and educate event participants.	
Accessibility	Contact your event participants to check their accessibility needs.	
	Accommodate for accessibility needs.	
	Consider having designated quiet spaces where people can take short breaks to recharge or regroup.	
	Ensure that the event is gender-neutral and has gender-neutral facilities available.	
Venues	Prefer venues that aim for sustainability e.g., by using renewable energy, offering sustainable food, or compensating emissions.	
	Ensure proper accessibility of the venue.	
	Check that the venue has gender-neutral facilities.	
	If applicable, ensure that the venue meets the equipment requirements for a hybrid meeting.	
Local transportation	Try to keep the event locations near each other, preferably within walking distance.	
	Encourage accommodation near the venue, preferably within walking distance.	
	Encourage participants to walking or using public transportation, provide support for non-locals in using public transportation.	
	If walking or public transportation is not possible, offer joint transportation e.g., bus transportation.	
Cooperation partners and procurement	Implement sustainable procurement policy if your university has one.	
	Implement supplier Code of Conduct if your university has one.	
	Be inclusive in choosing your cooperation partners. Prefer SMEs and local, women-owned, or immigrant-owned businesses.	
Programme planning	Ensure that the programme does not require a lot of travelling, especially if the locations are not within walking distance.	
	Ensure that the programme is clear enough so that people know where they are needed and when.	
	Prepare you programme well in advance so that only the necessary people travel to the event.	
	Consider the possibility to arrange the event in a hybrid format.	
Communications and reflection	Communicate the sustainability of the event to the cooperation partners and suppliers during the planning of the event.	
	Communicate the sustainability of the event to the participants and try to include them in the effort during the event.	
	Ask for feedback and further suggestions on sustainability as part of your feedback surveys after the event.	
	Reflect on feedback and the lessons learned and try to make your next event even more sustainable!	