

## GREENER EVENTS IN 7 STEPS

1

BOOK A VENUE

2

BOOK HOTELS

3

ADD A DASH OF GREENERY TO  
TRAVEL ARRANGEMENTS

4

BE SMART AND GREEN ABOUT  
YOUR CONFERENCE MATERIAL

5

GREEN YOUR CATERING

6

ORGANISE YOUR SIGNPOSTING

7

COMMUNICATION -  
EXPLAIN WHAT YOU DO

BY DG SCIC

**1****VENUE****Yes / No**

Do you need a physical conference?	
If so, offer digital participation already at the registration page	
Book a venue with good public transport links, preferably not remote from capitals / major hubs in order to avoid shuttles buses and high use of cars	
Care about energy efficiency and waste sorting : give priority to eco labelled buildings, see on the visitbrussels.be website for example in Brussels	

**2****HOTELS****Yes / No**

Give priority to hotels close to the conference venue	
And/or with good public transport links	
And who are certified environmentally friendly (EU ecolabel, Green key, EMAS, ISO 14001)	

**3****TRAVEL ARRANGEMENTS****Yes / No**

Provide public transport passes with clear directions and timetables	
If local transfers by car are needed use buses or minibuses, not individual taxis	
Ask your contractor to provide carbon offsetting for intercontinental flights	
Promote walking – help with maps	

**4****CONFERENCE MATERIAL****4 Rs Refuse - Reduce - Re-use - Recycle**

<u>Refuse</u> : do not accept to produce goodies whose relevance and added value is unclear or questionable	
<u>Reduce</u> : only produce items really necessary, in the minimum quantities	
Use leftover stocks from previous conferences	
<u>Re-use</u> : Don't customise promotional items to match a specific event or date, but keep the information generic so you can re-use them	

<p><u>Recycle</u>: pick items made of recycled material and/or which are recyclable Say no to plastic cups, nylon lanyards etc, but choose organic cotton bags and decomposable materials – buy fair trade, too, if possible</p> <p>SCIC catalogue with eco-friendly and sustainable items: IGEP <a href="https://myintracomm.ec.europa.eu/serv/en/scic/conference/Conforg/Documents/IGEP_SCIC_CATALOGUE.pdf">https://myintracomm.ec.europa.eu/serv/en/scic/conference/Conforg/Documents/IGEP_SCIC_CATALOGUE.pdf</a></p>	
Avoid long distance deliveries so to diminish carbon footprint	
Collect leftovers and think about re-using or recycling them. Install bins that allow for separating waste at conference venues, don't be afraid to pay a supplement for this.	
Go paperless: move the programme, background documents and bios on-line	
If still need to print, use recycled or FSC certified paper and eco-friendly ink when ordering	

## 5 CATERING

Yes / No

<u>In EC premises :</u>	
Pick the organic options from the PRESTO catalogue	
Double-check + adjust quantities (two days prior) to limit waste	
Water dispensers (fountains) instead of plastic bottles	
Push for tap water – try to get jugs	
<u>Outside EC premises</u>	
Suggestions for technical specifications: organic, prefer local products, etc	
Prefer plant-based food for lower carbon footprint and animal welfare	
Avoid plastic plates and cutlery; think of alternatives like paper or bamboo	
Use environment friendly materials and indicate it (" <i>I am compostable</i> ")	
Limit food waste – get in contact with local food banks / NGOs / charities	

## 6 SIGN POSTING

Yes / No

Use existing, local or reusable structures	
Go for generic signposting: roll-ups, banners with policy name or slogan rather than event title/date	
Paper signposting on recycled paper	
On-screen signposting	
Avoid single-use plastic displays	

Yes / No

## 7

## COMMUNICATION

Be good and tell it! Indicate your green choices to your audience so that they are aware of the Commission's efforts	
By this, use the conference to convey a strong message : show the Commission is sustainable	
Explain in invitations how to reduce environmental impact of travel	
Use social media to promote green action	
Ask for feedback on sustainability as part of post-conference evaluation	

For any purchase you shall make for a conference, have a look at the green tips on the Green events webpage of EMAS : <https://myintracomm.ec.europa.eu/staff/EN/buildings-transport/environment/emas/Pages/sustainable-work-pledge.aspx>

or get advice on specific files from the *Green Procurement helpdesk* :

[gpp-helpdesk@europarl.europa.eu](mailto:gpp-helpdesk@europarl.europa.eu)

Green Public Procurement webpage: <https://myintracomm.ec.europa.eu/staff/EN/buildings-transport/environment/Pages/green-procurement.aspx>