

SUSTAINABILITY CHECKLIST FOR EVENTS

The CTICC strives to support the implementation of events in a sustainable manner. Please speak to your Event Executive with regards to specific requirements.

The following should be considered when hosting an event at the CTICC.

PLANNING



You need a plan for going green, and a team to implement it.

- Do you have an environmental policy for your event? If so, please submit it to your Event Executive to ensure co-ordination.
- Do you have a green team or champion in place for your event? This helps to ensure that event greening is implemented practically.
- Has your staff received training around event greening practices and principles?
- Ask to meet the CTICC Sustainability Officer early on in your event planning meetings.

ECO-PROCUREMENT



Procurement of products and services has a big impact on event greening and helps support the local economy.

- Have you given preference to locally manufactured products and services to help build the local economy?
- Have you given preference to environmentally friendly products or services to reduce your event's environmental footprint?
- Have you considered how you can REDUCE, REUSE and RECYCLE when procuring products for your event? Avoid goods that are excessively packaged and buy in bulk where possible. Avoid the use of single-use, disposable products such as polystyrene cups.

ENERGY EFFICIENCY



Electricity consumption has a huge impact on the carbon footprint of an event and the CTICC aims to be energy efficient.

- Would you like your lights to be switched to 50% during build-up and breakdown of events? Please arrange this with your Event Executive prior to the event to ensure it is done on time.
- Would you prefer natural light, with the blinds lifted, instead of switching on lights in the venue (where practical)?
- Have you ensured that all unnecessary equipment (specifically at exhibitions) is switched off overnight?

WASTE MINIMISATION



Waste at an event can have a significant impact and needs to be handled with care.

- Would you prefer jugs of water or water coolers as opposed to disposable bottled water?
- Would you prefer to receive water in recyclable glass bottles from our in-house water bottling plant or water in plastic bottles from an external source?
- Would you prefer the use of compostable cups and plates in our risk kitchen? This would require the provision of a compost bin to ensure items are composted and not simply sent to landfill.

FOOD AND BEVERAGES



Food preparation and products used have a large impact and need to be taken into consideration. Speak to your Event Executive about menu options.

- Would you prefer local, seasonal and organic produce?
- Would you prefer to focus on providing guests with vegetarian cuisine, or at least add a vegetarian option to your meat option?

EXHIBITIONS



The venue, exhibition organiser and exhibitors all have a role to play to ensure that greening is implemented at an exhibition.

- Have you ensured that the 'green' message is clear and simple in your exhibitor manual?
- Have you ensured that your banners and signs are generic, wherever possible, so that they can be reused in future?
- Have you ensured that the inserts placed in your visitor bags are kept to a minimum; and have you given delegates the choice of taking only materials they need?
- Have you asked your stand builders and exhibitors to use energy-efficient lights and material at their stands?
- Where possible, are you reusing the exhibition stands created for your show?
- Are you able to source a more sustainable product to create your exhibition stand?
- Please contact the CTICC Conference and Exhibition Services Department should you wish to upcycle any of the wood waste generated during the show.

MARKETING, PUBLIC RELATIONS (PR) AND PRODUCTION



This is a relatively easy way to include greening elements into your event.

- Have you selected conference bags and gifts from local suppliers which are durable, reusable and eco-friendly?
- Have you avoided printing by providing information electronically on a USB flash drive, QR code or mobile app?
- Have you considered electronic registration for exhibitors and/or delegates to reduce the amount of paper used?
- Have you avoided printing full-colour, glossy publications, rather opting to print on recycled paper and requesting the use of vegetable- or soy-based inks?

TRANSPORT



All events require some transport but try to ensure they are as efficient as possible.

- Have you encouraged car-sharing with your participants?
- Have you encouraged group airport transfers instead of individual transfers?
- Have you promoted the use of public transport and/or cycling?

LEAVING A LEGACY



Your event leaves a legacy, and we encourage you to enhance your event's environmental sustainability.

- Have you considered the legacy your event is leaving behind?
- Contact your Event Executive if you have any useful conference items you would like to donate to a school, a local community organisation or charity.
- The CTICC is happy to assist with donations of event items to any of our local community partners or the organisation of your choice.