



Before you start:

think about how you would like to implement sustainability during your conference/event



People

- Make **more conscious decisions**
- **Create awareness** among all involved
- **Share** knowledge
- Ensure **equality, diversity** and **inclusion**



Travel

- Limit unnecessary travel and choose **sustainable transport**
- Choose a hotel/venue with **a sustainability policy and/or Green Key certificate**
- Choose an **accessible location** like Leuven
- Promote **sustainable transport**: foot, bike, public transport



Food & Beverage

- Choose **sustainable** and **local suppliers**
- Focus on **local, seasonal** and **fair trade** products
- Make **vegetarian** the standard and let meat/fish be optional.
- Provide or mark the location of **water fountains**
- Ask participants to confirm their **attendance** at dinners and lunches



Garbage

- Go for **digital** programmes/ brochures or use an **Event App**
- Choose **reusable materials**: coffee mugs, water bottles...
- **Recycle** garbage
- **Reduce food waste**: cooperate with food bank/local charity
- Focus on **experience** or choose a sustainable gift



Activity

- Support **local charities**
- **Add fun** sustainable elements: garbage collection contest, bike scavenger hunt, carpool competition...
- **Reward** good behavior. Punish no-show.
- Aim to create a **positive impact** on people, the planet and the community



Encourage your delegates to **reflect** upon **the individual impact** of their participation in your conference.