



Sustainable event policy and principles

March 2023



CIEEM

Introduction

As an organisation, we arrange a wide variety of events (conferences, training, awards, member network events, and committee meetings) and it is important to consider the carbon footprint and sustainability of these events if we are to reach our Action 2030 goal of net zero and limit the impacts of events. Therefore, we have set out a policy to use and consider when coordinating events to ensure all CIEEM events are planned to align to this in addition to our [Environmental Policy](#).

Searching for a venue

- Ensure any third-party venue finders are aware of our policy when searching for suitable facilities for courses, conferences, member network events and meetings, as it will help guide them to the most suitable and sustainable venues.
- Ask venue for evidence of their sustainability credentials. For example: <https://www.greengage.solutions/> & <https://www.bcorporation.net/en-us/movement>
- Use the checklist below in the Appendices when visiting venues, to ensure they meet as many of the criteria as possible.

Preparing for your event

- Ideally, delegates should receive joining information, delegates packs and feedback electronically.
- With regards to materials and equipment, consider the sustainability of pop-up banners and providing information via laptops or using QR codes, rather than printing leaflets.
- Any giveaways should be usable by our members and sustainably sourced.
- Emissions of virtual events should be considered where possible.

Appendices

Checklist for venues

Venue name / location

Access

Is the route to/from public transport links quick and easy to follow? List all public transport details.

Is there a map?

Is the venue fully accessible to everyone ie. ramps and lifts in place.

Parking facilities? (free or discounted)

Main conference room

Check space against advertised/required Min-Max capacity.

Is there a hearing loop and does it cover all or part of the room?

Visibility of screen (any pillars obscuring view etc)? Main screen large enough? Or secondary screens?

Ability to control lighting? Plenty of natural light preferred.

Free WiFi for delegates (throughout venue)?

Facility for bags/coats - either in main room or separate storage facility?

Does the room have air-conditioning/ windows that can be opened?

Venue name / location

Audio Visual Equipment

In house or external partner?

[Normally required - projector, PA system, staging, lectern with goose neck mic, two roving mics (optional) top table with table mics for panel]

Are we able to host live remote presentations?

Exhibition Space / Networking Areas

This should ideally be located in the same vicinity as the catering to allow maximum footfall from delegates.

How many stands can be accommodated?
Is there a loading bay for exhibitors and is there access to set up the night before?

Floor plan with room dimensions needed (especially for exhibition area)

Are poster boards provided or can posters be attached to the walls?

Are the catering / exhibition areas adjacent to the main conference room (preferred)?

Are chairs and/or tables available if delegates wish to hold conversations / meetings during the breaks?

Venue name / location

Catering

Our standard arrangement is to provide a fully vegan hot fork buffet for lunches, with gluten free alternatives available.

There should be at least two catering stations and ideally 4 servers (rather than self-service) to prevent extensive queuing.

Do menus make use of locally sourced, sustainable/organic/fair trade produce?

Is fresh fruit provided and caffeine free alternatives.

How are special dietary requirements dealt with?

Wherever practicable CIEEM, when purchasing goods or services, will endeavour to identify suppliers and contractors with a demonstrable commitment to environmental good practice, for example, we will procure goods from suppliers who use minimal and biodegradable/ recyclable plastic packaging and use external printers who use environmentally-friendly practices wherever appropriate.

Sustainability policy

Is drinking water in jugs/cooler tower rather than bottles? Recycling available?

Have you won green awards/certifications (<https://www.greengage.solutions/>)?

Have they ever been prosecuted for an environmental issue? If so, please can you explain what steps were taken to avoid a recurrence of this?

Venue name / location

Do you measure the carbon footprint of events?

Could they ring fence energy use, e.g. do a meter read before and after? Do you have a sustainability policy that we can have sight of?

Accommodation

Available or local partners nearby? Check the quality and pricing. What steps have been taken to reduce single use products such as: bulk buying shampoo and conditioner.

Other notes

We endeavour to work with organisations that support our sustainable event policy



Grosvenor Court
Ampfield Hill
Ampfield
Romsey
Hampshire
SO51 9BD

t: 01962 868626
e: enquiries@cieem.net
www.cieem.net



CIEEM