



GREEN YOUR EVENT

It is easy to become blasé about the impact your day to day business can have on the environment but with a few minor changes to the way we work and behave, turning your event into an environmentally-friendly one is actually quite simple.

Below are a number of points you could consider when planning your event; use it as a checklist before finalising event details to ensure you are doing your best to 'Green Your Event'.

Preparing for your event

- Try not to over-produce your course materials; you can always photocopy more should extra delegates arrive
- Send out joining instructions, directions etc electronically to avoid wasting paper
- Try to communicate with delegates and speakers electronically to avoid wasting paper and reduce transportation of mail
- Print as much paperwork as possible double-sided to cut down on paper usage

Getting to your event

- Promote the use of public transport to your delegates and speakers. There is a very regular train service from Cambridge station (5 minutes away) and buses stop directly outside Homerton. If public transport is not an option for everyone try promoting a car-sharing scheme

Meeting rooms

- Ensure windows are kept closed while radiators are on and open windows when cooler air is required
- Switch off lights when your meeting room is not in use and whenever possible use natural daylight as opposed to artificial lighting
- Switch off all audio-visual and IT equipment when not in use; even leaving equipment on stand-by mode can waste valuable energy
- Only use paper for necessary notes
- Place all used paper in the centre of the tables at the end of each day; this will then automatically be recycled

Accommodation

- Switch off lights before leaving your rooms
- Ensure all windows are closed when radiators are on to prevent loss of heat energy
- When making hot beverages only boil the amount of water you actually need to prevent energy usage for water which will not be consumed

Catering

- Try to re-use plastic cups throughout the day
- Request jugs of iced tap water rather than bottled mineral water
- Where possible ask that menus are locally sourced

Remember that everyone is responsible for doing their bit. We are not concerned with trying to cut costs but we are trying hard to reduce energy usage and protect our environment