

Meet Cambridge

Event Planners' Toolkit

Consider the Environment

When planning your event it's important that you consider the environment. Bringing large numbers of people together will have an inevitable environmental impact, but by making just a few small changes that impact can be dramatically reduced.

Here are some of our tips to help you plan responsibly.

Planning

- Check your event's history, how have environmental issues been dealt with in the past? Is there anything that worked well, or anything you could improve on?
- Think about your printing requirements, most people prefer to receive communications electronically, can you send invites, programme etc. via email?
- Make your conference website do the work for you and have all of your registration documents, information, post-conference publications etc. available online.
- Use suppliers local to Cambridge, this will cut down on transport costs and reduce the event's carbon footprint.
- Question your suppliers about their environmental policies – can they help to reduce packaging etc.? Are their suppliers working to reduce their environmental impact?
- Could your delegates car, or taxi share? Could you make these easier for them by setting up an area of your conference web site to facilitate this?
- If you need to transport delegates between venues use a shuttle bus rather than a fleet of taxis.
- Extend the reach of your event with live streaming, podcasts and live chat.

Catering

- Request that tea, coffee, sugar and biscuits are not served in individual wrappers, to cut down on waste.
- Ask for water to be served in jugs or re-fillable bottles rather than plastic bottles.
- Avoid using disposable crockery (unless it is wooden and recyclable)
- Ask the catering team to give you details about food miles for your chosen menus, this will help you to make an informed choice.

On the day

- Provide easy to spot bins for recycling waste and encourage delegates to use them!
- Give handouts to those that want them, rather than placing them on tables and chairs where they could get ignored, or make them available on-line.
- Turn off lighting, PCs and any other equipment when not in use.
- Include contact details in presentations so delegates can contact speakers for further information rather than giving handouts.
- QR codes on posters etc. allow the delegate to get a quick link to any extra information they need.
- Collect name badges and lanyards back at the end of the event for recycling, or re-use.

If you are planning an event talk please do contact us to tell us your ideas. We have a wealth of contacts and resources to help you save time and money!

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