Checklist

Outreach and communications

- ☐ Go paperless with communications.
- ☐ Print only what is strictly necessary.
- ☐ Don't provide printed programs by default.
- ☐ Provide QR codes during the event instead of printed leaflets or posters.
- ☐ Communicate that you are trying to follow green event standards.

Food and catering

- ☐ Provide vegan / vegetarian menus (at least as an option).
- ☐ Offer local / seasonal products.
- ☐ Avoid single use items.
- ☐ Avoid plastic or go for large containers.
- ☐ Provide tap water.
- ☐ Plan well to avoid few waste.
- ☐ Have a plan for leftovers: offer party bags or repurpose for other events.

Reduce waste

- ☐ Set up a recycling station.
- ☐ Make recycling easy, make clear signs and explain where bins are.
- ☐ Avoid food waste.

Conference materials

- ☐ Repurpose badges or avoid them.
- ☐ Don't provide badge ribbons.
- ☐ Avoid single use, unpractical giveaways: instead go for reusable or donations.

Utilities

- ☐ Host an outdoors event if possible.
- ☐ If indoors, keep heating and electricity to a minimum.
- ☐ For transport of goods in PSI for small events, rent a cargo bike.

Travel

- ☐ Inform participants about public transport options.
- ☐ Promote the use of train over plane and direct flights over layovers.
- ☐ Consider organizing an online / hybrid event.
- ☐ Inform participants about bike options at PSI: velospot / Guesthouse bikes.
- ☐ Encourage participants to offset emissions caused by their travel or offer it yourself.