

Best Practices for Making HR Events More Sustainable

01 Plan Early

- ✓ Start planning for sustainability as early as possible to have ample time to research and integrate eco-friendly practices into your event.
- ✓ Identify areas with the biggest opportunity to reduce carbon emissions.

02 Choose Green Venues

- ✓ Opt for venues with green certifications or strong sustainability policies, and ensure they have energy-efficient lighting, heating, and cooling systems.
- ✓ Choose a venue that is closest to a majority of your attendees thereby reducing emission due to travel.

03 Virtual and Hybrid Events

- ✓ Embrace virtual and hybrid event formats to minimize travel emissions and resource consumption.
- ✓ Encourage attendees from other cities to join virtually.

04 Sustainable Transportation

- ✓ Encourage attendees to use public transportation, carpool, or bike to the event, and offer incentives for choosing eco-friendly transportation options.
- ✓ Arrange for shuttles to the closest public transportation hubs.

05 Reduce Waste

- ✓ Minimize paper use by going digital for invitations, event materials, and presentations.
- ✓ Implement recycling and composting stations with clear guidelines for proper waste disposal.
- ✓ Set a Zero Food Waste goal. *Usually sufficient to order 10-15% less than the number of guests attending.*

06 Eco-Friendly Catering

- ✓ Offer locally-sourced, organic, and plant-based menu options.
- ✓ Use reusable or compostable serving ware and eliminate single-use plastics.
- ✓ Donate excess food to local food banks.

07 Green Event Décor

- ✓ Use sustainable decorations, such as potted plants or repurposed materials.
- ✓ Opt for LED lighting and minimize the use of printed banners and signage.

08 Sustainable Swag and Gifts

- ✓ Provide eco-friendly giveaways, such as reusable water bottles, tote bags, or experiences.
- ✓ Consider making a donation to an environmental cause in the attendees' names.
- ✓ Explore options like Digital Swag Bags to eliminate any printing or production

09 Communicate Sustainability Efforts

- ✓ Share your sustainability initiatives and goals with attendees, sponsors, and partners, and encourage them to participate and contribute.
- ✓ Incentivise participation in sustainability efforts by offering free upgrades, discounts, etc.

10 Measure and Report

- ✓ Monitor and measure the environmental impact of your event, and use this data to inform future sustainability efforts.
- ✓ Share the results with stakeholders to demonstrate your commitment to sustainability and inspire others to follow suit.