



Conference & Meetings



- ✓ Turn off lights when not needed
- ✓ Turn off the PC monitor, printer and copier when not in use
- ✓ Host the event in a suitable sized room
- ✓ Turn off or reduce lights, ventilation (A/C) and heat when rooms are not in use

- ✓ No running water
- ✓ Keep track of leaking pipes, dripping taps and running toilets
- ✓ Avoid bottled water wherever possible
- ✓ Serve tap water in jugs instead of bottled water

- ✓ Serve smaller portions to avoid waste
- ✓ Less meat and more vegetables
- ✓ Order eco-friendly products such as organic fruits and beverages
- ✓ Avoid disposable packaging and prioritize degradable products

- ✓ Reduce printing
- ✓ Write e-mails instead of letters
- ✓ Provide information about public transport
- ✓ Provide pen and paper on one table instead of all tables
- ✓ Recycle nametags, papers and pens
- ✓ Recycle waste such as paper, bottles, cans etc.

