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**For publication on Middle East Events Awards website**

Middle East Event Awards and EcoVentures have put together a set of tips for reducing the carbon footprint of this year's event, including some of the things we will be doing. Some of these tips are self-evident while others you might not have thought of. Among these tips are our opinions based on experience and we are constantly improving on them. Please [send us](#) feedback and ideas.

[Tips for exhibitors](#)

[Tips for organizers](#)

Each of the tips listed below has been ranked in a qualitative manner to help you consider which tips are right for you, using the following criteria: Environmental Impact (High / Medium / Low); Ease of Implementation (Very Easy, Easy, Moderate, Difficult); and Cost of Implementation (High / Medium / Low / Zero)

**Tips for exhibitors to help reduce their impact on climate change**

Exhibitors can provide a good example for attendees and realize economic and intangible benefits as a result of engaging in these activities.

**Reduce Consumption of Electricity and Water**

At Hotel during their Stay

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Switch off lights and other electrical appliances when the room is not being utilized (in case key card doesn't automatically do so).	Medium	Very easy	Zero
2. Set air conditioning temperature to 23 degrees Celsius from its default setting.	Medium	Easy	Zero
3. Reuse linens if hotel offers the option to "hang or leave on the floor". Ask for this option when you check in.	Low	Easy	Zero

**Minimize Waste**

During the Event

Exhibitor Promotional Materials, Giveaways, and Handouts

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Promotional materials are reusable or made from recycled materials.	Medium	Moderate	Medium
2. Reduce volumes of material. Collect business cards or post a sign-up sheet for those interested in more information so that you can email it to them rather than distribute volumes of material. Distribution of brochures and handouts could be limited to those with a genuine need or interest, and allow attendees to order copies, which saves on printing and transportation costs. In addition, as weight restrictions are quite strict on airplanes, delegates do not want to fly home with heavy paper-based information.	Medium	Easy	Low



Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
3. Bring only what is needed for the event, and take away / re-use what isn't distributed at the event.	Low	Easy	Zero
4. Promotional materials should ideally be printed on recycled, chlorine-free / FSC paper.	Medium	Moderate	Medium
5. Print / copy double-sided and consider layout to save paper wastage.	Low	Moderate	Low
6. Use vegetable- or soy-based ink for printing.	Low	Moderate	High
7. Collect unused items for use at another event or donate to a local organization.	Medium	Moderate	Low

Packing Materials and Shipping - The less packaging, the less waste

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Minimize packaging.	Medium	Moderate	Low
2. Save and reuse boxes and packing materials during repacking. Or, ask that boxes to be recycled.	Medium	Easy	Low
3. Provide reusable containers for handouts or samples (pocket or file folders, cloth bags).	Low	Moderate	Medium
4. Create signage or posters that can be reused at future events.	Low	Moderate	Medium
5. Use reusable exhibit packaging material (e.g., pallets, wrappings), and / or recyclable.	Medium	Moderate	Medium
6. Support local suppliers by using materials that don't require long-distance transportation.	Medium	Moderate	Medium

Travel Smart

Land

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. If appropriate, walk to the venue or car pool.	Medium	Easy	Low
2. Use public transport and shuttle service. (Ask organizers for information on shuttle service and metro and bus schedules).	Medium	Difficult	Low
3. Educate chauffeurs of your vehicles not to idle their vehicles while waiting unless required for security.	Medium	Easy	Zero
4. Hold meetings at the venue as much as possible rather than off-site thus avoiding unnecessary travel.	Medium	Moderate	Zero

Air



Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Fly non-stop if possible and take overnight flights. These types of air flights have a lower per-km carbon footprint.	High	Difficult	Medium

**Tips for organizers to help reduce their event's impact on climate change**

Pre Event

Venue Choice

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Ask hosting facility for their in-house environmental policy & priorities. Example: understand their waste management system.	High	Difficult	Low
2. Minimize unnecessary lighting and air conditioning.	High	Moderate	Low
3. Negotiate room blocks with hotels that are within walking distance of the event venue and have green policies.	Medium	Moderate	Medium

Travel

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Take measures to reduce CO <sub>2</sub> emissions from delegates travelling to the venue, i.e. provide information about local public transport (with pedestrian routes) and encourage its use.	Medium	Moderate	Low
2. Alternatively, provide free passes for public transit.	Medium	Moderate	Medium
3. Where appropriate promote car sharing and provide shuttle service.	Medium	Moderate	Medium

Reducing Waste (& Costs)

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Use websites & emailing lists to promote the event.	Medium	Moderate	Medium
2. Use double-sided printing for promotional materials & handouts. Use recycled paper where possible or CD.	Medium	Moderate	Low
3. Minimize the length of the registration form or use electronic registration where possible & publish the event itinerary on-line.	Medium	Easy	Low
4. Use easily transportable & reusable display materials.	Medium	Moderate	Medium
5. Provide exhibitors with guidance on sustainable design and construct of exhibit booths.	High	Difficult	Medium
6. Conduct climate change workshop for stakeholders relevant such as hotels, caterers, venues, and suppliers.	Low	Moderate	Low

At the Event

Reducing Waste (& Costs)



Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Reusable delegate packs when they register on arrival – not beforehand – to avoid duplication.	Medium	Moderate	Medium
2. Allow attendees to download materials from the internet rather than mass distribution.	Medium	Moderate	Low
3. Ensure presenters are aware of electronic presentation facilities & that their presentation will be distributed electronically after the event.	Medium	Moderate	Low
4. Minimize use of accessories that are harmful to the environment (e.g. plastic leaflet wallets).	Low	Moderate	Low
5. Feature conference name & date on title slide rather than single use stage set graphics.	Low	Very Easy	Low
6. Minimize use of high-wattage stage lighting.	Medium	Moderate	Low
7. Use dry-mark eraser boards rather than paper in workshop presentations.	Low	Easy	Low
8. Request that any unused items be collected for use at another event	Medium	Moderate	Medium
9. Consider including a sustainability activity / session within the conference to raise awareness. <ul style="list-style-type: none"> <li>o Each seminar can open with a “green” tip of the day</li> </ul>	Low	Moderate	Zero

Catering & Locally Produced Food

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Plan food requirements carefully to avoid unnecessary waste (e.g. use event registration form to obtain information).	Medium	Easy	Low
2. Plan meals using seasonal local produce wherever possible. Consider organic produce, if serving fish, use fish from sustainable sources. Wherever possible ensure fruit is provided as an alternative to sweet desserts.	Medium	Moderate	Medium
3. Left-over food: consider donating to local charity.	Medium	Moderate	Low
4. Ensure tea/coffee is Fair Trade & use water dispensers/coolers and paper cups made with post-consumer recycled content in conferences.	Medium	Moderate	Medium
5. Minimize use of individually packaged food drink items (e.g. provide milk / cream in jugs rather than individual plastic cartons).	Medium	Easy	Low
6. Use reusable crockery, glassware & cutlery where possible (to reduce waste).	Medium	Easy	Low

Post Event

Tip	Environmental Impact	Ease of Implementation	Cost of Implementation
1. End-of-show take-back and recycling program.	Medium	Moderate	Medium



<b>Tip</b>	<b>Environmental Impact</b>	<b>Ease of Implementation</b>	<b>Cost of Implementation</b>
2. If not issued at the event, send out delegate feedback questionnaire by email.	Medium	Easy	Low
3. Give any feedback you have to the venue.	Low	Easy	Zero

Stand Builders

<b>Tip</b>	<b>Environmental Impact</b>	<b>Ease of Implementation</b>	<b>Cost of Implementation</b>
1. Use locally produced materials for exhibition stand.	Medium	Moderate	Medium
2. Plan transportation routes efficiently to avoid unnecessary travel.	Medium	Easy	Zero