Our hints and tips for a greener event
**You may wish to visit www.oursouthwest.com
for the continued updated version.**

Venue choice
- Choose a venue that has good access to public transport links, and disabled access
- Ask potential venues for their in-house environmental policy
- Choose a venue interested in sustainability issues, and tell them that's why you chose them
- Venues offering in house technical equipment (e.g. staging, audio-visual) can reduce transportation
- Consider video conferencing and/or recording the event for wider access via internet.

CO2 Emissions (including travel)
- Take measures to reduce CO2 emissions from delegates travelling to the venue, this includes providing information about travelling efficiently. Minimising lighting, heating / air conditioning
Catering and locally produced food
- Plan food requirements carefully to avoid unnecessary waste, always offering a vegetarian option
- Make sure that produce is sourced locally and that using organic sources has been considered
- Ensure that fair trade products are used where possible and that tap water is provided

Reducing waste (& cost)

Pre event:
- For promoting the event, use emailing lists and if printing is necessary it should be double sided and recycled paper should be used
- Where possible, use natural light
- Make sure the venue recycles paper and waste (using appropriate bins)

During the event:
- If you are providing delegate packs, give these to delegates when they register on arrival – not beforehand – to avoid duplication.
- Avoid mass distribution of handouts, allow attendees to download copies from the internet
- Provide re-usable name badges and minimise the amount of accessorise that are harmful to the environment e.g. plastic wallets
- Promote energy and water efficiency to participants e.g. switch off the lights when rooms are not in use
- Request any unused items be collected for use at another event

Post event:
- Send out feedback questionnaires via email not post
- Give any valuable feedback you have to the venue