

Event Greening: Do your bit!

You can assist us with event greening through considering the following when booking for this event:

When selecting your **accommodation**:

- Ask if the venue has an environmental policy and if you could have a copy of it. This should be clearly displayed at the entrance.
- Ask if they are a member of a green rating system such as GreenStaySA, Green Globe or Heritage.
- Ask if they have a re-use policy for their towels and sheets, which will help to conserve water and use of chemicals.
- Ask if you are issued with a key card linked to the lights and air-conditioning in the rooms to help save electricity.
- Ask if they have a recycling program in place; this should include all the main items such as glass, plastic, tins and paper.
- Ask what programs they have in place to reduce resource consumption; examples include energy-efficient lighting, low-flow showers, dual flush toilets or renewable energy sources such as solar or wind power.
- Ensure that your accommodation is close to the conference venue – preferably within walking distance to avoid the need to drive.

Event greening refers to making socially and environmentally responsible decisions when organising or participating in an event. It involves incorporating sustainable development principles into all levels of event organization and aims to ensure that an event is hosted responsibly.

When selecting your **flights**:

- Ask if the airline has a carbon off-set policy so that you can off-set your flight emissions directly with the airline.
- A direct flight will have fewer emissions compared to if you have a stop-over.
- Economy class generates fewer emissions compared to business class because fewer resources are allocated to the passenger.

For more info about the **Kulula Project Green** you can click on <https://www.kulula-air.com/info/projectgrinfo.aspx>

When arranging your **local transport**:

- Request an airport shuttle transport instead of hiring a car to minimise single occupancy vehicles. (This needs to be co-ordinated with other delegates and should not be a single occupancy airport transfer!)
Avoid the need for transport - consider getting accommodation within walking distance of the conference venue to.

- Consider car pooling or make use of public transport (or even cycling) for travelling to the conference.
- If you need to hire a car, request a small fuel efficient car or a vehicle that is environmentally friendly, such as a Toyota Prius hybrid.
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During **your preparation** for the event:

- Please note that we will be running an on-line registration process and electronic communication to reduce the use of paper.
- We would like to ensure that the exhibitors also assist with greening their stands and kindly request that you read all the related info to assist us in achieving this. Some of the main points are:
 - ❑ Consider your promotional materials, give-a-ways and handouts which should be preferably be reusable items or made from recycled materials.
 - ❑ Bring only the amount of material required for the event.
 - ❑ Reduce your need for packaging to avoid waste created during the build up of the exhibition.
 - ❑ Support local suppliers whenever possible.
- In many cases, using local products and suppliers is both environmentally beneficial, because it reduces transportation requirements and the associated environmental impacts. It is also socially and economically beneficial because it supports the local economy and drives local economic development and assists in job creation and thus poverty alleviation.

During **your stay** in your hotel:

- Help us to save water - keep your showers short, and shut off the tap water while you're brushing your teeth.
- Help us to save energy - when you leave the room, turn off the air conditioning, television, lights or any other electric devices.
- Help us to reduce chemicals used – request that your sheets and towels are NOT changed daily, but only when needed.
- Help us to reduce waste - bring your own toiletries rather than using the pre-packaged single-use disposable items provided. If you do use the hotel's toiletries, take them with you and use them at home or during the rest of your trip.
- Help us to recycle waste - ask about your hotel's recycling program and sort your waste accordingly.
- Help us to raise awareness – give your hotel feedback and make suggestions about where they can improve.

During the conference:

- Determine your carbon footprint by visiting the GBCSA's exhibition. You will be able to make a voluntary carbon contribution towards the offset of your

emissions. We will also be able to provide you with more information about the event greening done for the conference.

- Use the recycling bins to help us separate waste at source. These are located at strategic points in the exhibition venue, auditorium and registration area.
- Ensure that your stand complies with our exhibition greening guidelines, which will enable you to use it at future events and save money though working smarter. More details to follow with the exhibition guideline.
- Make sure you return your lanyard and name tag, as we use these for other events such as training workshops – this reduces waste and saves costs.

For more information, please visit our website.

The Green Team

GBCSA Conference and Exhibition

2010