Sustainable Conferences: A Best Practice Checklist

The IEEE Computer Society is continuously working towards supporting sustainability efforts within the operation of our conferences and the local communities in which our conferences take place. To help provide guidance to our conference organizers, please see below for our Sustainability best practices checklist that can be utilized at your conference.

For more detail on any option below, please reach out to conferences@computer.org

<u>Pre-Planning Checklist</u>

- ☐ **Hotel/Venue RFP**
  - ☐ Request locally sourced menu options
  - ☐ Divided waste bins (recycling, compost, paper)
  - ☐ No single use water bottles
  - ☐ Request that the venue/hotel work with a local agency to donate leftover food
    (For options ask your Meeting Planner or <u>confernces@computer.org</u>)

- ☐ **Conference Gifts/Giveaways**
  - ☐ Research locally sourced items in relation to the location of your conference and make sure they are sustainable (made out of recyclable materials)
  - ☐ Be strategic in quantity; base this on 80% of registered attendees; ask attendees during their registration process if they want a giveaway

- ☐ **Signage**
  - ☐ Source local printers using sustainable materials
  - ☐ Limit printing by using electric signage and mobile apps for the conference program
  - ☐ Opt for recycled, black and white, options for signage
  - ☐ Opt out of print programs

- ☐ **Registration**
  - ☐ Research /ask about recycling of registration badges, badge holders and lanyards from your vendor
  - ☐ Don't offer badge reprints

- ☐ **Catering Menus**
  - ☐ Ask about creative vegetarian meal options, limit beef options as much as possible
  - ☐ If there are other events taking place at the same time as your event, consider consolidating menus and ordering the same options to reduce food waste.
  - ☐ Don't over order, we recommend ordering for an anticipated 80% of registered attendees.
    (Remember that the hotel/caterer will prepare for some overage based on your final number provided)

- ☐ **On-Site Venue Management**
  - ☐ Ensure divided waste bins are clearly labeled and visible in strategic areas
  - ☐ Ensure water stations are visible and cups provided are not plastic or paper, but glass.

- ☐ **Corporate Social Responsibility**
  (For options ask your Meeting Planner or <u>confernces@computer.org</u>)
  - ☐ Work with your event venue to find opportunities to give back to the local community.
  - ☐ Plan to have some allocation of funds to support this type of activity.
    (Part of sustainability is thinking about what we put into the environment and local communities)

- ☐ **Carbon Offsets**
  - ☐ Budget for offsetting conference carbon emissions through programs such as: Carbon Buddy or TripZero
    (For more suggestions as your Meeting Planner or conferences@computer.org)

For suggestions or assistance, please contact your assigned Meeting Planner or email us at <u>conferences@computer.org</u>