

S C I E N C E P A R K M J Ä R D E V I

Checklist for sustainable events and conferences

1.1 Prior to

- Select a place that is easy to travel to(??) sustainably (bicycle / public transport / train).
- Make information on the sustainable transport possibilities available in the invitation.
- Encourage co-driving and steering towards environmental taxis if it is not possible to travel sustainably to the site.
- Offer digital distance participation (real-time and / or recorded webinar)
- Select a venue / facility that is Nordic Swan Ecolabelled / Green Key certified (ISO 14000 as an alternative).
- If overnight stays are required, offer the Nordic Swan Ecolabelled / Green key-labelled hotel
- Value celebrations in multiple cultures when choosing a time, such as Ramadan
- Send the invitation in channels that allow you to reach people from different backgrounds (for example, gender, age, foreign background).
- Check that the invitation is not stereotyped and ensure to invite people with different backgrounds / genders to come.
- Clarify the availability for participants with physical challenges
- Think about how you can reduce the environmental impact of the meeting (CO₂ and waste preferably)
- Have a minimalistic mindset of giveaways to speakers and participants

1.2 During

- If nameplates are needed- select paper badges (preferably Nordic Eco-labelled paper).
- Select Fairtrade or organic coffee / fruit and healthy options during coffee breaks.
- Invest in vegetarian and / or locally produced foods, preferably organic.
- Avoid disposable packaging / articles and make demands from the supplier that it is compostable.
- Select tap-labelled water instead of bottles / cans
- Recycle as much as possible! Food scraps, paper, plastic, cardboard and possibly glasses and cans.
- Coordinate transport of materials and other goods to the event / meeting
- Replace all "hand-outs" with online information sent by e-mail
- Guarantee good accessibility for everyone with disabilities
- Have a diversity of lecturers and members of panel discussions

- Make sure to have a high level of evacuation security and inform verbally
- Please enter a passport with a social activity linked to the meeting
- Replace thank-you gift with a gift to sustainable charity or a service.

1.3 After

- Information on the effects achieved for visitors / guests (CO₂)
- Provide a follow-up “webinar” to maximize the benefit of the meeting
- Ask for tips on how to make the meeting more sustainable through digital evaluation e-mail
- Evaluate how well you managed to reach people with different genders / backgrounds
- Publish a summary of the results on the web.