

SUSTAINABILITY: CHECKLIST FOR EVENT ORGANIZERS

The SwissTech Convention Center follows [EPFL's thorough sustainability strategy](#) for our internal operations. However, the 100+ events that take place every year by far generate a larger environmental footprint. Therefore, we strongly encourage you to think about sustainability while designing your event, and:

WASTE	Aim at a zero-waste event	<input type="checkbox"/>
	Aim at a zero-plastic event	<input type="checkbox"/>
	Go fully digital to reduce the amount of printed materials and aiming to having no paper waste following the event.	<input type="checkbox"/>
	And if printing is really necessary:	
	- use 100% recycled paper	<input type="checkbox"/>
	- print double-sided	<input type="checkbox"/>
	- order from EPFL's Print Center to reduce transport emissions	<input type="checkbox"/>
	- plan carefully for quantities , previous years can serve as a guide	<input type="checkbox"/>
	- include an environmental message on all literature reminding participants to recycle their paper waste	<input type="checkbox"/>
	Avoid/reduce giveaways or consider e-gifts	<input type="checkbox"/>
	Provide participants with reusable water bottles/cups	<input type="checkbox"/>
	Ask participants to give back any supplies at the end of the event so they can be reused e.g. plastic name tag holders, lanyards, etc	<input type="checkbox"/>
	Use elements/materials that can be reused for other events	<input type="checkbox"/>
	After the event, consider donating items in good condition for repurposing For exhibitions, encouraging good practice by offering a 'green exhibitor award' at the end of the event, or charging a fee for excessive waste	<input type="checkbox"/>
Avoid the use of carpet . And if they are required, opt for a sustainable solution (those made of recycled content or in squares)	<input type="checkbox"/>	
MOBILITY	Encourage participants to use public transportation , the «EPFL» metro stop is right in front of our door	<input type="checkbox"/>
	Encourage participants to travel by train instead of flying for trips under 6 hours	<input type="checkbox"/>
	Offer teleconferencing for participants who want to eliminate their air miles	<input type="checkbox"/>
	Consider offsetting participants' air travel via myclimate	<input type="checkbox"/>
PURCHASING	Procure supplies, materials and services from responsible sources	<input type="checkbox"/>
FOOD	Prioritize plant-based meals (instead of animal-based) and tap water (no PET bottles) when making F&B choices	<input type="checkbox"/>
	Prioritize choices with seasonal, local, organic (bio) ingredients	<input type="checkbox"/>