

ORGANIZING A SUSTAINABLE EVENT

Please fill in and return to Belinda Haas, Head of Sustainability & Marketing belinda.haas@epfl.ch

A **sustainable event** is one that aims to reduce its impact on the environment and create positive economic and social repercussions. We strongly encourage you to think about sustainability when designing your event.

WASTE

- ✓ Aim for a **zero waste** and **zero plastic** event
- ✓ **Go digital** to reduce printed material and aim for zero paper waste after the event. And if printing is really necessary:
 - Use 100% recycled paper; double-sided
 - Asked STCC team to have your documents printed at the [EPFL Printing Center](#) to avoid transportation emissions
 - Plan quantities carefully, previous years can serve as a guide
 - Include a message on all documentation reminding participants to recycle
- ✓ Avoid/reduce giveaways or consider sustainable, local, electronic gifts [EPFL Shop](#)
- ✓ Provide participants with reusable water bottles/cups
- ✓ Ask participants to return all supplies at the end of the event so they can be reused such as plastic name tags, lanyards, etc.
- ✓ Use items/materials that can be reused for other events
- ✓ After the event, consider donating items in good condition for reuse
- ✓ For exhibits, encourage good practices by offering a "green exhibitor award" at the end of the event, or by charging a fee for excessive waste
- ✓ Avoid the use of **carpeting**. And if they are necessary, opt for a sustainable solution made of recycled materials

PLEASE FILL IN

Event :

Date :

participants :

Filled in by :

Your estimation of the waste that will be produced during your event

Object and type of material	Quantity (in KG)	Can it be recycled, reused, repurposed or donated

TRAVEL

- ✓ Encourage participants to use public transportation, the "EPFL" metro stop (M1 line from Lausanne-Flon or Renens train station) is right outside our door. All persons staying in a tax-paying establishment receive the [Lausanne Transport Card](#)
- ✓ Design your program around public transportation schedules
- ✓ Encourage participants to travel by train rather than air for trips of less than 6 hours
- ✓ Favor hotels close to the event location such as the [SwissTech Hotel](#) and the [Starling](#)
- ✓ Offer teleconferences to participants who wish to eliminate their impact
- ✓ Consider offsetting your event and/or air travel with [myclimate foundation](#)
- ✓ If appropriate, organize a carpooling arrangement

Your estimation of mode of transport used by participants

	% of participants
Metro	
Train	
Car	
Airplane	
Other	

Origin of participants	% of participants
Lausanne	
Canton de Vaud	
Romandie	
Switzerland	
Other countries - please specify	

Do you wish to compensate the carbon emissions of your event ?

YES	NO

If you wish to calculate the carbon footprint of your event please collect this data for each participant

INCLUSION AND DIVERSITY

- ✓ Think about all the **profiles of your participants** and adapt the extra services accordingly, such as facilities for people with reduced mobility, childcare, rest areas, infirmary, breastfeeding room, etc.

Do you have any specific needs in this respect ?

YES	NO
<i>Please specify</i>	

SOCIAL IMPACT

- ✓ Be sure to think about any positive social impact your event might have, such as inviting students from EPFL or a school to certain sessions, bringing in experts from the local community, etc.

PURCHASING

- ✓ Procure materials and services from local, responsible suppliers

CATERING

- ✓ Favor local, seasonal, organic and fair-trade ingredients
- ✓ Plan menus with a balance of meatless or animal products
- ✓ Limit products from the food industry and/or products that have an impact on the environment
- ✓ Give preference to local drinks and tap water
- ✓ Organize the service to limit food waste e.g. service at the buffet, reduce the size of the plates, provide predefined portions
- ✓ Use washable glass dishware, not plastic

Your estimation of the catering served at your event

Meals and type of service	Ingredients

DID YOU KNOW

- The SwissTech Convention Center was designed for low, optimal energy consumption:
 - It is powered by 100% renewable energy: 97% hydraulic and 3% photovoltaic
 - Spaces are lit primarily with natural light
 - The ventilation system operates independently on the different zones of the building to reduce energy when the spaces are empty
 - It includes four geothermal pillars that allow heat exchange with the ground
 - It uses lake water for heating and cooling without harming the environment
- All our spaces are accessible to people with reduced mobility and we also have magnetic loops for hearing impaired devices in auditoriums A, B and C
- Our internal operations follow [EPFL's sustainability guidelines](#)
- Eldora, our catering partner, ensures that any food that is no longer safe to eat is turned into Biogas. Uneaten foodstuffs that have been packaged hygienically are donated to the Caritas Vaud association.

AND HERE ARE TWO SIMPLE IDEAS FOR YOUR EVENT



Apples engraved with your logo



Water bottles engraved with your logo

For any questions you can contact belinda.haas@epfl.ch

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