

IEEE Event Sustainability Checklist

Before the Event

- Choose locations to send an RFP to that have good alternative transportation options and good access from the locations your attendees will travel from
- Include your sustainability requirements in the RFP and ask for them to address those items in the proposal
- Choose offsite venues that are in walking distance or easily accessible by public transportation
- Plan with the venue to source local and in season food options
- Have conversations with the venue about F&B waste reduction and donation during contract negotiations
- Confirm contracted hotels will let your attendees know of your sustainable initiatives and to reuse towels and linens and offer any incentives they offer
- Order reusable giveaways, hopefully from recyclable materials and not individually packed
- Plan for all event materials to be digital or print on demand for a fee
- Establish staff and volunteer travel policy for use of transportation to and from event.
- Send communications to attendees informing them of the sustainable initiatives with the conference and things that they can do to participate
- Communicate plans to exhibitors and encourage them to participate in the sustainability of the event (if applicable).

Onsite

- Make sure there are clearly labeled recycle bins throughout the venue
- Ensure lights and AV equipment are turned off in rooms that aren't in use.
- Confirm venue staff is aware of sustainable actions with water conservation, food and recycling.
- Monitor water usage during the event, ask for daily reports.
- Collect name tag holders at the close of the event for reuse (if applicable)
- Use sustainable signage
- Ensure that water stations and bubblers be used, instead of bottled water

After the Event

- Do an online survey of attendees and focus on some of the sustainable changes.
- Donate any extra food as has been discussed with the venue
- Properly dispose of any event waste
- If the venue offers it, ask for a post event report on sustainability of the event
- Compile "Best Practices", and consider what worked or didn't work with your event.
- Create a list of goals for the next event, and identify opportunities to continue to grow from your prior event's successes.

The MCE Team can provide additional guidance, resources, and support: ieee-mce@ieee.org.