

SUSTAINABLE EVENT PLANNING CHECKLIST

Lund University has adopted guidelines for sustainable conferences, meetings, and events:

[Organize your meeting/event/conference sustainably: Lund University guidelines](#)

Further sustainable event planning tips can be found via: [Svenska Möten](#)

When planning the event

Prioritize public or group transportation options:

When possible, single-passenger transportation options should be avoided and travel alternatives such as public trains and buses should be considered. When it is not possible to all participants (due to large group size), Lund University procured bus hire is recommended, and public transportation can still be an option for external participants such as invited speakers and Scientific Advisory Board members. In this case, the start and end of the conference should be adapted to consider train and bus times. When it is not possible to take group transportation, carpooling options should be encouraged.

Avoid unnecessary paper usage:

Event program booklets, name tags, table identifiers... It is easy to print excessive amounts of paper that end up not being entirely useful. Technologies such as QR-codes and web-based applications for information spreading are modern approaches that will give your event a modern feeling, at the same time contributing to promote sustainability by avoiding the usage of substantial amounts of paper. For larger events where name tags are necessary, ensure to return not only the badge but also the tag inside for reusing.

Avoid unnecessary “treats”:

Notepads, pens, pins, cards, gifts... All these usual giveaways at meetings end up being an extremely unsustainable option. Avoid unnecessary paper and plastic usage by reducing the number of giveaways. When selecting gifts for invitees or external participants, choose locally produced or green options.

When choosing a venue

Select a meeting place that is geographically close to Lund University.

Select a green-labelled meeting place:

In line with Svenska Mötten’s goals, choose meeting places that are labelled with the with the Svanen (Nordic Swan) or Green Key labels, which approve the venues’ compliance with sustainable demands. Green certifications and sustainability reports are easily verified on venue’s websites. Features such as low-flow toilets, waterless urinals or cloth towel usage are already common in many hotels and factors such as water conservation efforts, energy efficiency and waste reduction initiatives should be considered when seeking hotels or other event places.

Ensure the venue serves sustainable food options.

Confirm that the meeting place offers vegetarian alternatives and works with Swedish and – if possible - local producers. Catering services and food options that are proven to rely on sustainable vendors and seasonally adjusted products should also be prioritized.

Explore the possibility for other activities during the meeting.

Apart from the scientific component of a meeting, outdoor or other group activities can contribute to strengthening networking and interactions between participants. A venue that provides both a good conference facility and extra-meeting events will allow you to make the best out of your event, merging the best of scientific interactions and team building activities.

Ask the venue for sustainability suggestions.

Besides all the pre-planned sustainable actions you can include, contact the venue to get some additional information of other opportunities for sustainable choices they might provide. Involve the venue early on in a dialogue, as they might be able to give you some tips on transportation options and green technology choices that their facilities might provide, so you can maximize your event planning adapting to what their facilities offer. Ask how you can work together in supporting a sustainable event which can benefit both the venue and the participants.