



## NATIONAL SBEAP ANNUAL TRAINING

### Practices that increase sustainability at conferences

- Encourage participants to bring/use reusable water bottles, and/or provide reusable cups.
- Provide water refill stations at multiple easily accessible areas of the event space.
- Use durable plate and silverware instead of disposables.
- Eliminate boxed lunches, provide pre-ordered meals on platters.
- To prevent food waste:
  - Send the menu for the event alongside the agenda and allow attendees to pre-order their meals.
  - For buffets, list the food options in signage at the start of the buffet so attendees know in advance what the food options are.
  - General signage such as *"Take all that you want, but please eat all you take."*
- Have the caterer provide drinks and condiments in refillable bulk containers rather than individual packets and servings.
- Serve food that doesn't require silverware such as; wraps, sandwiches, veggies and dips, and handheld fruits.
- Offer more locally sourced vegan and vegetarian options in the menu.
- Establish waste stations that include recycling, compost, and trash in convenient locations in the event space.
- Replace giveaways with digital SWAG such as downloadable freebies or discount codes.
- Provide a digital agenda and handouts, and have a projector dedicated to these displays.
- Consider using seed paper for name badges and encourage attendees to bring their own lanyard or provide lanyards made from biodegradable or recycled material.
- Make use of digital platforms for events, such as [Swapcard](#).

### Tips to keep in mind when choosing a venue

- Choose an event space that maintains recycling programs, low emissions, and energy efficiency.
- Pick a venue that could support a hybrid event and multiple digital displays.
- To limit travel, have the event space and lodging in the same location or within walkable distance.
- Choose lodging that has green infrastructure and maintains sustainable initiatives.