



Environmental statement

We are aware of the environmental impact of running temporary events and will implement the following procedures to reduce our contribution to this and provide some way to off set our carbon output. We will ensure that all our events are environmentally sound from the planning to the delivery stage.

Venue choice

- Choose venues that have good public transport links
- Choose venues that are interested in doing more to become green and sustainable, and let them know that this is the reason why you selected them
- Venues offering in-house technical equipment (e.g. staging, audio-visual) can reduce equipment transportation
- Consider the use of video conferencing and/or recording the event for wider availability via the internet

CO2 emissions (including travel)

- Provide information about local public transport (with pedestrian routes) and encourage its use.
- Minimise unnecessary lighting, heating / air-conditioning
- Use alternative fuels for vehicles and generators
- Offset the CO2 emissions arising from events where possible

Catering

- Plan meals using seasonal local produce wherever possible. Organic produce should also be considered
- Plan menus and food ordering carefully to avoid unnecessary waste
- Left over food: consider donating to local charity or sending for local composting
- Ensure tea/coffee is Fair Trade and provide tap water in jugs as an alternative to bottled (if we use bottled water, make sure it is local!)
- Provide milk and cream in jugs rather than individual plastic cartons and use reusable crockery, glassware & cutlery where possible

Reducing waste

Pre Event: 2

- Use Riot Live website, external websites, radio & email to promote the event
- Use website/email to distribute forms such as booking, dietary requirements and directions as much as possible
- Use Recycled paper and soy based inks for all promotional print work.
- Use electronic registration where possible & publish the event itinerary on-line
- Ask the venue to recycle paper & cardboard waste etc - and to provide suitable recycling bins

During the Event:

- If you are providing delegate packs (if in a folder, make it re-usable), give these to delegates when they register on arrival - not beforehand - to avoid duplication
- Avoid mass distribution of handouts - allow attendees to download copies from the internet
- Ensure presenters are aware of electronic presentation facilities & that their presentation will be distributed electronically after the event
- Provide re-usable/recycled name badges (& remember to collect them at the end of the event!)
- Minimise use of accessories and give-aways that are harmful to the environment
- Feature conference name & date on plasmas rather than single use stage set graphics
- Promote energy & water efficiency to participants - e.g. switch off lights when rooms are not in use
- Use drymark eraser boards rather than paper in workshop presentations
- Request that any unused items be collected for use at another event

Post Event:

- Send out delegate feedback questionnaires by email and online feedback form
- Give any feedback you have to the venue

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