


SUSTAINABLE MEETINGS PLANNING QUESTIONS

1. What are the goals/targets related to sustainability?
2. What is the carbon footprint of the event and what are the carbon offsets needed?
3. How can you leverage digital channels for paperless promotions?
4. Are you purchasing sustainable supplies?
5. What existing sustainability plans are in place with the hotel/venue?
6. How can you source sustainable food and beverage options?
7. What printed materials are unnecessary and can be avoided? What printed materials could be reused from year to year?
8. How can you incorporate corporate social responsibility or a give-back opportunity?
9. How can you reduce the amount of energy used to plan and execute the event?





SUSTAINABLE MEETINGS DURING AND POST EVENT QUESTIONS

1. How are you communicating to attendees the recycling, energy, and waste management efforts of the venue/hotel/platform?
2. Where can you encourage participants to use less energy?
3. How can you encourage multi-use of conference materials and avoid disposables?
4. Did you meet your sustainability goals?
5. What could be done differently for the next meeting to be more sustainable?
6. What items or materials can be reused, repurposed, or donated?

