

## Sustainable Conferencing

Green – achieved

Yellow – Part achieved

Red – Not yet achieved

### Attendance/Presenting

The majority of our events are now virtual. Where onsite all our conferences have options for attending the live event virtually and/or watching the recorded sessions after the conference.

For onsite conferences all are near public transport

Bike storage – available on nearby streets, there are no showers at venue

E-vehicle charging – available near venue

<https://www.westminster.gov.uk/parking/electric-vehicles>

We have a chosen charity each year which we contribute to and speakers have the option of donating their fee to

We offer free virtual places to patients at all our events but we do not offer these onsite

### Our Staff

All our staff work remotely we have no office

Where staff are required to travel onsite we aim to send the staff who live nearest to the venue

We ask staff not to print from the server

The vast majority of our meetings are virtual, if we do have an in person meeting we will choose venues with easy access to public transport

We focus on work life balance and mental health wellbeing

### Refreshments for onsite events

Where catering is provided we will ensure it is red meat-free menu and will always provide a plant based option

Water stations are available throughout all our venues and staff are also happy to refill water bottles

Delegates are encouraged to bring re-usable water bottles

Distribution of food waste to food banks or homeless charities. Our primary venues have stated that this cannot occur due to Food Safety, and hot food being displayed for 2+ hours. We will continue to work with venues on this issue

All catering is in house at our primary venue and we will aim to use venues that use in house catering

### **Waste Management at onsite events**

We have minimised printing through the use of:

QR code links to the programme and evaluation

Recycling of badge holders with clear instructions for delegates to return these

Clearly marked recycling bins throughout the venue – this is currently not occurring within our primary venue but is handled back of house

Minimal waste catering solutions – we work with venues to ensure no disposable items such as plates and cups are used

There is clear communication pre-event with regards to availability of free catering, then on-site signposting to location of catering, to reduce waste

### **Venues**

Venues & events should not be used if they are supported by association with environmentally unsound organisations e.g. fossil fuel, petrochemical industries and banking institutions known to support such fields

We will ask all venues for sustainability information

Our primary venue is the Cavendish venues group – further information on their green policy is here <https://www.cavendishvenues.co.uk/green/>