

EVENT PLANNERS AUSTRALIA

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Water Management

Event Planners

- National implementation of water tanks
- National roll-out of grey water re-use
- Water saving fittings installed in all offices
- Filtered water coolers to reduce drinking water wastage
- Scraping, rather than rinsing, plates before they are loaded in a 4 star energy efficient dishwasher
- Switched to eco-friendly cleaning products.

Events

- Utilise venues with water management policies in place.

Waste Management

Event Planners

- Recycling program to capture paper, cardboard, metals, glass and plastics (pay for separate collection)
- Pre-qualified suppliers to enable electronic commerce (cuts paperwork)
- Suppliers capable of offering a green product are given weighted preference
- Use duplex equipment that can print on both sides of paper
- Written communications moved to email whenever possible (i.e. rooming lists and layouts, event orders, settlement of accounts and other contractual documentation)
- Request that supplier brochures be emailed instead of hard copy
- Instead of buying writing pads, use the back of recycled paper
- Using bulk supplies of pens left over from conferences before purchasing new stock
- Manilla folders and lever arch files re-used from event to event wherever possible
- Do not use plastic sleeves unless absolutely essential
- "Think about the environment" message added to the bottom of email signatures.

Events

- Use double-sided copies and post-consumer recycled content paper with soy or vegetable based ink
- Minimise the use of new packing supplies by re-using boxes and packing materials
- Palletise wherever possible to reduce package requirements

- Requesting suppliers deliver satchels and other bulk supplies not individually wrapped in plastic
- Make signs more generic (i.e. directional, food and beverage) to enable their reuse where possible
- Use electronic signage wherever possible, especially larger LCD or Plasma TV signs. Use data projection in lieu of printed signage or announcements in meeting rooms
- Move to email for mass promotion. If postal mailing is absolutely required, ensure all the contact data is up to date and that all addresses are valid to reduce print and postage waste
- Offer a lower cost for registering and making bookings online or charge more for manual bookings
- Ask presenters to minimise handouts and make papers available on the web or place PCs and printers in the venue to allow for papers to be printed on demand. If producing paper proceedings, make these available to order at extra cost
- Use CD/DVD, or better, still websites for paper publications
- Encourage sponsors and others to eliminate paper inserts in satchels – it is far better to consolidate these onto one CD/DVD in PDF format
- Provide materials via Wi-Fi for PDA and notebook downloads on-site
- Collect and re-use name badges, satchels (especially if they are generic and not permanently printed with the event name)
- Use themeing items, centre pieces and decorations that can be re-used, such as living plants
- Have attendees 'sign-up' (ticketing) for meals – better attendance numbers reduce food waste and costs
- Give delegates water bottles and use refill stations instead of bottled water
- Think about meal sizes – smaller portions cut down dramatically on food wastage
- Provide on-site recycling for paper, cardboard, metals, glass, plastics, and other recyclable materials
- Encourage the use of biodegradable and natural material satchels for gifts, satchels, shirts etc
- Discourage use of pens and notepads in the delegate satchel – ask that delegates bring their own in the confirmation letter and have some spares on-site should they be needed
- Donate unused conference supplies to charity where possible.

Energy Management

Event Planners

- Low wattage, motion sensitive, area specific lighting
- Replaced lights with 35W Halogen or CFL tubes
- Use natural light efficiently and look at individual switching for areas not frequently used
- Building with 5 star energy rating (Head Office)
- Insulated glass
- Ensured air conditioning was inverter based
- 4 star+ washer/dryers in each office
- Replaced most PCs with 80W mini-desktop units and replaced CRT screens with low energy LCD screens
- Turn off equipment normally left in standby mode (like PCs after hours)
- Placed all servers in new green collocation facility in Brisbane Office
- Replaced older laser printers with 'Good Environmental Choice Australia' (GECA) ISO energy star certified models
- Buy multi-purpose office equipment i.e. all-in-one fax, printer, scanner, copier. These generally require less energy and space than their individual counterparts
- Replaced company vehicle with an economical diesel
- Encourage employees to turn off equipment and lighting, and turn down thermostats when leaving for extended periods of time
- Eco-Monitors are now active in each state, and are ensuring that Event Planners is continually improving green initiatives company-wide. A regular electronic newsletter is circulated to all staff and it is up to the eco monitors to make sure other staff in the office understand and adhere to company policies. A periodic audit of each office has commenced, where we are tracking knowledge and change of practice.

Events

- Palletise wherever possible to reduce transport costs
- Reduce transportation emissions and support local economies by using local suppliers, talent and products whenever possible
- Encourage delegates to use air travel, coach and hire car companies that offer carbon offset programs
- Recommend hotels within walking distance of the venue that have proactive eco-management policies.

Projects to be completed

- Working with Savings in the City, a City of Melbourne initiative, to implement strategies to reduce water consumption in Event Planners' five nation-wide offices, as well as at events
- Attendance at various green events to discover updates that can be implemented.

Other

- For the Australasian College for Emergency Medicine Annual Scientific Meeting November 2009, we used a 6 Star Green Star rated venue, introduced optional greener exhibition stands, included an award for best eco-booth and released an event environmental policy online
- Continually communicate organisation's green policy in various ways to engage all employees, clients, members and visitors – green the company
- Establish a purchasing policy to buy environmentally friendly products, including ENERGY STAR equipment, remanufactured laser toner cartridges, recycled content paper, vegetable based inks, low VOC (Volatile Organic Compounds) paints and cleaning supplies and recyclable plastics
- Select venues with environmental accreditation
- Recommend range of green initiatives to clients.