

[www.sapmea.asn.au](http://www.sapmea.asn.au)

*sapmea* proceeds with event planning by taking one step at a time as it believes this is the best approach to saving the world.

As *sapmea* learns more about environmental impacts, it is committed to positioning the company as an environmental leader amongst conference organisers in Australia.

In 2009, *sapmea* introduced its Green Team to remain abreast of green initiatives in business and work with a carbon emission reduction company to identify ways in which its clients can reduce or remove the carbon footprint of their conference and establish sustainable carbon emissions practices.

## Water Management

- ✓ Use water jugs/reusable water bottles
- ✓ Optional cleaning of linen and towels
- ✓ Dual-flush toilets.

## Waste Management

- ✓ Use of environmentally friendly products
- ✓ Reuse signs, name badges etc
- ✓ Encourage a reduction in paper usage by communicating electronically
- ✓ Recycle paper, rubbish, print cartridges, aluminium, metal etc.

## Energy Management

- ✓ Switch off computers/lights/air conditioners when not in use.

## Accolades Received

- ✓ *sapmea* was awarded the 2009 MEA state award for Corporate Social Responsibility award [6-30 Full Time Employees].

## Projects to be Completed

- ✓ *sapmea* is looking into options and tools it can use to calculate a conference's carbon footprint, and offer the opportunity for clients/delegates to purchase carbon credits.

## Other

A 'green actions' checklist has been developed with a series of suggestions and ideas that event planners can consider when planning their conference. *sapmea* staff discuss these options in the early stages of planning with the organising committee.