



## **Vademecum for sustainable event planning**

15 September 2022

This leaflet is intended to be a handy memo list to assist you in planning your event with regard to aspects of ecological sustainability. It is a suggestion in the awareness that not all points can be taken into account under every circumstance. The leaflet is largely based on the [«Guideline Sustainable Events»](#) by the UZH sustainability team.

### **Selection of guests**

When selecting and requesting guests, consider their travel routes. Consider that regional networks are also advantageous for continuing collaborations.

### **Travel efficiency and synergies**

Consider opportunities for extended stays, especially for those traveling further distances. For example, organize additional encounters, opportunities for exchange, and workshops with the invited person after or prior to the actual event. This will increase the efficiency of the trip and the encounter. Should the occasion arise, such synergies can also be co-funded by the application in the sense of matching funds.

### **Program**

When planning the program, take into account the travel plans of your guests and possibly those of the other participants. For example, make sure that it is possible to travel by train when planning the start of the event.

If it is not possible to travel by train without an additional overnight stay, you may request additional accommodation. With this offer, you also create incentives for your guests to decide in favor of a sustainable journey.

Also see the [information sheet on budget planning](#).

### **Catering**

When it comes to catering, pay attention to ecologically sustainable nutrition principles. For example, avoid meat, products from extensive agriculture and long transport routes for refreshments during breaks or aperitifs.

Avoid disposable tableware and bottles as far as possible.

Ask your caterer about the possibilities of resource-saving catering. [ZfV](#) also offers appropriate options in its [catering](#). Alternatively, there are offers from external caterers who are explicitly dedicated to avoiding food waste.



Avoid foodwaste or organize the recovery of surpluses, if necessary.

The Sustainability Team provides a [guideline on sustainable catering](#), as well as a list of caterers with [information on their offerings with regard to aspects of sustainability upon request](#) (to [info@sustainability.uzh.ch](mailto:info@sustainability.uzh.ch)).

### **Prints and giveaways**

Reduce printed event notices and materials to the necessary.

Avoid the use of giveaways.

### **Sharing**

Communicate your efforts for sustainable practices during the event and share your experiences with other junior researchers.

### **Information**

See the [factsheets and guidelines provided by the UZH Sustainability Team](#) for more information and suggestions on the topic.

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