



EVENT ENVIRONMENTAL POLICY

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Being environmentally aware

- Using low impact manufacturing methods that reduce harmful emissions, waste or by-products
- Using renewable resources like farmed timber or other crops (sugar cane, hemp, cotton)
- Not doing anything that can harm the earth (avoiding toxic pesticides, strip mining, widespread clearing)
- If you have to harm the earth then minimise that effect by replanting and reinstatement
- Reduce → Reuse → Recycle → Offset
- And adopting the green “frame of mind” in everything you do and everyone you deal with

The event organisers of **acem action09** aim to undertake the following environmental initiatives in the lead up to, during, and after the Australasian College for Emergency Medicine Annual Scientific Meeting “**action09**”:

General event practices

- Survey suppliers to discover the environmental programs / services they offer or have undertaken
- Move written communications with suppliers to e-mail whenever possible
- Minimise the use of new packing supplies by reusing boxes and packing materials. Palletise where ever possible to reduce transport and packaging costs
- Reduce transportation emissions and support local economies by using local suppliers, talent and products whenever possible
- Encourage delegates travelling by air, coach or hire car to utilise companies that offer carbon offset programs
- Measuring the greenhouse gas impact from hosting the event and then offsetting carbon emissions accordingly

Venue selection

- Choose a venue that has an environmental accreditation
- Ensure that the venue has good waste reduction procedures and uses biodegradable supplies
- Ensure the venue provides separate bins for delegates to be active recyclers

Accommodation

- Recommend hotels within walking distance of the venue and with proactive waste, water and energy management practices

Printed material and information

- Move as far as possible to replacing printed materials with electronic marketing
- Encourage delegates to think about the environment before printing any event information sent to them electronically

- If printing is required use recycled paper and print on both sides using vegetable inks wherever possible
- If using mail, invest in “cleaning” and de-duplicating the mailing list to ensure it is valid, thus reducing print waste and postage costs
- Offer a discount for registering online as opposed to completing a manual registration
- Obtain all relevant information, presentations and papers via electronic media
- Replace traditional delegate handouts such as program and abstract books with electronic alternatives

Food and beverages

- Aim to reduce food miles by using local food and beverage supplies
- Plan menus using in-season, fresh, local, organic produce (request Fair Trade supplies when available)
- Include a larger number of vegetarian options and advise delegates of these options
- Select fish from sustainable fish supplies
- Ask caterers to provide reusable table cloths, crockery and cutlery
- Where possible use bulk dispensers for sugar, salt, condiments and sauces (avoid individually wrapped items)
- Ticket the meals and catering breaks to give more accurate attendance numbers while reducing food waste and costs
- Have glasses available for use at water coolers and crockery available at the coffee carts, rather than the use of disposable cups
- Think about meal sizes; smaller portions cut down dramatically on food wastage
- Arrange to have leftover unserved food donated to charity via appropriate food wastage channels

Exhibition

- Offer the opportunity to upgrade to an Eco-Booth, which will ensure that exhibition stands are made from as much recycled, recyclable and renewable-source materials as possible
- Encourage exhibitors to bring only what is needed for the event, and take back what is not distributed at the event
- Enviro-Exhibitor Award for the best additional environmental initiatives undertaken
- Ensure all equipment is turned off overnight in the exhibition hall

Onsite

- Use electronic signage wherever possible
- Eliminate delegate satchels, which in turn eliminates printed satchel inserts
- Collect and reuse name badges
- Provide information about the local public transit system
- Request that delegates bring their own pens and note pads
- Encourage delegates to separate waste
- Use themeing items that can be reused
- Sleep mode to be applied to all internet café computer terminals to conserve energy when not in use