

Fact sheet – Organising an ecologically responsible ELIA event

The table below lists the main measures that the ELIA team can take in collaboration with the event host to make an event they are organising more environmentally responsible. In line with the SHIFT eco-guidelines and our eco-policy, the measures are divided into three categories: mandatory measures, optional measures. and mandatory measures included in our sustainability contract clause. ELIA strives to apply as many measures as possible, but to allow for flexibility, there is a list of 11 measures in our event contracts and agreements of which at least six should be applied.

Environmental responsibility Measures			
Nr	Measure	Category	Responsible party
Communication			
1	Communicate about the efforts to make the event more sustainable before, during, and after the event.	Mandatory (6/11)	
2	Encourage participants from out of town to choose environmentally friendly travel options (such as taking the train, carpooling etc.).	Mandatory (6/11)	
3	Promote the use of environmentally friendly transport options locally, between venues and accommodations (such as public transport, walking).	Mandatory (6/11)	
4	Include a reflection on the environmental responsibility aspects of the event in the event report.	Mandatory	
Production			
1	When recommending or booking accommodations, pick options that have sustainability certifications or otherwise demonstrate efforts to be environmentally friendly. Ensure that they are accessible by public transport and preferably close to the venues.	Mandatory	
2	Choose sustainable catering options (e.g. organic, vegetarian, vegan, or locally sourced food).	Mandatory (6/11)	
3	Use reusable or sustainable name badges.	Mandatory (6/11)	
4	Provide waste separation points.	Mandatory (6/11)	
5	Create a purchase policy for the event, outlining the important sustainability considerations.	Mandatory (6/11)	
6	Use as little paper as possible and make it recycled or eco-certified when used.	Mandatory (6/11)	
7	Ban plastic disposables, bottles and bags.	Mandatory (6/11)	

8	Do not distribute tote bags at the event.	Mandatory (6/11)	
9	Minimise the distribution and use of marketing goodies.	Mandatory (6/11)	
10	Ban the acquisition and use of single use items for the event.	Optional	
11	Provide online streaming options for the event.	Optional	
12	Organise local transport collectively, such as group walks between venues or a centralised carpooling system.	Optional	