

APUAF: Best Practices for Sustainable Events

The best practices indicated below provide a general checklist to help organizers and committees integrate sustainable practices into APUAF events, thus broadly encouraging their dissemination within the APUAF network. They are intended to be simple to implement and are organized around the following five themes: Transport, Waste, Catering, Communication and External activities. For all suggestions, additions, comments, please write to: apuaf.sd@gmail.com

1. Transportation

- Indicate alternative modes of transportation to the event location, such as walking, cycling or public transit.
- Give details of the nearest bus and tram routes, subway stops, bicycle docking stations, safe places to park personal bikes and recharge points for electric bikes.
- Encourage soft mobility and carpooling.
- Choose delivery methods with the lowest impact (bike messengers, electric cargo bikes, electric vehicles).

2. Waste

- Encourage attendees to use their own water flasks and/or mugs.
- Prefer reusable, recycled, recyclable and natural materials for signage.
- Rent or reuse whenever possible (chairs, service ware, tablecloths, etc.).
- Provide clearly labelled bins for general waste and for recycling (cans, card, paper, plastic).
- Reserve organic waste for composting if possible.
- Limit single-use plastics and ideally all single-use items.
- Buy in bulk to cut down on packaging (coffee, tea, sugar, condiments, etc.).
- Choose bin liners in recycled plastic.
- Distribute any leftover food to attendees or to the staff of the host venue.

3. Catering

- Work with a caterer who uses local and seasonal produce.
- Prioritize organic produce and/or fair trade.
- Limit the amount of meat products in menus.
- Include a vegetarian and/or vegan option.
- Serve buffets rather than meal trays. If serving meal trays, choose ones without additional containers and without plastic cutlery. Order no more than necessary to limit waste.
- Rent reusable service ware rather than purchase disposable items.
- Serve beverages in glasses or, if this isn't possible, in recyclable cardboard cups.
- Keep plastic cups and cans to an absolute minimum. Serve drinks in pitchers or glass bottles. Install water fountains or indicate if tap water is available and drinkable.

4. Communication

- Two months in advance of the event, provide attendees a list of nearby hotels and restaurants that support sustainable practices.
- Minimize printing but when necessary ensure all printed material is recycle-ready: print on recyclable materials or use rough paper/paper already printed on one side, and have a recycling process in place.
- Choose paper that has an ecolabel.
- Whenever possible, print on both sides and in black and white.
- Set up a file-sharing system instead of sending big files to multiple users.
- Send the APUAF eco-friendly event charter to attendees along with the final reminder email before the event. (Charter will include details of sustainable practices being implemented for the event: transportation, waste management, etc.).
- Set up signage on site to remind attendees and staff of sustainable practices (use rough paper/paper already printed on one side).
- In the course of the event, make time for a "sustainability spotlight" (in the form of a slide or orally) to highlight the energy- and waste-saving measures implemented.

5. External activities

- Use low-impact suppliers and services for all activities.
 - Prioritize walking or low-impact transportation.
 - For excursions, when bus or car hire is required, use electric or hybrid vehicles.
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