



Corbion

Keep creating

1. SAFETY FIRST

- Start the event with explaining the safety rules for the location (what to do in case of emergency, location of emergency exits and other relevant topics)



2. PREVENT FOOD WASTE

- Cut down on the number of people to cater. The caterer typically provides surplus food, so by catering for e.g. 90% of the persons attending there should be sufficient food for everyone without food waste
- Find out what type of food is preferred by the participants and accommodate to these preferences where possible
- Source from caterers that use unsold fresh food to cater for events Hand out doggie bags or offer leftover food to your guests
- Donate food leftovers to local Food Pantry or Homeless Shelter Find out what sustainable practices your preferred caterer uses



3. SELECT A NEARBY LOCATION

- Choose a venue which is close to the majority of your guests and easy to access by public transport
- Host your event and lodging in the same hotel



4. STIMULATE CARPOOLING

- Coordinate carpooling among participants
- Inform participants about nearby carpooling spots



5. NO USE OF BOTTLED WATER

- Ask people to bring a re-usable water bottle
- Install a water source in the meeting room (water dispenser or cooler)



6. ZERO WASTE

- Be mindful of the amount of paper you use (are notepads for everyone really necessary?)
- Prevent unnecessary waste, e.g. by serving cans of tea instead of cans of hot water and single tea bags with wrapping
- Limit the use of disposable plates, cutlery etc. Keep the leftover disposable items for future use
- Arrange waste separation: plastic, organic, paper, residual. If applicable to your area, compost organic waste



7. SELECT A SUSTAINABLE GIVE-AWAY

- The most sustainable option is to provide no gift...
- Don't brand materials with the date or the name of the event - they can be reused at future events
- Find a gift that promotes sustainable behaviours, such as a re-usable water bottle or a solar charger for your phone



8. RESPONSIBLE SOURCING

- Choose in-season food sourced from local vendors
- Offer low carbon protein sources, such as beans
- If available use certified sustainable coffee, tea and chocolate
- Consider to purchase “ugly” food – less attractive food that may not sell as quickly
- Purchase items with minimal packaging



9. COMMUNICATION

- Communicate about the sustainability actions that you implemented to increase awareness
- Link these actions to the relevant Sustainable Development Goals (SDGs) to increase awareness



10. TEAM BUILDING ACTIVITIES

- If the event includes a team building activity, consider a group event around sustainability such as a beach cleanup

