

Green conferences and events

The University's most important task is to promote research, teaching and knowledge. In this respect, conferences and events are a key factor. Here's a checklist your unit can use to help organise more sustainable conferences and events.

Healthy and nutritious catering

- Contact the canteen and put together a menu based on local ingredients that are in season or organic.
- Serve vegetarian dishes as the default choice.
- To avoid food waste, choose individually portioned meals rather than buffets.

Reduce waste

- Make the correct sorting of waste accessible and intuitive. Contact Technical Services for guidance.
- Cancellations should be made no later than two days before delivery, in order to reduce food waste.
- Avoid disposable bottles and order jugs of water and glasses instead. Or ask participants to bring their own water bottles.
- Ask the canteen to provide sustainable packaging and encourage participants to take home excess food (doggy bags).
- Remember to ask about any food allergies among the participants and have the canteen provide information about allergens in the food. In this way, you will reduce food waste.

Tools

- Order reusable roll-ups, banners, etc. for recurring events. To this end, avoid writing the date and year on these items.
- Use recycled material when decorating rooms (e.g. potted plants instead of cut flowers).
- Choose digital solutions instead of printing programmes, participant lists, etc.
- Use FSC certified paper for printed material. Contact the Graphic Center for guidance.
- Collect and recycle name tags.
- Make a conference goods buffet with pens, paper, etc.

Promote climate-friendly transport

- Make choosing and using public transport easy for participants via guides, overview maps, etc. on the conference website.
- Encourage or arrange shared transportation or carpooling.

Share your successes

Communicate to the participants that at SDU we want to promote sustainability both in a broader sense and in connection with specific events. Tell them what this entails in terms of initiatives and changes. Share your successes via social media and with other units at SDU, so we can inspire each other.