



Sustainable Events Policy 2020

The Events Team at the University of Sussex supports the conservation of energy and considers carefully the environmental impact of all of its activities. We recognise the role we play in contributing to a sustainable future for all. Our Sustainable Events Policy sets out to articulate our commitment to environmental and socially sustainable practices in all areas of our event design and management systems.

These guidelines have been produced to help meet our obligations, and adopt practices which will help us work in line with the British Standards 8901 for sustainable event management – this is not an exhaustive list. The key areas to consider when organising events are around the choice of venue and location to minimise CO2 emissions, selection of appropriate catering options and in reducing waste before, during and after the event. We adhere to industry best practice and ISO 20121 in event management policy.

1. Event publicity and bookings

We will use double-sided printing for any necessary promotional or event materials ensure the paper has a high recycled content.

We will make use of websites and email and social media to promote events where possible, using electronic registration where possible.

2. Venues

Venues will be selected for access to public transport which reduces the need for delegates to travel by car.

We will ask potential venues for their environmental policy – including waste management and recycling, energy efficiency and sustainable policies.

We will choose naturally lit meeting/catering/exhibition areas if possible.

We will book venues for the least amount of space/number of rooms and the least amount of time needed – minimising unnecessary lighting, heating, air conditioning and avoiding waste.

We will prioritise venues offering in-house catering and technical equipment /support (e.g. staging, AV) that can reduce the need for equipment transportation.

3. Food and Drink

We will actively discourage the use of bottled water and plastics at events.

We will plan catering requirements carefully to avoid unnecessary waste.

We will ensure that all dietary requirements are catered for but where appropriate will provide a predominately vegetarian menu.

We will prioritise selecting meals and catering using seasonal, local produce – buying local food to avoid unnecessary food miles and keeping money in the local economy.

If serving fish, we will choose a fish from sustainable sources.

We will aim to ensure that tea and coffee, juice and fruit served is Fair Trade and will minimise the use of individually packaged food and drink items.

We will provide tap water and encourage guests to bring their own water bottles.

Where this is not possible we will provide the minimum amount of plastic water bottles possible and encourage reuse. Jugs of water will be available as an alternative.

We will encourage staff working to use their own water bottles and reusable coffee cups.

We will provide reusable crockery, glassware and cutlery wherever possible, reducing waste before, during and after the event.

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