**Sustainable Project Manager Checklist**

Go through this checklist to find out how sustainable your event project at Mobile World Congress is.

**DONATION PROGRAMME**

* Check out the Donation Room Initiative. Any materials or furniture that cannot be reused can be donated to local charitable organisations.

[*Click here*](https://gsma.force.com/mwcoem/s/Environmental%20Exhibition#donation) *for more information*

* Discuss with your stand-build supplier whether they will have any material or furniture to donate after the event

**GREEN STAND INITIATIVE**

* Participate in our green stand initiative. You will receive a complimentary and **fully confidential** carbon footprint study of your stand so you can benchmark your carbon footprint year on year

**ENVIRONMENTAL WEBINAR**

* Join our Webinar - 'Together for a sustainable MWC 17' and get a chance to ask questions. [Click here](https://gsma.force.com/mwcoem/s/Environmental%20Exhibition#webinar) to find out more information

**ENERGY CONSUMPTION**

* Use energy efficient lighting
* Consider replacing components that use energy (monitors, lighting, appliances) if more energy-efficient options are available
* Turn off all power, lights and equipment when not in use

**WASTE RECYCLING**

* Use waste separation within your stand. [Click here](https://gsma.force.com/mwcoem/s/Onsite%20Logistics#wasteseparation) to find out how to do it

**STAND DESIGN / Build-Up**

* Avoid shipping materials to the venue that can be acquired locally.
* Avoid using air travel to send materials if possible.
* Be innovative - use fold-up furniture (to make transport easier) and opt for multifunctional, reusable furniture.
* For materials that must be shipped, select a freight hauler that carries out environmentally responsible practices in their operations.
* Look for opportunities to buy or rent components of your exhibit in the city at your destination. This saves energy (and money) on shipping
* Print banners and signage on sustainable materials and/or on materials that can be reused.
* Rent furniture instead of purchasing it, whenever possible.
* Use environmentally friendly materials in the construction of the exhibition stands, including legally and sustainably harvested timber, and recycled materials. Avoid using non-recyclable materials
* Use local labour for stand construction

**Re-use of materials**

Some conference material from previous events can be re-used with the same or a different purpose:

* Design reusable print materials, avoiding one-time dates and slogans
* Print banners and signage on sustainable materials and/or on materials that can be reused

**PRINTING**

* Provide event information electronically (i.e. advertising via email lists, social media, apps) to prevent printing materials
* Offer all relevant information, presentations, papers and web links via electronic media

**If printing materials were required**

* Use recycled paper

*Be sure that paper is made from 100% recovered paper (recycled) or sourced from sustainably harvested forests*

* Print double sided and try to reduce the text and number of pages as much as possible.
* Choose environmentally responsible printing companies, which do not use environmentally persistent chemicals and promote responsible practices
* Print as much as possible locally, rather than shipping material from the headquarters

**Promotional material**

In order to prevent the environmental impact, promotional material, delegate bags and other gifts should be minimised, if these promotional materials were required:

* Produce these with sustainable materials
* Produce these locally

**TRANSPORTATION**

* Book a non-stop flight to get to Barcelona.

[*Non-stop flights are exponentially better for the environment*](http://blog.sfgate.com/cmcginnis/2011/05/16/direct-or-nonstop-flight-which-ones-better/)***because as much as 50% of carbon emissions come from take-off and landing.*** *It is worth the extra money to book a direct flight!*

* Promoting car sharing or [public transport](https://gsma.force.com/mwcoem/s/Transportation#publictransport) to reach the venue every morning
* Consider using airlines with offset programs
* Are you aware of the complimentary hotel shuttle buses available during the event? For more information [click here](https://gsma.force.com/mwcoem/s/Transportation#Venueshuttle).
* Have you collected your free local transport pass? This gives you free access to the local metros, trains and bus during the four event days. [Click here](https://gsma.force.com/mwcoem/s/Transportation#venuemass) to find out how

**ACCOMMODATION**

* Use hotels within walking distance of the venue and with proactive waste, water and energy management practices
* Check the environmental policy of the hotel before booking.
* Turn off any lights, TV, air conditioner or heater when you leave your hotel room