



# Sustainable Project Manager Checklist

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Go through this checklist to find out how sustainable your event project is at MWC/4YFN.

## 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

## 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