

**Developing a Green Event Guide (GEG) for the  
University of Aberdeen (UoA)**

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## Appendix 4: Event Attendee Survival List

### Event Attendee Survival Guide



*Dear Attendee,*

*We kindly ask you to have a read of this guide and to participate in our Green Event Management practices. Please consider the below-listed procedures to prepare yourself for your event at the University of Aberdeen.*

#### **Before arrival please make sure that:**

- You have packed all survival pack items\*
- You are not bringing any single-use plastic to the venue
- You have downloaded the conference app or programme
- You have downloaded or printed out all the papers you need for the event
- You plan your journey to the venue via public transport using these links:
  - o Getting to the Campus <https://www.abdn.ac.uk/about/campus/maps/>
  - o Travel line Scotland <https://www.travelinescotland.com/lts/#/travelInfo>
  - o First Bus <https://www.firstgroup.com>
  - o Stagecoach <https://www.stagecoachbus.com>
- Or you have arranged for car-sharing
  - o GoCarShare <http://gocarshare.com>
  - o Lift Share <https://liftshare.com>
  - o BlaBlaCar [www.blablacar.com](http://www.blablacar.com)
- You have booked the greenest accommodation possible
  - o <https://www.bookdifferent.com/en/>
  - o <https://www.greenkey.global/green-key-sites>

#### **\*Survival pack - What to bring to the event:**

- |   |  |
|---|--|
| <input type="checkbox"/> Pen/ pencil                      | <input type="checkbox"/> Coffee cup              |
| <input type="checkbox"/> Paper                            | <input type="checkbox"/> Straw                   |
| <input type="checkbox"/> Carrier bag (avoid plastic bags) | <input type="checkbox"/> Reusable food container |
| <input type="checkbox"/> USB stick                        | <input type="checkbox"/> Handkerchief            |
| <input type="checkbox"/> Folder                           | <input type="checkbox"/> Charger power bank      |
| <input type="checkbox"/> Water bottle                     |  |

#### **At the event:**

- Separate your waste into the segregated waste bins provided
- Reuse your cup, plate and cutlery where possible
- Consider which keepsakes/giveaways you need and do not need
- To avoid wasting food only serve yourself the quantity of food you need
- Avoid taking taxis to commute between locations; instead use buses or walk
- Turn of taps to avoid wasting water
- Turn of electronic appliances to reduce energy use

*Thank you very much for your time, participation and help in making this event as environmentally sustainable as it can be.*

*Further information can be found on the University website <https://www.abdn.ac.uk>*

## Appendix 5: Green Event Guide

### Green Event Guide University of Aberdeen (UoA)



This Green Event Guide (GEG) was developed for the University of Aberdeen, to help event organisers adopt more sustainable practices during event planning and execution. This guide was constructed using the RMIT University Sustainable Event Guide\* and addresses all aspects of event management, to minimise the negative impacts of events on the environment.

#### How to use the Guide:

This guide should be used for all types and sizes of events. It is divided into different sections of event management (i.e. venue, waste minimisation, catering etc.) and suggests **good**, **better** and **best** practices to hosting green events. If **best** practices cannot be implemented from the onset, **good** and **better** practices should be adopted, to achieving **best** practices as soon as possible. **Unsustainable** practices should be avoided. Each practice is awarded points (i.e. **best** = 3 points; **better** = 2 points etc.), which are summed up at the end. This allows users to track their progress and performance can be compared across the University.

#### VENUE

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Venue characteristics	<input type="checkbox"/> No consideration of venue size, heating or cooling requirements, lighting and waste separation	<input type="checkbox"/> A venue of an appropriate size is chosen based on the number of attendees expected at the event	<input type="checkbox"/> The venue's temperature is kept between 18-22 degrees, electrical appliances are turned off when not in use and waste is separated	<input type="checkbox"/> A venue that: is of an appropriate size; separates waste; has a high EPC rating, has LED lights, water dispensers; and has a base-building temperature is chosen (18-22 degrees)
Dressing/decorations	<input type="checkbox"/> No balloons or confetti is used and cut flowers are avoided unless they are from a local source	<input type="checkbox"/> Decorations are locally sourced, recyclable and reusable	<input type="checkbox"/> Event organisers engage with local communities to make decorations out of recyclable or compostable material	<input type="checkbox"/> Decorations are kept to a minimum and dressing from previous events is reused.
<b>Total Score:</b>		<b>/6</b>		

## TRANSPORTATION AND TRAVEL

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
International travel	<input type="checkbox"/> A physical event is hosted in a location that is not accessible by public transport	<input type="checkbox"/> A physical event is hosted in a location that is accessible by public transport	<input type="checkbox"/> A physical event is hosted in a location that flying and individual vehicles can be omitted.	<input type="checkbox"/> A virtual event is hosted without the need for any transportation or travel.
Local travel	<input type="checkbox"/> No information on public transport options is provided to attendees	<input type="checkbox"/> Information on how to get to the event by public transport is provided	<input type="checkbox"/> Information and free public transport passes for attendees are provided	<input type="checkbox"/> Free transport passes are available and active travel is encouraged
Car use	<input type="checkbox"/> Attendees use their own cars and taxis	<input type="checkbox"/> Car and taxi-sharing are encouraged and organised	<input type="checkbox"/> Priority parking is given to electric vehicles.	<input type="checkbox"/> Car parking is limited or banned on-site to promote the use of public transport
Virtual events	<input type="checkbox"/> No virtual event components	<input type="checkbox"/> Video conferences are organised for speakers from abroad	<input type="checkbox"/> Live streams of the event are offered to distant attendees	<input type="checkbox"/> The whole event is conducted virtually
<b>Total Score:     /12</b>				

### NOTE

- Events should start and finish at times that avoid peak traffic times (i.e. starting at 10 am instead of at 9 am and finishing before 5 pm or after 6 pm)
- It should be ensured that events end before public services stop operating (i.e. before 11pm and public holidays should be avoided)
- Enough time should be calculated into the event schedule to allow for people to walk between the venues
- Attendees should be informed about how their travel emissions can be calculated and offset. For example, advising them to use [www.myclimate.org](http://www.myclimate.org)

## PROCUREMENT

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Giveaway and keepsakes	<input type="checkbox"/> Cheap, plastic and single-use objects are given away	<input type="checkbox"/> Branded items made from environmentally sustainable materials are given away (i.e. bamboo)	<input type="checkbox"/> Only branded items that help participants make sustainable choices are distributed (i.e. cups and bottles, cutlery)	<input type="checkbox"/> Virtual gifts or vouchers (i.e. sustainable online shops) are given away instead of physical items
Delegate bags	<input type="checkbox"/> Delegate bags with paper and single-use items are given away	<input type="checkbox"/> Cotton bags with minimal inserts (i.e. office materials and gifts) are given away	<input type="checkbox"/> Paper-free and plastic-free cotton bags are given away	<input type="checkbox"/> No delegate bags are given away
Procurement packaging	<input type="checkbox"/> Buying individually packaged items	<input type="checkbox"/> Buying items in bulk to reduce packaging and the number of delivery trips	<input type="checkbox"/> Buying items in bulk from local suppliers to reduce travel distance, packaging and delivery trips	<input type="checkbox"/> Buying items without packaging from local suppliers in bulk
Promotional materials	<input type="checkbox"/> Buying items that are designed for a single event and made of non-recyclable or non-compostable materials	<input type="checkbox"/> Not dating items so they can be reused again (i.e. posters, banners, and bags)	<input type="checkbox"/> Ordering items that are made out of recyclable and compostable materials	<input type="checkbox"/> Opting for online promotional materials or ensuring that physical materials are reusable and recyclable.
Sourcing Equipment	<input type="checkbox"/> Buying inefficient-equipment for a single occasion	<input type="checkbox"/> Buying equipment that is durable, energy-efficient	<input type="checkbox"/> Hiring and sharing equipment that is durable and energy-efficient	<input type="checkbox"/> Renting energy-efficient and high-quality equipment that is maintained by the service provider
<b>Total Score: /15</b>				

### NOTE

- The Sustainable Procurement Platform provides advice, case studies and resources on procurement practices <http://sustainable-procurement.org>
- The EU Eco-label Product Catalogue providing assess sustainable and certified catering products, gifts and other items <http://ec.europa.eu/ecat/>
- Virtual delegate bags allow for event organisers to upload content, collaborate with sponsors and source discount codes for items such as apps, games, subscriptions or experience-based activities <http://igiftbag.com>, <http://www.virtualeventbags.com>
- These UK-based online shops offer sustainable, zero waste and compostable gifts <https://www.thewildtree.co.uk/collections/all-products>, <https://kickplastic.co.uk/collections/kickstarter-kits>, <https://smallshop.co.uk/shop>, <https://www.ecoliving.co.uk/all-products.html>,
- Green & Good offers certified sustainable products such as plant-fibre lanyards, recycled notebooks and bamboo cups <http://www.greenandgood.co.uk>

## ADVERTISEMENT AND INFORMATION SHARING

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Advertising	<input type="checkbox"/> Using non-recyclable materials (i.e. paper and plastic) to advertise your event	<input type="checkbox"/> Avoiding paper flyers and posters where possible. If paper media is needed, it should be recyclable	<input type="checkbox"/> Using online advertising and offering on-demand printing to limit printing to a minimum.	<input type="checkbox"/> Use online advertising methods such as TV screens, electric signage, social media etc.
Information sharing	<input type="checkbox"/> Printing out information for each attendee.	<input type="checkbox"/> Offering a printing on-demand service so that only the necessary number of copies are printed.	<input type="checkbox"/> Sending guides to attendees electronically via email or online sharing platforms	<input type="checkbox"/> Offering information through an app that also allows for electronic tickets.
<b>Total Score:</b>				<b>/6</b>

### NOTE:

- If you are printing leaflets or programmes, make sure they are printed double-sided; that the paper used is FSC accredited; that the paper is 100% recyclable, and that there are recycling bins for correct disposal.

## COMMUNICATION AND ENGAGEMENT

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Engagement with UoA Staff	<input type="checkbox"/> No engagement with other departments of the UoA	<input type="checkbox"/> Collaboration with other departments to ask for their advice (i.e. sustainable menus or giveaways)	<input type="checkbox"/> Collaboration with departments and societies to promote and facilitate green event practices	<input type="checkbox"/> Partnerships with other departments and student-bodies are formed to ensure best practice
Engagement with attendees	<input type="checkbox"/> No communication about sustainable practices implemented at the event	<input type="checkbox"/> Event attendees are informed about public transport options	<input type="checkbox"/> Event attendees are informed about public transport and recycling practices	<input type="checkbox"/> Event attendees are informed about and follow the practices listed on the Event Attendant Survival Guide.
<b>Total Score:</b>				<b>/6</b>

## ENERGY

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Carbon offsetting	<input type="checkbox"/> Not offsetting any carbon emission from the event	<input type="checkbox"/> Investing in carbon offsetting projects and schemes abroad	<input type="checkbox"/> Investing in local, on-campus carbon offsetting projects	<input type="checkbox"/> Reducing carbon emissions before and offsetting the carbon that cannot be avoided
Energy use	<input type="checkbox"/> The event does not follow energy-reducing practices	<input type="checkbox"/> All electrical appliances are turned to sleep-mode when not in use	<input type="checkbox"/> All electrical appliances are turned off when not in use	<input type="checkbox"/> The carbon emissions from energy use are calculate and offset
<b>Total Score:</b>				<b>/6</b>

### NOTE:

- Carbon Emissions can be calculated using the Energy Revolution calculator <https://www.energy-revolution.org.uk/travel-carbon-calculator/> and MyClimate [www.myclimate.org](http://www.myclimate.org)
- In order to estimate the carbon footprint of your event more accurately, you should survey event attendees and performers on: the total distance travelled to attend the event, the mode of transport they used, their dietary choices etc.

## WASTE

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Waste separation	<input type="checkbox"/> All waste is disposed into general waste	<input type="checkbox"/> General waste and recycling waste are separated	<input type="checkbox"/> General waste, recycling, and food waste are separated	<input type="checkbox"/> General waste, recycling, and food waste are separated; and a take-back scheme for reusable items is implemented (i.e. name tags)
Labelled bins	<input type="checkbox"/> No labelling of waste bins	<input type="checkbox"/> Waste bins and waste products are colour coded	<input type="checkbox"/> Waste bins are labelled with lists of items appropriate for each bin	<input type="checkbox"/> Waste bins are labels with images of items appropriate for each bin
Waste minimisation	<input type="checkbox"/> No waste minimisation practices are in place	<input type="checkbox"/> Wrapping, especially mixed-material wrapping is avoided	<input type="checkbox"/> Single-packaged items are avoided (i.e. indiviual wrapped cookies, and gifts)	<input type="checkbox"/> No waste is produced (i.e. a Zero Waste Event is hosted)
<b>Total Score:</b>				<b>/9</b>

## CATERING

	Unsustainable (0)	Good (1)	Better (2)	Best (3)
Drinking-water	<input type="checkbox"/> Use of disposable plastic water bottles	<input type="checkbox"/> Serving water in recyclable glass bottles and compostable cups	<input type="checkbox"/> Using recyclable glass bottles filled with tap water and reusable glasses	<input type="checkbox"/> Providing water filling-stations or jugs of tap water and reusable glasses
Tea and Coffee	<input type="checkbox"/> Using individually wrapped coffee, tea, sugars and milk sachets	<input type="checkbox"/> Serving tea and coffee in dispensers but using sugar and milk sachets	<input type="checkbox"/> Avoiding all individually wrapped coffee, tea sugars and milk sachets	<input type="checkbox"/> Having bulk dispensers for coffee, sugar and milk and compostable tea bags
Cold drinks	<input type="checkbox"/> Using individual portioned canned or plastic bottled drinks	<input type="checkbox"/> Using larger plastic bottles (i.e. 1 or 2 litre bottles of juice)	<input type="checkbox"/> Using large glass bottles of juice or soft drinks	<input type="checkbox"/> Offering drinks from a cask or tap
Produce	<input type="checkbox"/> No use of local, seasonal, organic or Fairtrade produce	<input type="checkbox"/> Using seasonal and local produce	<input type="checkbox"/> Using local, seasonal and organic produce	<input type="checkbox"/> Using local, seasonal, organic and Fairtrade produce
Catering Menu	<input type="checkbox"/> No low-carbon, vegan, vegetarian, and seasonal menu options	<input type="checkbox"/> Offering some vegan/vegetarian menu options	<input type="checkbox"/> Offering several vegan/vegetarian, seasonal and Fairtrade options	<input type="checkbox"/> Developing a low impact menu that is completely vegan or vegetarian
Catering ware (i.e. crockery, cutlery, cups and glasses, platters, bowls, bottles etc.)	<input type="checkbox"/> Use disposable catering ware and the use of polystyrene is banned	<input type="checkbox"/> Use of recyclable catering ware that is disposed of correctly (i.e. food remains are removed and items are rinsed before being disposed of in the recycling bin)	<input type="checkbox"/> Use of compostable catering ware that is disposed of in the food waste bin	<input type="checkbox"/> Use of reusable catering ware (i.e. glasses and ceramics), lightweight reusable ware (i.e. Melamine) that are returned and reused.
Food waste	<input type="checkbox"/> Food waste is disposed of in the general waste stream	<input type="checkbox"/> Leftover food is disposed of in a designated food waste bin	<input type="checkbox"/> Leftover food is donated or taken home bin reusable or compostable boxes	<input type="checkbox"/> No food waste is generated
<b>Total Score: /21</b>				



NOTE:

- Compostable catering ware can be found is provided by Vegware <https://www.vegware.com> Event Supplies UK <http://eventsupplies.co.uk>
- When designing a seasonal catering menu, Eat Seasonably provides guides that can be used for assistance <http://eatseasonably.co.uk>
- Leftover food should be donated to charities such as Eight Plate <https://eightplate.org.uk/food>, Fareshare [www.farshare.org.uk](http://www.farshare.org.uk) or FoodCycle [www.foodcycle.org.uk](http://www.foodcycle.org.uk) who salvage and distribute food waste to charities.
- Using certified food produce such as MSC Fish, Red Tractor meat, The Soil Association certified vegetables, free-range eggs, wonky vegetables etc.

Further resources on event management, zero waste practices and the circular economy can be found at:

- Waste and Resource Action Programme <http://rmp.wrap.org.uk>
- Zero Waste Scotland <https://www.zerowastescotland.org.uk>
- Ellen MacArthur Foundation <https://www.ellenmacarthurfoundation.org>
- Zero waste alliance international/UK <http://www.zerowaste.org>
- ISO 20121 <https://www.iso.org/iso-20121-sustainable-events.html>

**Total Score: /81**

*Sustainable Event Classification*

No sustainable management	0
Poor sustainable management	1-20
Good sustainable management	21- 40
Better sustainable management	41-60
Best sustainable management	61-81

PERSONAL NOTES: