



CHECKLIST

Towards greener and more
inclusive events and meetings

Interreg



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Northern Periphery and Arctic



Why and how to use this checklist?

Interreg NPA has created this checklist to assist the projects on their way towards greener and more inclusive events, meetings, and activities. In the sections below, you will find concrete ideas of what to consider when planning your next meeting, event, or a project activity such as workshop, training, or site visit. Whether you are the one organizing the travel, accommodation, catering, or marketing, we got you covered!

Open the checklist and tick the boxes as your planning goes along and let us know if you find it helpful or if you have any other checks to add!

Choose what do you want to focus on!

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The picture has been taken at **Interreg NPA Annual Conference “Youth in the NPA” in Bodø, Norway on 9th November 2022.**

Photo credit: Håvard B. Rødsand



Planning

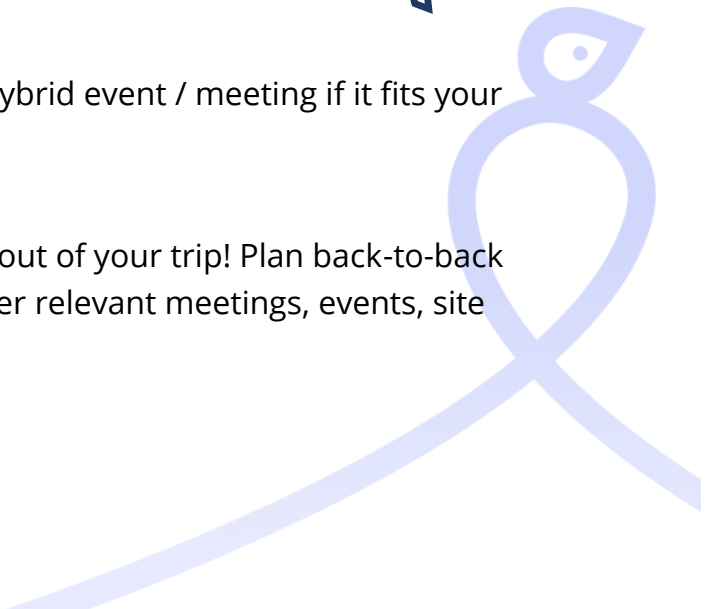


- Plan your meetings/events/workshops at the times that are compatible with attendees' childcare and other carer-based arrangements.
- If you are working with an industry that is known as gender-stereotypical (e.g. most fishermen are men, or most nurses are women) take an extra step and try to bring more gender balance in the representation of such industry.
- When planning who will speak at your event, workshop, or meeting think wisely how much speaking time you allocate to who. In other words, make sure that everyone was heard.
- Plan extra efforts to reach out to underrepresented groups such as women, youth, and indigenous peoples in the NPA area.
- Keep in mind the gender balance when planning events, meetings, activities, etc.
- Make sure that the event speaks for all, regardless of their literacy levels, income, and health conditions, etc.

Travel



- Consider having an online meeting or a hybrid event / meeting if it fits your purpose and target groups.
- Travel smarter and try to make the most out of your trip! Plan back-to-back meetings and combine your trip with other relevant meetings, events, site visits, etc. in the area.



- Fly with hand luggage only if possible. The lighter your luggage is, the less CO2 will your flight produce.
- Use public transport/shared (electric) taxis to get around.
- If you want your participants to use public transport, provide them with information on directions and timetables. As an alternative, make it a joint walk!
- Consider splitting your journey and taking part of it via train! For example, [Finnish railways offer a business class](#) with fast Wi-Fi, working cabins for 2-6 people, or a conference cabin (up to 12 people). If travelling to the Northern part of Finland, it is worth to check out this option!

Accommodation & Venue



- Choose meeting / event venues and hotels that are in walking distance from transport hubs or arrange a shared transportation if your venue is in a more remote place.
- When travelling abroad for meetings/events, provide comprehensive travel and hotel information and guidance in advance, as it increases the participants' feeling of safety.
- Is your venue or accommodation easily accessible by wheelchair? Can people with baby strollers attend the activity or event you are organizing? Is there aid for those who are hearing impaired, including microphones?

Food & beverages

- Choose organic, local, seasonal menus.

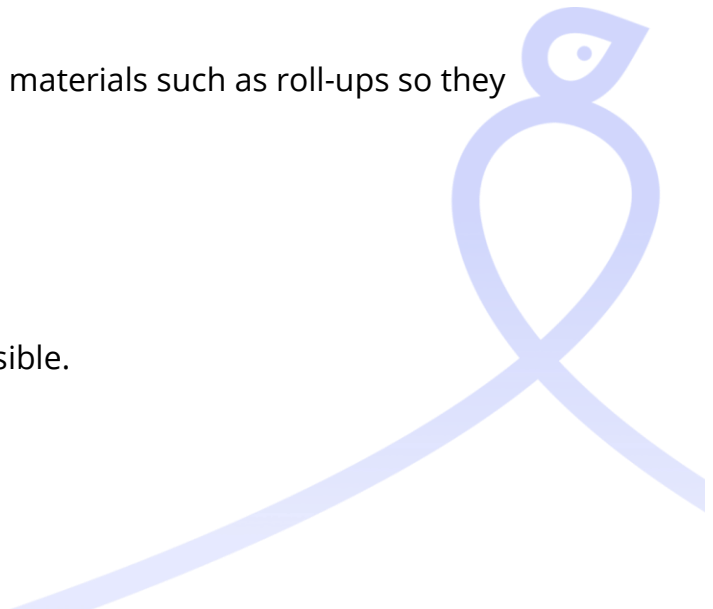


- Plant-based meals have a lower carbon footprint, consider your food choices.
- Limit food waste by adapting the quantities to confirmed participants.
- Avoid disposable tableware and one-time use cutlery/cups/plates.
- Avoid water in plastic bottles, choose tap water.
- Account for special diets of participants based on religion, lifestyle, or allergies.

Marketing & Communication



- At the beginning of your meeting or event, greet the participants in their local language. They will appreciate the recognition and your efforts.
- Think twice before you order promotional items. If you decide that you need them, such as lanyards for example, choose a generic design so they can be reused at other events.
- Consider if you need a giveaway, and if yes, find the most environmentally friendly option (zero-waste, recycling, long-term use, etc.).
- Avoid printing the event title and date on materials such as roll-ups so they can be re-used.
- Order the minimum quantities possible.
- Choose a local producer or printer if possible.



- Gather all the conference information online and use the QR codes to open the links.
- Write your speeches, presentations, and materials in plain, easy-to-understand language. Also, use less text in your materials and presentations.
- Be proud of your greening efforts, share them with the participants and the public.
- Collect feedback and suggestions for sustainability / inclusion as part of your post-conference / meeting / workshop evaluation.

