



SSIO ENVIRONMENTAL SUSTAINABILITY GUIDELINES FOR MEETINGS & EVENTS

These guidelines should be adjusted to take account of local cultural, financial and technical differences

Before the meeting

- Think about sustainability early in the planning; engage the Sathya Sai Centre/Region Go Green Champion.
- Become aware of Sathya Sai Baba's teachings on Nature and avoiding waste.
- Calculate and offset your event's greenhouse emissions.
- Choose local suppliers and local products that are ecologically and ethically labelled.
- Buy organic foods.
- Choose products that have less packaging, avoid plastic packaging.
- Encourage walking, cycling, public transport or carpooling to the venue. At far away nature or eco retreats, carpool.
- Plan purchases to minimise packaging and waste; reuse and recycle.
- Use digital communication and marketing.
- Have a plan for leftover material.
- Make sure it is easy to sort and dispose waste.

At the meeting

- Communicate you are running a sustainable event.
- Use plates, cups and cutlery that are recyclable, biodegradable or reusable.
- Use natural ventilation and natural daylight.
- Set air-conditioning warmer in summer and cooler in winter.
- Turn off lights when not required.
- Use digital copies, limit paper handouts, use recycled paper and print double-sided.
- Have sufficient food only for the numbers attending (refer to separate guide).
- Use refillable travel mugs or water bottles.
- Serve tap water instead of bottled water - do not distribute single-use bottled water.
- Use white boards and not paper flipcharts.
- Position recycling bins at handy locations.

After the meeting

- Recycle aluminium cans, glass bottles, plastic containers, paper.
- Do not dump hazardous products, such as paints, oils, solvents, cleaning chemicals and medication, into the kitchen sink or the toilet.
- Sort and reuse or recycle other waste.
- Distribute leftover food.
- Turn off all lights, air-conditioning and electronic equipment.
- Recycle name badges.
- Use environmentally safe cleaning products, e.g. white vinegar and baking soda.
- Do not leave any litter around the venue.
- Review environmental performance of the meeting to identify improvements.
- Communicate success in holding meetings and events in a sustainable manner.

Refer to: Protect the Planet for more information:

<http://www.sathyasai.org/ya/serve-the-planet>

