

My Check-List for an eco-responsible event in Lyon!

12 items to "eco-think" your event.

In addition to the practical guide To Do List for an eco-responsible event in Lyon, here is a very useful tool for its application during the preparation of your event and its analysis after its holding.

Sending us your checklist at the end of your event will allow us to identify your successes, your needs, the obstacles to overcome and the solutions to explore. Let's work together for more responsible events in Lyon! Thank you for your time.

The ONLYLYON Convention Bureau team

1. ECO-DESIGNING YOUR EVENT

ECO-DESIGN	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Choose event venues with an eco-responsible approach				
Prioritize the use of eco-labelled hotels for the accommodation of participants				
Select service providers according to their sensitivity to eco-responsibility				
Name a sustainable referent for the organization before and on the day of the event				

2. CHOOSE THE RIGHT SUPPLIERS

CATERER	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Ensure that there is a vegetarian alternative on every menu				
Ensure that seasonal menus are offered				
Ensure the choice of cloth or recycled paper tablecloths and napkins, reusable tableware and seasonal menus				
Ensure that food products are offered with little packaging or locally recyclable packaging				
If meal baskets: Prefer large packages rather than individual portions				
Make participants aware of the recycling of their lunch box (explanatory panels for the implementation of selective waste with a color code and clear illustrations identifying the types of waste)				
For waste management: Identify and quantify the types of waste generated by the caterer and verify the implementation of selective waste, compatibility with the recycling garbage cans and collection containers of the host site				
Plan the organization of the recovery of the surplus (donations to associations)				

STANDS & PANNEAUX POSTERS	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Rent the stands rather than buying them				
If manufacturing stands, give preference to reusable floors, dismountable/modular/repairable stands and stands manufactured with recycled and/or recyclable materials				
Identify and quantify the types of waste generated by exhibitors and check the implementation of selective waste, compatibility with the recycling garbage cans and collection containers of the host site				

MAINTENANCE OF THE HOST SITE	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Check that cleaning staff use products with a label (e.g. European ecolabel) and respect the doses				
Ensure that waste generated by maintenance personnel is properly separated and collected				

N.B. : In general, promote service providers who recycle their waste

OTHER EQUIPMENT AND SERVICES	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Verify the presence of water fountains (with reusable cups) on the site of the event				
Offer to make decorative elements (from a gala evening, for example) available for other events or plan to reuse them for another event or donate them to a local association				
Putting in place professional integration clauses in the recruitment of personnel for the reception, installation or de-installation of the event				

3. MINIMIZE THE IMPACTS

THE SITE	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Easy to access and close to public or alternative transportation				
Close to a hotel park that allows access on foot or by public transportation				
Accessible for waste collection				
Already equipped, so as to limit the need for additional facilities				
With eco-designed buildings, with energy and water saving systems, using renewable materials and with a selective sorting system				

4. ENCOURAGE ECO-RESPONSIBLE TRANSPORT

TRANSPORT	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Identify the travel required for the event (analysis of the travel of the different actors with their origin, the potential means of transport to get to the event site)				
Provide as much information as possible about alternative modes of transportation (train instead of plane, public transportation instead of cab) to participants				
Encourage the use of soft modes of transportation (bicycles, walking) and public transportation through the most appropriate communication channels				
In the case of a multi-site event: optimize the program according to participants' travel needs				
If you are responsible for transportation: use the train whenever possible				

5. MAKE THE SITE ACCESSIBLE FOR PEOPLE WITH REDUCED MOBILITY

ACCESSIBILITY	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Accessible entrance(s), reinforce if necessary the signage leading to these accesses				
The presence of a sufficient number of reserved spaces in meeting rooms (particularly amphitheatres), restaurants and exhibition areas				
The conformity of accessible toilets				
For other disabilities (mental, visual and auditory): find out about the dedicated services				

6. MANAGE YOUR ENERGY CONSUMPTION

ENERGY	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Verify that the host site has control over the temperature of the air conditioning or heating				
Ensure that lights are not left on in unused spaces (especially in small meeting rooms) - Awareness of the event manager				

7. EVALUATE THE FLOWS

FLOWS	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Evaluate the quantity of waste produced and the rate of waste recovery => If necessary, the collection and treatment service provider can transmit the quantities produced				
Identify the means of transport used by participants based on prior surveys and evaluate the journeys made by participants during the event				

8. COMMUNICATE CLEARLY

COMMUNICATION TOOLS	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Dematerialize communication as much as possible (website, social networks...), favouring e-mails over mailings				
Favour the reuse of communication supports (tarpaulins, etc.) by calling upon a specialized structure				
Estimate as accurately as possible the number of copies to be printed (attendance of previous editions, distribution list, etc.) and carry out a detailed follow-up of the quantities printed and distributed				
If you need to publish: propose a single document with all the information: access map, program, etc.				

COMMUNICATION TOOLS	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Give preference to two-color printing for all high-volume offset printing				
"Allow documents to breathe: avoid flat colors, eliminate unnecessary fonts, special effects (metallic) and lamination (chemical products that are dangerous for the environment), use a limited serif font				
Print with a suitable weight and on both sides, in a standard format				
Add the mention "Triez-moi" and take the opportunity to explain the environmental approach of the event				
Choose a local printer with the Imprim 'Vert label who uses recycled paper, eco-labelled and/or FSC/PEFC				
If promotional items are needed: limit the distribution of goodies (often synonymous with gadgets and waste)				
Make sure they are useful, reusable and without batteries, eco-labeled, fair trade or made by craftsmen, local companies (associations, insertion, etc.), from local materials				

WASTE FROM COMMUNICATION MATERIALS AND GOODIES	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Check that the sorting of paper documents for disposal is in place				
Clearly mark or have marked the sorting garbage cans				
Provide for the recovery of unused promotional items and their redistribution				

RAISE AWARENESS ABOUT SUSTAINABLE DEVELOPMENT	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Warn participants that they are attending an eco-responsible event, raise their awareness through all communication methods				
On site, highlight or have highlighted the signage that indicates the desired eco-responsible gestures (sorting) or implemented (in the toilets, catering areas, smoking areas ...)				
Encourage participants to use tap water or water fountains (indicate water points)				
Solicit or mobilize a specialized organizing team to supervise, inform and sensitize the participants (in the form of animation for example during break times)				

9. USE EXTERNAL TOOLS TO EVALUATE YOUR EVENT

EVALUER	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Use the CLIMEET online tool to evaluate my event.				
Learn more about CARBON OFFSETTING (French video)				

10. MANAGE THE UNEXPECTED

ADAPTING	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
The sanitary context: physical distancing, wearing a mask, providing a water or hydroalcoholic gel point, disinfecting spaces...				
The geopolitical context: solidarity initiatives during the event, problems of transporting the raw materials necessary for the smooth running of the event...				

11. LEAVE A LEGACY, A POSITIVE MARK

POSITIVE LOCAL IMPACT	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
Support local associations (donation, rounding up of registration fees)				
Call upon volunteer associations for the logistics of the event (funds donated to the association)				
Raise public awareness about the theme of your conference (press release, open house, activities, contests, etc.)				
Promote the transmission of knowledge to students in the same field of activity (meetings between students and professionals, partnership with a school...)				
Organize events within the event (workshop "fresco of the climate", "clean walk", planting of trees on the territory...)				
Call upon local companies that create jobs in the area for your event				

12. VALUING YOUR BALANCE SHEET

VALUABILITY	<input checked="" type="checkbox"/>	If yes, specify your choices and your process	If not, explain why this is not feasible	Suggestions/Comments
To promote the actions to the media, based on the actions implemented on the event site (waste production, energy consumption, transportation, etc.) and to communicate the key figures				
Write and distribute online and to the press a sustainable development report to quantify the environmental impacts and gains				

DID YOU KNOW?

It is possible to finance your eco responsible approach. Integrating a sustainable development component to the organization of an event can allow access to additional funding from public institutions, sensitive to this type of commitment. This is the case of ADEME, which can provide expertise, advice, and potential funding for the most ambitious initiatives : [Funding - The French Agency for Ecological Transition \(ademe.fr\)](https://www.ademe.fr/en/financing-the-french-agency-for-ecological-transition)

YOUR FEEDBACK IS ESSENTIAL TO US!

As part of our ISO 20121 certification, for more responsible events, we thank you for sending us your completed Check-List to

lyoncvb@lyon-france.com

Your contact: Name, first name, structure	The name of your event:	The date of your event:	Additional information to share:

For any question, our services are at your disposal: **ONLYLYON Convention Bureau**

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www.events.lyon-france.com

