



## CHECKLIST FOR + SUSTAINABLE EVENTS

FEP assumes as one of its commitments to align its organizational practices with the Sustainable Development Goals of the 2030 Agenda for Sustainable Development, recognizing its institutional responsibility in promoting sustainability, in the social, environmental and economic dimensions.

This guide is aligned with this commitment and with the objective of systematizing a set of good practices inherent to holding events, contributing to their efficient and sustainable management:

- promoting the involvement of the entire community, in an inclusive way, in improving actions and initiatives, aligned with the 17 SDGs – Sustainable Development Goals;
- contributing to FEP's impact on the community, through social responsibility initiatives and development of partnerships;
- and evaluating and promoting improvements in actions, in a continuous and systematic way.

Next, the checklist, organized according to the 3 pillars of sustainability: environmental, social and economic.

### 1 | ENVIRONMENTAL

- Establish clear sustainability objectives
- Use online platforms to publicize and manage the event
- Provide an online check-in and attendance control system
- Choose accommodation close to the event location
- Encourage carpooling (and use of the USHARE app)
- Encourage the use of public transport
- Encourage the use of bicycles
- Choose organic and/or locally sourced foods
- Choose food quantities considering the number of participants
- Encourage the use of individual reusable bottles
- Reduce energy consumption
- Choose the natural lighting system
- Regulate the temperature inside the auditorium/event room
- Choose recycled, reusable or biodegradable materials
- Reduce the use of disposable materials
- Use FSC or PEFC certified paper
- Ensure reuse and waste reduction
- Ensure that collection containers are properly marked and visible
- Ensure collection

## 2 | SOCIAL

- Define the target audience
- Ensure that specific needs can be indicated on the registration form
- Ensure inclusion criteria
- Ensure the well-being of participants
- Ensure the availability of information adapted to participants
- Ensure easy access to rooms/auditoriums and spaces
- Ensure the possibility of using elevators
- Ensure support from assistants
- Contact an entity to collect and distribute surplus food
- Assess participant and speaker satisfaction

## 3 | ECONOMIC

- Set the budget and schedule
- Whenever possible, purchase products and services from suppliers that adopt sustainable practices
- Reuse, whenever it's possible, the material used in the event
- Establish a system of continuous monitoring and evaluation
- Ensure the preparation of a report on the event

## 4 | MONITORING AND EVALUATION

- Provide a QR Code to participants can evaluate the event
- Assess the social, environmental and economic impact of the event
- Reflect on the goals achieved and those that remained to be achieved
- Recognize and adopt strategies to improve future events

For food collection: REFOOD

To support recycling at the event: [manutencao@fep.up.pt](mailto:manutencao@fep.up.pt)

Contact: [srs@fep.up.pt](mailto:srs@fep.up.pt)