

sapmea

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Water Management

- Utilise venues with Water Management policies in place
- Make sure sprinklers are directed onto plants, report faults to the landlord
- Conscious of water leaking usage when washing dishes.

Waste Management

- Where possible, items with minimal packaging that are durable and can be reused or recycled are purchased
- Use recycled paper for printing and print double sided
- Recycle all non-confidential paper, plastic, glass, aluminium, printer and toner cartridges
- Reuse office stationery whenever possible
- Review magazine subscriptions and posted newsletters, switch to email correspondence wherever possible
- Receive faxes by email
- Reuse and recycle boxes
- Use glasses for water instead of plastic cups
- Make payments by EFT instead of cheque
- Use recycled paper as notepads where possible
- Request that supplier brochures be emailed instead of hard copy
- "Think about the environment" message added to the bottom of email signatures
- Work with venues to ensure waste recycling is in place throughout the event and ensure that delegates are aware of the measures in place using appropriate signage
- Products made from recycled materials are also high on the agenda when deciding on satchels and printed materials.

Energy Management

- Switch off equipment at the wall when not in use
- Substitute light globes for more efficient light globes
- Make sure the thermostat is not too high or low
- Take advantage of natural lighting
- Where possible adjust office blinds to improve office temperature
- Buy white goods with a high energy star rating and have them checked regularly by electricians for efficiency, turn off over holiday periods

- Change screen savers to (none) set monitors to turn off after two minutes
- Gradually replace all desktops with laptops as they use less energy
- Use power boards with switches for each point to turn off any unused power point.

Programs currently participating in

sapmea – Case Study

4th International Middle Years of Schooling Conference, August 2008

In 2008, sapmea managed the 4th International Middle Years of Schooling Conference (IMYSC), who undertook an initiative partnership with Carbon Planet.

Through a partnership with carbon emission reduction company, Carbon Planet, The IMYSC made a commitment to remove the carbon footprint of the conference and establish sustainable carbon emissions practices.

The IMYSC underwent a comprehensive greenhouse gas emissions audit to ascertain the carbon footprint associated with the conference.

Advice was sought from Carbon Planet on low emissions practices. Some examples of changes that were implemented include:

- Using jute delegate bags rather than nylon
- Endeavouring to move towards a paperless conference
- Online registration rather than paper-based registration
- Using a venue that runs on Green Power
- Offering time in the conference program for Carbon Planet to present to the delegates
- Offering accommodation options within walking distance of the conference venue
- Printing the abstracts books on environmental accredited paper
- Sourcing local gifts for speakers
- Using live native trees as table centre pieces at the conference dinner, and encouraging the teachers to take home at the end of the evening to plant at their schools
- Offsetting all those emissions we can't reduce by using certified carbon credits
- Encouraging delegates to offset the emissions associated with their flights and accommodation.

The conference also provided tips and ideas that delegates could do to reduce their conference footprint:

- Walk to the conference or take public transport
- If travelling from overseas or interstate, offset your flight emissions

A conference emissions calculator was offered online through carbon planet, which allowed delegates to calculate their own carbon footprint, and have the opportunity to purchase carbon credits.

At the conclusion of the conference, and the carbon audit process, surplus funds from the conference were used to purchase carbon credits, resulting in a carbon neutral conference.

Strategies Implemented

A “green actions” checklist has been developed with a series of suggestions and ideas that committees can consider when planning their conference. sapmea staff discuss these options in the early stages of planning with the organising committee, to assist the conference in running an environmentally sustainable event.

Some ideas committees are offered include:

- Teleconference where possible
- Source local gifts
- Consider a carbon audit
- Green venues
- Hotels that are green and within walking distance
- Green exhibition companies
- More natural light for events
- Minimal AV – energy efficient
- Local food and drinks
- Fair trade food/drink
- Use electronic technology for marketing – reduce paper
- Communicate through web and email
- If you need to print – environmentally friendly paper or recycled, double sided with vegetable inks

- Abstracts available on web for downloading rather than printed
- Re-usable bags and name tags
- Topics on environment in the conference program
- Offset all speaker travel
- Look locally for speakers
- Theming – environmentally friendly
- Green awards – trade, delegates, organisation
- Recycling and separate waste at the venue
- Donate excess food to charity or compost
- Plan your event with accurate numbers
- Outline to suppliers and exhibitors that waste and packaging be reduced
- Promote airlines with offset programs
- Offer public transport tickets to delegates
- Use hybrid vehicles for delegate’s shuttles
- Limit the number of site inspection and interstate travel for committee meetings
- Online registration
- Sourcing environmental friendly gifts for speakers
- Offsetting all those emissions that can’t be reduced by using certified carbon credits
- Encouraging delegates to offset the emissions associated with their flights and accommodation
- Offer green tour options
- Use recycled or eco lanyards.

Projects to be Completed

- Establish a purchasing policy to buy environmentally friendly products, including ENERGY STAR equipment.

Other

sapmea is establishing itself as being an environmental leader amongst Conference Organisers in Australia. With a dedicated Green Team, it will advise committees on the best energy saving solutions for their event. sapmea have experience in partnering with carbon emission reduction company, Carbon Planet. The organisation encourages its clients to remove the carbon footprint of their conference and establish sustainable carbon emissions practices.