



RESET Green guidelines












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RESET Green guidelines - How to green your meeting

-  Reuse, recycle and adopt a “circular attitude”
-  Provide digital connectivity for virtual participation
-  Encourage greener and sustainable transport for the participants
-  Prefer sustainable, locally produced supplies and use of seasonal produce zero kilometer to reduce greenhouse gas emissions
-  Maximize time and schedules events and meetings to minimize carbon footprint
-  Opt for energy efficient
-  Encourage participants to choose a sustainable accommodation
-  Ensure event materials are reusable and promote the responsible use of resources on site
-  Increase awareness of participants to have a sustainable behaviour and to make green choices for their participation



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Reuse, recycle and “circular attitude”

- Place a daily limit on the number of printed pages per person: it is recommended to print only what is minimally necessary prior to the sessions.
- Collect and re-use paper that has print on one side only. Any paper used (e.g. for promotional material, programmes, signs) should be 100% recycled, with a minimum of 65% of post-consumer waste content and totally or elemental chlorine free. It is recommended to avoid the use of colour paper.
- Use the waste collectors provided during the session and recycle items such as bottles, cans and paper.
- Encourage partners to share documents and materials only in digital format.
- Reducing the use of air conditioning. If really necessary, remember to keep the windows closed to prevent cold air dispersion.
- Installing water filling stations to reduce plastic waste and providing staff and speakers with reusable bottles.

Provide digital connectivity for virtual participation

Events can be hybrid. The possibility of choosing a digital form of the event means that all participants can participate remotely, and this must be ensured.

Encourage greener and sustainable transport for the participants

For trips, where feasible, the train should be used instead of car, coach or plane. Parties and representatives in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the meeting or at the event.

In most European cities, it is possible to travel by foot, bicycle or public transportation. Where the latter is not available, you could arrange group pick-up from the accommodation or establish a meeting point with the participants.

Prefer sustainable, locally produced supplies and use of seasonal produce zero kilometer to reduce greenhouse gas emissions

Vegetarian/vegan options and reusable cutlery will be made available for staff and panellists joining the event on site. Favourite supplies provided will be seasonal and local.

Maximize time and schedules events and meetings to minimize carbon footprint

Try to organise dinners and social lunches near the participants accommodations, reachable by public transport and if possible, close to the meeting place. Above all, it is advisable to organise them on the day of the event. If two meetings are in succession, consider the idea of having one single social dinner: this could also give a boost to social networking and it could create new connections.



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Opt for energy efficient

- Switch off artificial lights and use natural light: artificial lights consume power, natural light is free.
- Choose energy efficient light bulbs: Less energy spent means less money wasted on electricity bills. If your workplace does not get enough natural light during the daytime, you can opt for low wattage lights. You can also replace existing bulbs with CFL or LED lights. They consume less power and last for longer periods of time.
- Use hibernation feature on all computers: advise everyone to put their computers in hibernation mode if they take a break or go to a meeting. This applies to any situation when an employee won't be using it for a long period of time.
- Use energy saving features of all device: make sure that your employees are aware of the energy-saving features of appliances and other electronics like the printers, microwaves, and air conditioners. Most of the modern devices have these options and they are usually very easy to use. In most cases, it is a matter of pressing a button or adjusting a setting feature. Advise everyone to use these features to help our planet.
- Control your heating and cooling: don't make drastic difference between the temperature outside and the one in your workplace, but keep in mind the conditions of optimum working environment. It's also smart to invest in a programmable thermostat that can automatically adjust your workplace's temperature when no one is around. Simple things like keeping doors and windows closed while heating is on also helps prevent wasting energy because open doors and windows allow heated air to escape and cold air to come in.

Encourage participants to choose a sustainable accommodation

If possible, choose a hotel that is operated in an environmentally responsible manner. Select an accommodation located near public transportation and, if it is possible, near the location of the meeting or the event.

Ensure event materials are reusable and promote the responsible use of resources on site

Here are a few easy steps you can take during and beyond the event to make a difference:

- Lower the video quality when streaming where possible. Changing from HD or 4K to standards can reduce your carbon footprint by about 94%.
- Switch off your camera when not needed. This can cut the carbon footprint of a call by about 84%.
- Reduce the brightness of your computer monitor. Changing from 100% to 70% brightness can save up to 20% of the energy used, without affecting your experience.
- Switch off your computer when not in use: it not only saves power but improves your laptop's performance and it is better for battery life. Your energy consumption can be reduced by two thirds by simply turning off the monitor.