



- Level 0: Non-negotiable
- Level 1: Desirable/Recommended
- Level 2: Ninja-proof event

- ✦ Varies depending on scale of the city (left is tier 1 and right is all other cities/towns) OR other factors
- ✦ Communication related

PLANNING

Guest Management

- ● Check whether a face-to-face event is necessary (virtual meeting/hybrid if possible)
- ● Aim and ensure gender parity among the participants.
- ● Create a stakeholder map and identify largest stakeholder group
- ✦ ○ ● Ensure discussions (speakers/panelists/facilitators) have at least 50% representation of women and/or other genders.
- ● Offer gender registration to monitor the gender ratio of the event. Gender reference should always be a voluntary information.
- ● Remind for RSVP (this will reduce the no-show rate)
- ● Pre-register-Use name tags that are reusable (RFID/Recyclable paper)

Event Venue

- ● Closer to the largest stakeholder group invited
- ✦ ○ ● Easily accessible (preferably within 1km walking radius) by the public transport.
- ● Select event times that enable participants to arrive & depart safely by public transport, and consider gender-sensitive schedules for networking events.
- ● Provide easily understood route descriptions on how to reach the venue, possibly by integrating apps.
- ✦ ○ ● Ensure safety aspects of the location and barrier-free access to the event venue.
- ● Inform participants in advance (if possible, organise) about environment friendly ways of commute/getting to the venue.

SUSTAINABILITY PRACTICES

- ● Adequate number & type of washrooms (as per gender, accessibility)
- ● Waste is segregated at source – waste bins are coded. Special attention to be provided for menstrual waste.
- ● Use sustainably-certified hotels and event venues (e.g. green building certifications such as LEED, EnergyStar, IGBC, GRIHA, ECBC etc)
- ● Waste is responsibly managed - tie ups for recycling waste
- ● Implements system for the efficient use of water (STP, RWH, low flush WC, devices to save tap water etc.)
- ● Venue uses fuel-efficient vehicles for transport
- ● Inhouse doctors on call in case of emergencies, with access to first class hospitals and medical evacuation.

HALL

- ● LCD projectors & TV screens are shut down when not in use during conference.
- ● It provides options to maximise use of natural light, open air / non-AC environment, weather permitting for some activities, energy consumption.

CATERING

- ● No plastic bottles
- ● Use reusable plates and dishes, and reusable cutlery and glasses
- ● Avoid small and disposable packaging, especially for milk, sugar, tea bags etc.
- ● Incorporating measures for food waste management
- ● Use regional, local and seasonal organic and Fair Trade foods



Increased natural light



Single use PLASTIC



Green packaging



Eco friendly material for give-aways



Sustainable event stamp



Feedback on event & its management



Gearing up



Putting the checklist into action



Recording & reporting sustainability steps



Making it a NINJA level event

In close coordination with the Hotel/vendors

Post event assessment of how sustainable the event was and on ways to make it more sustainable

Accommodation

- ● It provides options to maximise use of natural light, open air/ non-ac environment.
- ● No single use plastic in the rooms (plastic bottles, toiletries, laundry etc)
- ● Signages for reducing carbon footprint (water, energy, waste)
- ● It uses biodegradable toiletries
- ✦ ○ ● It provides appropriate rooms for breastfeeding/recreational activities of children

Sustainable Procurement

- ● After the event, collect those materials that were not used at the venue and store them for a future event
- ● Reuse as much as possible- Avoid unnecessary purchases or acquisitions
- ● Purchase products & services that include basic sustainability guidelines or show any eco-label and/ or environmental and/ or social recognition. Consider purchasing products that encourage women entrepreneurs or marginalised communities.
- ● Reduce printed material
- ● Purchase & use printed materials that are recyclable or from sustainable source

GIVE-AWAYS

- ● Gift should be useful and not just decorative (e.g. bags; water bottle, pendrive etc.)
- ● Minimal and green packaging (ideally with no plastic)
- ● Ideally made of natural material (bamboo, cotton etc.)
- ● Supports and showcases initiative of GIZ India/ or GIZ (e.g. women entrepreneurs)

COMMUNICATION

Design

- ● Highlight in all event communication material that it is a sustainable event (specify how)
- ● Use gender sensitive language in all communication ((verbal, non-verbal, audio/ visual, documents etc) pertaining to the event.
- ● Include sustainability messages in event materials and at the event
- ● Include questionnaire/poll related to food choices, travel distance, safe and reliable means of transport, logistics for sustainable planning of the event.
- ● Prepare a virtual feedback sheet for participants to share their views on management of event (particularly from the sustainability perspective)

Dissemination

- ● Inform participants that it is a sustainable event and how they can contribute to reduce event related carbon footprint
- ● Use social media and internet for mass dissemination of the event.
- ● Provide easily understood route descriptions and inform about the access possibilities to the event by public transport with specific details.

IMPLEMENTATION AND EVALUATION

