

Guidelines for Sustainable Workshops and Meetings

These guidelines for organising meetings, and for the venues MCRB uses, are intended to save energy, reduce plastic use and enhance use of locally sourced material.

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<p>Requests to the venue</p>	<ul style="list-style-type: none"> • Minimise use of plastic bottles by providing drinking water in refillable glass bottles or jugs on tables. These should be refilled from a reusable gallon bottled water container. If insufficient jugs are available, put water dispensers and glasses in the meeting room. An accompanying notice on the table by the jugs should reassure guests that this is not tap water e.g. "We are seeking to reduce our use of plastic. This water container is filled from a safe, refillable container from a certified bottled water supplier" • Avoid use of sweets/snacks which are individually wrapped in plastic. Table snacks such as dried mango or sweets wrapped in paper are preferable, ideally locally sourced. • Use locally produced seasonal and/or organic food and beverages when possible • Coffee and tea mix packets, should not be used. Coffee should be supplied black, and not be pre-mixed with milk or sugar. • Milk should be supplied in a jug, and sugar in a bowl, not individual packets, to reduce litter. • Meals should include vegetarian options and minimise the quantity of meat dishes • Air conditioning should not be set at less than 20C. Shut blinds, turn off lights, and turn down the heat/air conditioning when rooms are vacant. • Minimise stationery wastage: use recycled paper, and pencils rather than plastic disposable pens; collect leftover hotel stationery from delegates' tables for reuse in the next event. • Minimise usage of linen in order to save water and energy • Decorations and display materials should be reusable and/or made out of recycled materials.
<p>Notes to meeting organisers</p>	<p>Registration, hand-outs etc</p> <ul style="list-style-type: none"> • No vinyl backdrops with meeting details. • Provide as much as possible (invitations, handouts etc), electronically, by email, memory sticks, or website download. • Where handouts are printed, use double-sided, narrow margins, two pages per side, reduced-ink printing. • Do not use plastic name badges; use paper stickers instead. Alternatively ensure that plastic badge holders can be handed in at the end of the event and reused. • Attendance certificates and hand-outs should <u>not</u> be plasticized or put in plastic folders. • Gifts to speakers and VIPs which are not useful such as plastic/perspex, plaques, statues, framed items etc should be avoided. Gifts should be useful to the recipient and ideally carry a 'green' Reduce, Reuse, Recycle message, for example branded bamboo reusable coffee cups, refillable water bottles, reusable bags. <p>Accommodation</p> <ul style="list-style-type: none"> • Organise accommodation for participants at the event venue or within walking distance of the venue to reduce carbon emissions from transport. <p>Transport</p> <ul style="list-style-type: none"> • For meetings outside Yangon, offer shared transport for participants to reduce costs and emissions.