

## FOREWARD

Carillon Conference Management Pty Limited (CCM) recognises the importance of sustainable business practices. CCM is committed to operating sustainably and to assisting our clients to manage and deliver conferences that observe sustainable practices across all aspects of the event.

CCM's sustainability policy focuses on:

- Transport
- Energy Efficiency
- Water
- Procurement
- Communication
- Carbon

## TRANSPORT

Conferences often involve transport, both individually and in groups. Further, transport is required for movement of goods and products to and from the event. CCM considers transportation of attendees to and from the event, as well as transportation of goods and services before, during and after the event and seeks sustainable transport options. We consider:

- the [accessibility](#) and proximity of the event venue or location in relation to transport options
- providing a shuttle service between the closest transport hub and the event venue or location
- promoting [public transport](#) options and providing combined travel and event entry tickets
- remote participation options including through podcast, webcast, or videoconference
- ways to offset carbon emissions, including through partnerships with flight operators.

## ENERGY EFFICIENCY

CCM reviews energy efficiency options for our business and the conferences we manage. We review:

- venues/sites and if they have access to power from the grid to use accredited green power
- alternative power sources, such as diesel generators that run on ethically sourced biofuel or waste vegetable oil (if the site is not connected to a power grid)
- correctly sized generators to ensure they efficiently meet the needs of the event
- communication of ways to save energy and costs to production staff and contractors
- promoting energy-saving initiatives through your event's before, during and after your event.

## WATER

CCM seeks to conserve water and assess:

- how water will be used
- how water can be conserved
- water supplier, regulations, and restrictions
- events or accidents that could lead to contamination of waterways or water supply
- working with venues and sites that have implemented or support water saving initiatives
- providing water in bulk to satisfy the need to provide drinking water to the event and reduce the need for sale of single-use plastic bottles

- engaging with venues and suppliers to explore the possibilities of grey water recycling
- reducing water in unseen ways, from the type of printing services used to the food being provided
- providing or requesting contractors and venues supply biodegradable cleaning products to prevent chemical contamination of wastewater and hand sanitiser to reduce water use
- communicate water conservation initiatives to stakeholders, contractors, vendors, and attendees

## PROCUREMENT

In procurement for our business and the conferences we manage, CCM considers:

- what and how much waste is generated, including packaging, greenhouse gas emissions, water, energy, and other resource use
- the impact of waste on the environment, population health, biodiversity and working conditions
- planning to minimise waste
- management of waste
- inclusion of sustainability goals when requesting quotes or conducting tenders
- sourcing products and services locally to reduce impacts and support the community where the event is being held.

## COMMUNICATION

For each event we seek to communicate sustainability goals and practices to everyone involved.

- we communicate electronically, where possible
- we use sustainable printing options
- we encourage attendees to support conference sustainability goals
- we look for opportunities to work with organisations and groups that may help reduce environmental footprint and assist to build positive relationships with sponsors.

## CARBON

CCM recommends to clients that carbon is assessed and offset.

- we recommend that the conference encourages attendees to purchase carbon offsets for their travel
- we recommend that conference host organisations purchase carbon offsets for carbon production associated with (but not limited to) travel by invited speakers, ground transport organised by the conference and production of special items for the event
- we work with accredited sustainability certification organisations such as EarthCheck to design sustainability plans for the conferences we manage and to measure and offset carbon production
- we refer to the [National Carbon Offset Standard](#), for ways to manage greenhouse gas emissions and to achieve carbon neutrality

## RESOURCES AND SOURCES

*EventCheck Toolkit*, EarthCheck

*Event Sustainability Guidelines*, Brisbane City Council

*Events in Queensland Best Practice guidelines for event delivery in Queensland Ver. 1.6*, Queensland Government

*Sustainable Event Guidelines*, City of Sydney

*Sustainable Event Policy Version 2*, Local Government NSW