

CONFERENCE MATERIALS

Cardboard or bamboo name badges with no plastic pocket

Use bamboo lanyards with metal clips or go 100% biodegradable with recycled paper name-tags and cotton lanyards

Eliminate conference satchels or source sustainable bags that can be reused

Conference satchel inclusions to be plastic free

Ensure speaker and VIP gifts are plastic free and are wrapped in biodegradable paper or packaging

Gift delegates with a reusable bottle and encourage them to refill using water stations provide through the venue

FOOD AND BEVERAGE

Water stations for delegates

Glass water carafes for speakers

Remove plastic water bottles. If required, discuss alternative options such as glass bottles or cartons with your ICC Sydney Event Manager.

Provide or sell reusable water bottles and keep cups

Ask delegates to bring their own reusable water bottles and keep cups

No plastic packaged mints, lollies or chocolates

Ceramics and silverware or compostable packing for catering

EXHIBITIONS

Request exhibitors avoid plastic giveaways

Enforce plastic bag bans, all exhibitors to use reusable or paper bags

Exhibitor on stand catering to use ceramics or compostable packaging, enforcing single use plastic bans

Exhibition stand packages to include non-plastic furniture and fixtures

Request custom stands avoid use of plastic in build and fit out

Engage an exhibition build company with sustainable products and practices

Request small shipping boxes be used to reduce pallet plastic wrapping

Where pallets are required, these should wrapped with clear plastic as black plastic cannot be recycled.

OTHER WASTE REDUCTION TIPS

Prioritise commingle recycling, organics and container deposit scheme (CDS) bins at your event

To help reduce food waste request for your catering to be replenished as it is consumed, rather than placed out all at once

Request to participate in ICC Sydney's Charity donation program to divert quality left-over event goods or furniture to the circular economy

If you have detailed waste management needs, please discuss with your ICC Sydney Event Manager

COMMUNICATION

Maximise [digital signage opportunities](#)

Engage a signage company with sustainable practices and products such as Eco-Board

Use non plastic options for printing and ensure the use of biodegradable inks

Design signage that can be reused at future events

Conference app and website to include conference program and abstracts rather than printing

Advise delegates, speakers and exhibitors of your plastic free focus and expectations