



GREEN EVENTS GUIDE

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DOCUMENT INTENT

At its core, ICC Sydney is committed to enhancing and developing social and environmental values for local communities, creating a ripple effect of positive outcomes that reach well beyond the city of Sydney.

Committed to ensuring that sustainable practices are embedded across the venue, ICC Sydney forms part of a socially conscious and environmentally responsible precinct, which was awarded the highest accolade of 6 stars under the Green Building Council of Australia's Green Star Communities certification.

The venue was awarded a Gold certification by the internationally recognised LEED® green building program in June 2017 in recognition of its commitment to sustainable practice.

ICC Sydney is committed to reducing the environmental impact of the hosted events at the venue, and promotes environmentally and socially sustainable events through its Legacy Program. The Legacy Program, offering 5 unique streams, provides an avenue for events to consider the positive impacts they deliver for local communities.

This guide has been developed to assist our clients consider the social and environmental impact of events, outlining ways in which ICC Sydney can offer support to deliver innovative and practical sustainability solutions.

USING THE DOCUMENT

This document is an interactive PDF to help you find the information you require. Simply click on the above section headings then use the 'next page' or 'back page' button to navigate through.

Download attached documents by clicking on underlined words throughout each section.

Improve on-screen appearance:

- Ensure the 'smooth text', 'line art' and 'images' options are selected in your general PDF preferences.

To quit the document:

- Press 'esc' (escape) on your keyboard.

PRE EVENT / BUMP IN

Consider the environmental credentials of the venue you're sourcing.

Promote key environmental building features, relevant to your event, across communications channels to highlight a strong focus on environmental sustainability.

DURING THE EVENT

Consider collaborating with ICC Sydney to provide venue tours, highlighting key sustainability features to delegates.

POST EVENT / BUMP OUT

Celebrate a successful and sustainable event.

Request exhibitors to use LED lighting for stand builds.

Utilise reticulated air only, and request heating and cooling to be set at reasonable temperatures that minimises energy consumption.

Implement a power shutdown overnight to reduce energy consumption.

Minimise use of machinery, power tools etc. that consume power across the event.

Request a post event energy report from ICC Sydney.

Benchmark energy consumption and monitor year on year (if event is recurring).

Plan to provide Sydney Water for delegates and attendees by booking water stations across the event.

Communicate availability of water fountains to delegates and contractors - encourage attendees to bring their own bottle.

Hand out reusable water bottles as part of the event satchel for delegates.

Encourage staff to carry reusable water bottles with them which can be refilled at Sydney Water stations across the venue and lead by example.

Request a post event water report from ICC Sydney.

Benchmark water consumption and monitor year on year (if event is recurring).

Identify high risk waste areas and develop a plan to tackle these.

Seek alternatives to paper, plastics and MDF that could be used across the event.

Communicate with exhibitors, contractors and suppliers to limit the amount of waste they bring into the event.

Identify waste disposal needs and communicate these with your event planner.

Circulate [ICC Sydney's Exhibitor Donations Form](#) to identify items to be repurposed.

Appropriately segment waste during bump in and limit contamination.

Communicate with delegates and visitors to ensure waste streams are used appropriately.

Highlight the negative impact of waste contamination and encourage positive visitor behaviour.

Provide alternatives to single use items such as reusable bottles and keep cups.

Work with ICC Sydney to develop signage around bins to identify what items go in which bin.

Reduce waste by removing plastic bags and going paperless, use technology to create electronic registration and show guides and encourage exhibitors to use reusable bags for any give aways.

Follow ICC Sydney's Stand Disposal guide to effectively divert waste from landfill.

Collect lanyards, satchels and bottles to be repurposed with one of ICC Sydney's community partners.

Segment items allocated for donation to ICC Sydney's community partners.

Share the success of waste diversion initiatives through social media and relevant communication channels.

Provide accurate numbers for catering to reduce over production of food.

Choose menu items and beverages that utilise NSW products. ICC Sydney's NSW Beverage Package features NSW wines sourced from local producers.

Promote regional suppliers through signage and messaging across the event, raising awareness amongst attendees of supporting local farmers.

Encourage attendees to utilise organic waste streams to ensure excess food is recycled.

Collaborate with ICC Sydney to repurpose and donate excess food where applicable.

Schedule deliveries and bump in with ICC Sydney's Loading Dock Management System to minimise congestion and over use of vehicles.

Communicate [green travel methods](#) with attendees, noting the various public transport connections available a short walk from ICC Sydney.

Promote green travel methods for delegates to reduce emissions.

Consider surveying attendees on their travel methods to benchmark and improve on in future years (where the event is a recurring one).

Minimise congestion and over use of vehicles by scheduling bump out times.

ENVIRONMENTAL SUSTAINABILITY

BUILDING AND VENUE HIGHLIGHTS

ICC Sydney was developed in accordance with a number of internationally recognised management system standards, and in 2017 received a Gold Certification for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council.

HIGHLIGHTS

- 520 kilowatt (KWh) photovoltaic (PV) array, the largest in any Australian Central Business District (CBD), which powers approximately 5% of the baseload electricity for ICC Sydney.
- 200 kilolitre (KL) rainwater tank supplying 100% of the venues irrigation water and 63% of toilet flushing demands.
- Highly efficient Central Energy Plant (CEP) which maximises energy usage by operating at lower capacity, enabling individual chillers across the system to work at optimum levels.

Further information about the venue's fittings and sustainability standards can be found in ICC Sydney's Sustainability

[Highlights factsheet.](#)



ENERGY AND EMISSIONS

Reducing energy consumption and, in turn, limiting greenhouse gas emissions is a high priority for ICC Sydney. The venue features a highly efficient Central Energy Plant (CEP) which enables the accommodation of multiple events simultaneously, whilst minimising energy use across the building.

HIGHLIGHTS

- Approximately 3-5% of the venues baseload electricity is supplied by a 520kW photovoltaic (PV) solar array. The community funded PV array enables ICC Sydney to reduce our overall energy consumption from other sources, offsetting our greenhouse gas emissions by an average of 6% per annum.
- Water to ICC Sydney's kitchens is heated by the solar array, reducing the need for gas water heating across the venue.
- Internal conditions are maintained through a combination of displacement ventilation, increased insulation, external shading devices and high performance window glazing. Each mechanism contributes to minimising demand on the CEP, reducing energy consumption whilst providing optimal conditions for delegates and visitors.



WATER CONSUMPTION

Fostering innovation is a core value of ICC Sydney, one which the venue has applied to the use and consumption of water across its operations.

ICC Sydney supports clients to minimise water consumption during events through the provision of water stations and compostable cups in meeting rooms and the option of providing water stations in foyer areas during meal breaks.

HIGHLIGHTS

- A 200 KL onsite rainwater tank collects and utilises rainwater for irrigation and toilet flushing, reducing the consumption of potable water across the venue.
- E-water is used throughout kitchen facilities and venue presentation services, which has significantly reduced the use of chemicals across the venue.
- High grade dishwashing machines reduce carbon emissions, utilise minimal energy and reduce water consumption.

SYDNEY WATER

Through a collaborative partnership with Sydney Water, ICC Sydney have removed the use of bottled water from all meeting rooms, instead serving Sydney tap water in reusable vessels. In the first 10 months of operations alone, this partnership resulted in:



1,000,000+
plastic bottles
saved from use



627 homes powered
for a year through energy
saved in **10 months**



780,000 liters of
water saved
from being used in the
production process of
the plastic bottles

WASTE MANAGEMENT

Built with sustainability in mind, ICC Sydney has a number of sustainability goals and targets that it strives to achieve, including a 75% diversion rate of operational waste.

To assist in reaching this goal, ICC Sydney has a number of strategies in place including:

- Waste segregation bins and stream
- Back of house waste separation systems
- Offsite recycling and organic waste processing
- Community partnerships for repurposing items post event

There are many ways to reduce waste produced by your event. Educating stakeholders, including delegates, suppliers and contractors, on appropriate waste practices, and sustainability initiatives, pre-event and onsite will help minimise waste, prevent contamination and ensure effective waste diversion. ICC Sydney can support you to deliver the right message.



WASTE MANAGEMENT



AVOIDING CONTAMINATION

ICC Sydney employs a waste segregation system across the venue, separating waste material into seven waste streams:

- General Waste
- Comingled Recycling
- Organics
- Paper and Cardboard
- Soft Plastics and Packaging
- Glass Bottles
- Electronic Waste

It is important to ensure that items are placed in the correct bins so that the streams are used effectively, and to ensure that streams are not contaminated by wrongful use.



REPURPOSING ITEMS

As part of its Corporate Social Responsibility Plan, ICC Sydney encourages exhibitors and event organisers to donate items following their event that may be reused or repurposed.

Repurposing items limits the amount of material going to landfill and supports local charities and community groups to support their initiatives.

Items appropriate for donation include:

- Furniture items (chairs, tables, desks, bookshelves)
- Stationary items (pens, notepads, notebooks, sticky notes)
- Promotional items (drink bottles, fabric bags)

- AV and tech equipment (headphones, data cables, electrical cables, speakers)
- Exhibition stall materials (pallets, pull up banners, signage)

To request items be donated at the conclusion of an event, exhibitors are asked to complete [ICC Sydney's Exhibitor Donations Form](#) to ensure items are appropriate for donation to our nominated charities.

ICC Sydney works with a number of community partners to repurpose a variety of items, ensuring that items and materials continue to be used beyond the life of an event.

FOOD AND BEVERAGE

Committed to driving long term economic, societal and environmental benefits for regional communities, delegates and visitors, ICC Sydney has implemented an industry first Feeding Your Performance philosophy. Employing a 'NSW first' approach across its culinary offering, ICC Sydney's menus showcase the best of NSW produce through a network of over 100 NSW farmers; complemented by a NSW focus on wines with over 80% of ICC Sydney's wine purchases from NSW wineries.

Find out more about [Feeding Your Performance](#).

HIGHLIGHTS

- Locally sourced produce reduces food miles and associated energy emissions.
- Nutritionally balanced menu's promote wellbeing and support delegate focus throughout an event.
- Food waste is repurposed or recycled with charity partners to feed those in need or be repurposed as fertiliser and green energy.



TRANSPORT

As a gateway into the broader Darling Harbour precinct, as well as the Sydney CBD and surrounds, ICC Sydney has a number of options to facilitate accessible travel whilst reducing emissions.

For further information on bike paths and green travel methods, refer to ICC Sydney's website.

HIGHLIGHTS

- Featuring Australia's largest electric car charging station, with provision for charging 25 electric vehicles, ICC Sydney has an unprecedented platform for promoting energy efficient transport.
- ICC Sydney provides a wide range of open spaces throughout the venue, and is conveniently located in the heart of the rejuvenated Darling Harbour precinct. A pedestrian walkway, connecting all three buildings, facilitates accessible travel on foot between venues.
- Pedestrian links to trams, trains and busses facilitate accessible transport options to and from the venue, reducing individuals' carbon footprint by maximising public transport options.
- Cyclist facilities on site, including storage racks and public showering facilities, are available to delegates and visitors.



EVENT LEGACIES

Through our innovative event Legacy Program, ICC Sydney provides opportunities for clients and event organisers to connect with a wide cross section of Sydney's diverse community. The program has been designed to enable events to deliver positive impacts that foster engagement with local communities.

To find out more about ICC Sydney's Legacy Program and how to get involved, click [here](#).

KEY STREAMS

- Sustainable Events
- First Nations
- Generation Next
- Innovators and entrepreneurs
- Creative Industries



GENERATION NEXT

ICC Sydney is uniquely placed with close proximity to a number of universities and tertiary institutions. With the University of Technology Sydney, TAFE Ultimo Campus and the Sydney School of Entrepreneurs a short walk away, ICC Sydney supports events to foster the next generation of leaders and industry experts.

Through a dedicated working group comprised of local Sydney universities and tertiary institutions ICC Sydney's Generation Next stream supports clients to:

- Promote student access to events
- Identify, design and support student volunteering
- Live stream keynotes and sessions to regional student hubs
- Develop student streams across events, providing mentoring opportunities with industry experts
- Connect speakers with tertiary institutions to further their reach and promote educational opportunities



INNOVATORS AND ENTREPRENEURS

From the [Sydney Startup Hub](#), housing more than 480 entrepreneurs and startups, to the [University of Technology's Hatchery](#), Sydney's startup ecosystem is thriving. With local and global startups and incubators at ICC Sydney's doorstep, there are exciting opportunities to showcase innovation through events.

ICC Sydney offers connections to Sydney's brightest innovators through the Legacy Program, supporting clients to:

- Bring exciting and innovative speakers into event programs for keynote addresses
- Design industry relevant 'hack-a-thons' to challenge new ways of thinking
- Create spaces for startups to pitch ideas that support industry
- Showcase new technology through startup exhibitions
- Connect with local startups and incubators through offsite visits and networking



CREATIVE INDUSTRIES

Sydney is bursting with creative culture from galleries and museums, performers and designers, through to music and arts festivals and events. ICC Sydney creates opportunities to enrich events with local talent that creates memorable experiences, while providing opportunities for emerging and established artists to promote their craft.

Embedded within Sydney's cultural network, ICC Sydney encourages clients to embrace local creatives by:

- Engaging local performers and supporting young talent through the Talent Development Project
- Showcasing creative talent in connection with festivals such as Vivid and Sydney Festival
- Creating delegate experiences that tap into local galleries and museums
- Creatively exploring art in connection with events
- Highlighting creative digital arts through technology



RECONCILIATION ACTION PLAN

Residing in the heart of the rejuvenated Darling Harbour precinct, ICC Sydney rests on the land of the Gadigal people of the Eora Nation. As a gateway for international and local visitors to experience Sydney and its surrounds, ICC Sydney recognises its responsibility to acknowledge the Aboriginal heritage of Darling Harbour (Tumbalong) and celebrate its First Nations culture.

ICC Sydney worked with a First Nations consulting group to develop a Reconciliation Action Plan (RAP) to drive initiatives for engaging with Aboriginal communities. In November 2018, ICC Sydney launched its inaugural Reconciliation Action Plan (RAP) to drive continued engagement with First Nations communities. RAPs are accredited and monitored by Reconciliation Australia, an independent not-for-profit which provides national expertise and governance on reconciliation in Australia.

Click [here](#) for further information about RAPs and their significance for Australian businesses and communities.

To view ICC Sydney's RAP, click [here](#).



FIRST NATIONS PROTOCOLS

Australia's First Peoples have a rich history and are the oldest living civilisation on earth, with evidence of their existence dating back over 65,000 years. As the traditional landowners and custodians of that land, it is common practice to celebrate and acknowledge Australia's First Peoples by providing either a Welcome to Country or an Acknowledgement of Country at the commencement of meetings, forums and events.

Under its Reconciliation Action Plan and Legacy Program, ICC Sydney connects clients and their events with local First Nations communities to provide cultural acknowledgements, performances and experiences.



WELCOME TO COUNTRY

Provided by a Gadigal elder, a Welcome to Country is an official welcome to an Aboriginal Nation by the traditional custodians of that land.

Welcome to Country services are provided by the Metropolitan Local Aboriginal Land Council (MLALC). Bookings can be made online through MLALC for a representative to attend an event, fees apply.

Book [here](#).



ACKNOWLEDGEMENT OF COUNTRY

An Acknowledgement of Country can be provided by any person wishing to demonstrate their respect for traditional land owners.

Example Acknowledgement of Country:

International Convention Centre Sydney (ICC Sydney) stands and operates on Tumbalong, the land of the Gadigal clan of the Eora Nation. In the spirit of Reconciliation and as a demonstration of respect for the traditional laws, customs, cultures and country of the First Peoples of this land, ICC Sydney warmly acknowledges the Traditional Custodians of Gadigal Country and demonstrates respect to Elders past, present and emerging.

For further information, contact your ICC Sydney event representative or speak to ICC Sydney's CSR team: csr@iccsydney.com

