

Sustainable Events Guide



INTRODUCTION

The UBD Sustainable Events Guide supports staff and students in integrating sustainability principles throughout the entire event lifecycle — from planning and procurement to implementation and evaluation.

It provides practical actions and best practices to reduce environmental impact, promote social responsibility, encourage inclusive participation and ensure responsible resource use. Through more thoughtful event management, we can create positive and lasting benefits for both the campus and wider community.



Aligned with the UBD Sustainability Action Plan, this guide translates our sustainability commitments into practical steps. Every member of our community has a role to play in shaping a more sustainable future and this guide helps turn intention into action.



Guiding Principles

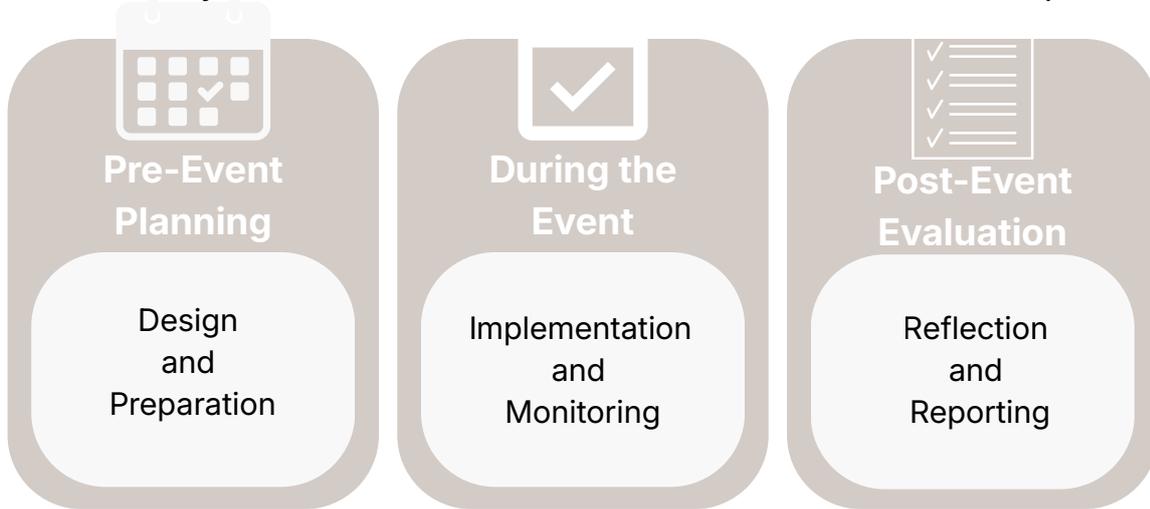
All UBD events should be guided by the following principles:

- **Environmental Responsibility:** Reduce waste, conserve energy and water and prioritise low-impact materials.
- **Responsible Consumption:** Avoid unnecessary procurement. Choose reusable, recyclable or sustainable alternatives.
- **Inclusivity and Accessibility:** Ensure events are welcoming, accessible and respectful of diverse needs.
- **Continuous Improvement:** Monitor, reflect and improve sustainability practices over time.



Integrating Sustainability Across Event Lifecycle

Sustainability should be embedded across three interconnected phases:



Sustainability is NOT a one-time action. It is a continuous commitment.

Pre- Event Planning

The most significant sustainability decisions are made before the event takes place. Early planning reduces environmental impact and improves operational efficiency.

1 Establish Sustainability Commitment

- Appoint a Sustainability Lead within the organising committee.
- Set practical targets (e.g., no single-use plastics, digital materials only, waste segregation implemented).

2 Venue and Energy Considerations

- Select energy-efficient or naturally ventilated spaces where feasible.
- Consider venues that are accessible and inclusive, providing ramps, adequate seating space, and barrier-free access to ensure comfortable participation for all attendees.
- Avoid excessive air-conditioning and lighting.
- Ensure venue has clearly labelled waste segregation bins.

3 Digital Considerations

- Adopt a digital-first approach:
- Use QR codes instead of printed programmes.
- Provide e-certificates instead of printed copies.
- Use reusable or digital backdrops rather than PVC banners.

4 Transportation Planning

- Prioritise on-campus venues to minimise travel emissions.
- Encourage walking within campus and carpooling.
- Promote hybrid or virtual participation where appropriate.
- Coordinate shared transport for speakers or participants, where possible.

5 Food and Beverage Planning

- Prioritise local vendors where possible.
- Avoid single-use plastics and styrofoam; opt for reusable or biodegradable alternatives.
- Provide water dispensers instead of bottled water.
- Encourage participants to bring reusable tumblers.
- Offer plant-based or vegetarian options.
- Estimate catering quantities carefully to minimise food waste.

6 Materials and Giveaways

- Avoid unnecessary promotional items.
- Choose durable, reusable and practical items where needed.
- Consider digital resources instead of printed materials.
- Use reusable decorations and store materials for future events.
- Choose locally sourced and eco-friendly souvenirs or gifts.

During the Event

During implementation, sustainability commitments should be visible, communicated and monitored.

1 Reinforce Sustainability Messaging

- All UBD events should include the following sustainability acknowledgement in their official collaterals:

"This event has been planned and delivered in accordance with UBD's Sustainability Commitment and Sustainable Events Guidelines"

- The statement may be displayed on event e-posters, opening slides, programme e-booklets, or registration platforms to demonstrate alignment with UBD's sustainability framework.
- Make a brief announcement encouraging responsible behaviour.

Suggested announcement:

"This event follows the UBD Sustainable Events Guidelines. We are committed to creating an environmentally responsible, accessible and respectful environment for all participants. We encourage everyone to support our sustainability goals by reducing and disposing waste responsibly, conserving resources and contributing to a safe and inclusive environment".

2 Manage Food and Waste Responsibly

- Monitor catering quantities to prevent over-distribution.
- Ensure waste bins are clearly visible and labelled.
- Assign volunteers or staff to guide proper waste segregation during larger events.
- Separate food waste for composting initiatives where available.

3 Monitor Energy Use

- Switch off unused lighting, projectors and equipment.
- Avoid excessive cooling.
- Ensure digital displays are used efficiently.

Post-Event Evaluation and Continuous Improvement

Sustainability does not end when the event concludes. Reflection and documentation are essential for institutional learning.

1

Documentation

- Record sustainability measures implemented.
- Document lessons learned for future improvement.

2

Reporting and Knowledge Sharing

- Share good practices to colleagues for future events.
- Report good practices in the Sustainability Data Portal where required.

Continuous improvement leads to long-term sustainability and success.

A photograph of three students sitting on a grassy lawn. On the left, a male student with glasses and a dark t-shirt is pointing at a tablet held by a female student in the middle. The female student is wearing a colorful patterned hijab and a brown top. To her right, another female student in a black hijab and dark top is also looking at the tablet. They are all smiling and appear to be engaged in a collaborative activity. In the background, there are trees and a building with a sign that partially reads 'Faculty of Business and Economics'.

Thank you for supporting UBD's Sustainability Journey. Your contribution matters.

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