



EARTHCHECK

HOW TO BE A MINDFUL EVENT ATTENDEE

Use this checklist to reduce your footprint before, during and after your next event, while still making the most of every connection, conversation and experience.

Quick tip: If you're viewing this digitally, kindly keep it that way! A screenshot or save-to-notes does the trick (and saves a tree).

BEFORE THE EVENT

Mindful planning starts before you even arrive.

TRAVEL

- Book a hotel with credible sustainability certification or choose a walkable location
 - Use low-impact transport: walking, public transport or carpooling
 - Bundle meetings/site visits to reduce future trips
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PACKING

- Pack lightly and only take what you need
 - Bring a reusable bottle, coffee cup, notebook and tote
 - Use digital business cards instead of printed ones
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PLANNING

- Download the event app or digital program
- Register early and flag dietary/access needs
- Learn about local customs and cultural practices

DURING THE EVENT

Your presence makes a difference.

CATERING

- Take only what you need from catering stations
 - Try plant-based or low-impact options
 - Refill your own bottle or cup and avoid single-use items
 - Use recycling and compost bins correctly
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MERCH & GIVEAWAYS

- Only take printed materials or swag you'll actually use
 - Support local vendors for coffee or souvenirs
 - Thank vendors doing the right thing
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ENERGY & MOVEMENT

- Walk or bike between venues where possible
- Turn off lights and aircon in your room when not needed
- Choose breakout time that supports your wellbeing
- Take a moment to enjoy the city at a slower pace

AFTER THE EVENT

The event may be over, but your impact isn't.

FEEDBACK

- Fill out the post-event survey
 - Share constructive sustainability ideas
 - Acknowledge what worked well
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REUSE & RECYCLE

- Return or recycle your lanyard or badge
 - Keep your notebook or bag for future use
 - Donate or repurpose items you don't need
 - Clear unneeded files or emails
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FOLLOW THROUGH

- Share key takeaways with your team
- Look for ways to embed sustainable practices into your own events
- Offset your travel or support the host destination with a biodiversity credit



EARTHCHECK

*Sustainability doesn't mean doing
without. It means doing better.*

Thanks for being a mindful attendee.