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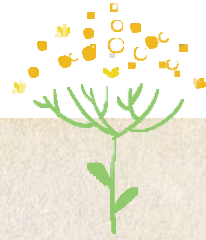


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Introduction

This guide is aimed towards in person events and can act as a **useful prompt** for areas to address to make them more sustainable.

The different Deloitte geographies across Africa are **structured in a unique way** with some having dedicated events teams and others utilising external vendors for event management or some firms use a combination of the two.

Whichever way your Member Firm is structured, the intention is for this guide to be **used as a reference** for organising the element of an event you are **involved with and to influence where possible**. This guide aims to deliver on our **WorldClimate commitments** by implementing a “climate lens” across all our event decisions and ensuring our people are **not only discussing sustainability but are also experiencing** it on a practical level.

Virtual or in person events?

While the guide below provides details for in person events, a primary consideration should be given to **whether the event could be hosted virtually or even if a hybrid model could be used in the first place**. Of course, it will still be better to hold some in person events where the primary purpose is for example relationship building, but it's important to consider the outcome of an event when making such decisions.

The idea of **hosting an event (large or small) virtually** would have seemed unachievable and unlikely in the era before Covid-19 induced lockdowns. However, necessity has meant that everything moved to the virtual world and therefore **our experience of hosting them has increased and improved**. As we make the transition back to more traditional ways of working, we want to remember the many **benefits that virtual events** have brought us.



Virtual events are **considerably more sustainable** than physical events. They also allow for **higher attendance** as well as **reducing costs significantly** through no venue hire, food or product costs.



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WorldClimate

WorldClimate is our global strategy to drive responsible climate choices within our organisation and beyond. This is one of the ways in which we are bringing our organisation's purpose to life and making an impact that matters. Our strategy is based around four commitments

Net Zero

We will emit net zero GHG emissions across our operations and value chain by 2030, through:

- Reducing business travel by 50% per FTE
- Sourcing 100% renewable electricity
- Electrifying our car fleet
- Requiring two-thirds of our global suppliers to set carbon reduction targets
- Investing in offsets for our residual emissions

Embed Sustainability

We will embed consistent sustainability standards in policies and practices across our firm, by:

- Designating a senior leader to be responsible and accountable for climate in each country
- Prioritising discussion of climate change on executive and board agendas
- Embedding sustainability in all operational processes and decisions

Empower Individuals

We will engage and educate our employees on climate change and the impacts of decisions; and empower them to make positive climate choices

Engage Ecosystems

We will collaborate with clients, alliance partners, NGOs, industry groups and suppliers to catalyse climate action across the sectors we serve

Actions we will take

Actions we will inspire

Delivering Sustainable Events

The challenges we face cannot be solved alone. It is only through collective action that we can deliver a sustainable future for all.

Ensuring we deliver sustainable events is one of the many practical ways that we can deliver on our WorldClimate commitments.

For example:

- By using a hybrid model of in-person and virtual attendance, we can work towards our **travel reduction commitment**;
- By ensuring that both sustainability delivery and content are considered or that the climate change narrative is on the agenda for all meetings, we are working towards our **embed sustainability commitment**;
- By educating our people at the events on climate change and letting them experience sustainable events, we are working towards our **empower individuals commitment**;



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Why it matters



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By working towards delivering sustainable events, we are also working towards our WorldClimate commitments. We are doing this through applying sustainable practices, empowering our people by letting them experience sustainable events and engaging our ecosystems through our suppliers for the events. Delivering sustainable events is also aligned with our global shared values.



Encourage

Through sustainable events, we can lead by example and encourage others to choose more sustainable options and in doing so, help both our people and clients. Deloitte Africa hosts a huge amount of events across the different geographies every year. Events are a great opportunity for reaching many people and encouraging more sustainable practices.



Reputation

As both our clients and our people increasingly recognise the importance of sustainability, we can protect and enhance Deloitte's brand as a sustainable firm by ensuring that all of our events consider some of the sustainable actions within this guide. 90% of Gen Z have said that sustainability is important to them. Sustainable events is one way to engage current and potential clients and colleagues.



Waste Reduction

Traditionally, events produce a large amount of waste. On average, an attendee at an event produces 1.89kg of waste per day and of this, 1.16kg will go straight to landfill. This is from uneaten food and single-use items etc. It is important that we work towards reducing the amount of waste produced at events and bring more awareness to the ways in which this can be done.



Cost saving

While sustainability and working towards a net-zero future are the main motivations for delivering sustainable events, there is also the added motivation of the potential cost-savings. Going paperless, using more energy efficient resources and swapping traditional catering equipment for more sustainable ones, are all ways to reduce the costs of events.



Accessibility

By making the event virtual or using a hybrid model, you make the event more accessible to more people and could therefore increase the attendance.



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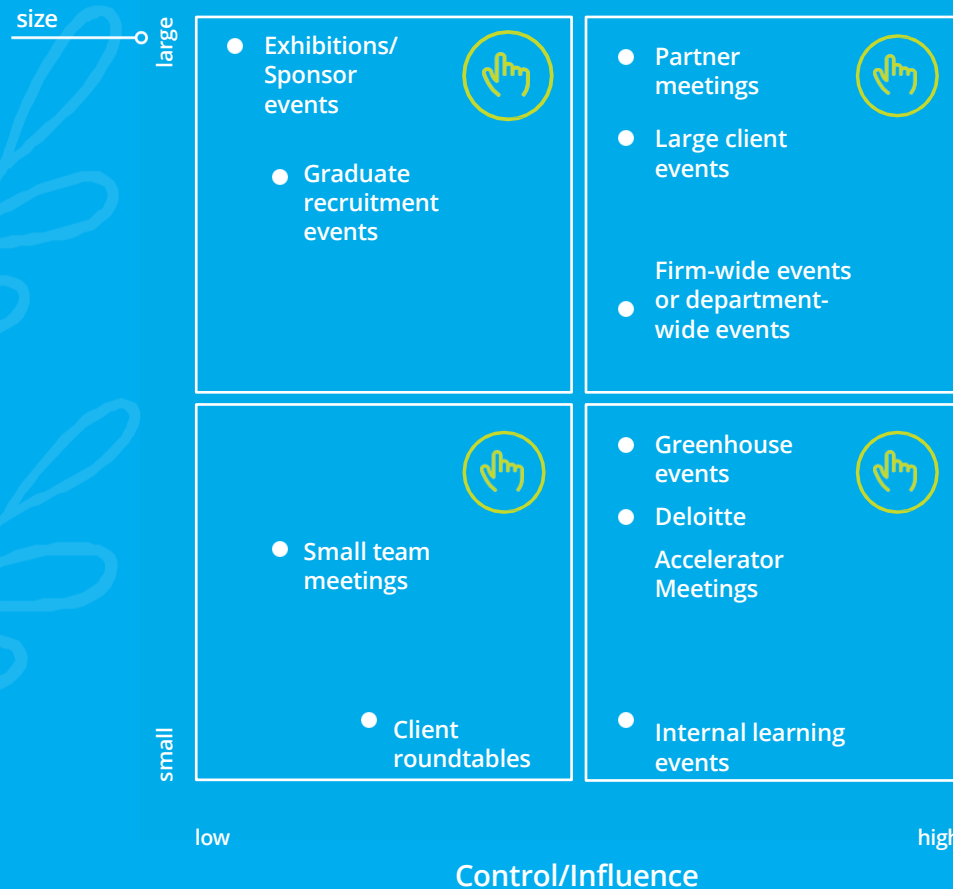


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Deloitte event types

Deloitte operates within a dynamic and varied environment, offering a wide range of event styles and content. This guide aims to offer guidance for the many different types of events that Deloitte host.


Examples of the different types of Deloitte events




please hover on icon to see description

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Sustainable Events Checklist



The following is Deloitte Africa's WorldClimate checklist on items to address when delivering sustainable events.



The checklist is separated out into four sections



Venue, accommodation and transport



Catering



Energy use and materials



Measurement and communication

Within each section, there are **high-level considerations and a more detailed checklist**. For large-scale events, the detailed checklist might be used more, whereas for smaller internal events, the high-level considerations might be all that is needed to deliver a sustainable event. As feedback is gained from use of the guide, it will become more clear what is relevant to the different event types.

The detailed checklist is extensive and it **may be hard to address every single item** given timelines, resources and what is within your control/influence. At this stage, the guide is iterative so that we can understand what is feasible but the aim is for **the guide to be more prescriptive**.

While so many items may seem daunting, we have **ranked each checklist**, starting with the easier actions to implement down to the more difficult ones. Challenge yourself to get as far down the list as possible. It's important to remember that while you can't control all aspects of the event, **just having the conversation with those that do will make an impact**.

Beside each action item, there is a box to tick whether it has been done or if it was not achievable as well as a notes section. We want to **continually improve and evolve this guide**. Therefore, we would appreciate you filling it in to provide us with feedback on how your event went, in particular, what was not achievable and why.



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Venue, accommodation and transport considerations



Travel

As part of our *WorldClimate* commitment, Deloitte wants to reduce its business travel emissions by 50% per FTE from 2019 levels. This means we must make sound travel choices and only fly by plane if necessary. All travel elements to an event should be aligned to this commitment. We therefore encourage you to limit air travel. When in doubt or in case of questions, please consult your country's travel policy. The country where most participants are based should be the default location choice and should only be different where it is deemed essential to the event itself.



Local community

Choose local should be one of the overarching themes of the event. When choosing the hotel or space that the event is being held in, consider whether it gives back to the local community or donates leftover food to charities or local organisations. It is important to check what the rules are in your particular geography around food donation. While food donation is not always possible, it is important to partner with groups that dispose of food waste sustainably e.g. composting. When choosing the location of the venue /accommodation etc. ensure it is not harming the local environment and even where possible, that it benefits the local environment.



Suppliers

When partnering with a venue, accommodation provider and transport provider, Deloitte only works with suppliers that support the Paris Agreement. One of our *WorldClimate* commitments is to have two-thirds of suppliers adopting science-based targets by 2025. Before engaging any supplier, one of the first considerations should be whether they align with this *WorldClimate* commitment and if they themselves are committed to offsetting any carbon emissions that they cannot reduce through verified schemes. Our expectations from suppliers are set out in the [Supplier Code of Conduct](#)



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Checklist 1/2



Action	Achieved	Not Achievable	Notes
Select sites that have environmental policies, on-site responsible persons and external accreditations. Where suitable, Deloitte offices should be the default choice			
Select suppliers that have environmental policies and external accreditations			
Develop sustainability selection criteria for venues/accommodation e.g., venue uses 100% renewable electricity etc. in line with the points in this guide and build on it as you engage with different venues/accommodation			
Explain to attendees why the style of meeting has been chosen (virtual/in-person/hybrid) e.g., to reduce greenhouse gases etc.			
Consider locations that are central for most participants to reduce the amount of travel involved for attendees			
Consider hosting the event in the same location that the delegates are staying in e.g., the hotel so that minimal travel during the event is required			
Where it is not possible to host the event in the same location, ensure a location close to public transport is chosen and encourage attendees to use public transport for social events, commuting from the accommodation etc.			
Ensure venue has video conference capability for both speakers and attendees			
Provide a shuttle service if public transport is not feasible.			
Partner with a green taxi firm (where possible) if taxi services are necessary			



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Checklist 2/2



Action	Achieved	Not Achievable	Notes
Select sites that train their staff on sustainable practices			
Ensure venue has appropriately signed recycling/composting/paper recycling facilities			
Confirm venue/accommodation of attendees has agenda to reduce water consumption through: Linen/towel reuse programmes Removal of dressing gowns and other non-essential items Low flow faucets and shower heads Other fixtures in laundries and kitchen			
Ensure venue engages appropriate waste contractors to support recycling			
Where air travel is necessary, think about organising flights that arrive at a similar time, so that delegates can share a shuttle service or taxi.			



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Catering consideration



Reduce, reuse, recycle

One of the priorities for the catering of an event should be to reduce the amount of waste where possible e.g., correct portion sizes, not overproducing food etc., Another priority should be to reuse where at all possible e.g., reusable cutlery, water stations, re-usable coffee cups etc., and of course to recycle everything e.g., composting food, separating out materials for proper recycling etc.



Plant based foods

Meat-based meals have a considerably higher carbon footprint than plant-based meals. Serving meat based meals can create approximately 7kg of greenhouse gas every day per person, compared to serving plant based meals which generate approximately 3kg. Meat-based meals also require greater refrigeration needs and therefore higher energy costs than plant-based meals. Plant-based meals provide a wide range of health benefits and should therefore play a main role in the catering of any Deloitte event.



Waste reduction

When it comes to catering, one of the main aims should be to avoid waste as much as possible. According to the United Nations food agency, roughly one third of all food produced for human consumption ends up being thrown away. This translates into more than one billion tonnes of waste every year. Food waste can be avoided at events through advanced planning of numbers, accurate portion sizes and plans for disposal of any food not used.



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Action	Achieved	Not Achievable	Notes
Use online registration to predict numbers and cater for accordingly to avoid excessive waste			
Implement a system to supply correct amount of food and minimise food waste (e.g., portion sizes are clearly visible)			
Offer healthy cuisine incorporating the considerations below: <ul style="list-style-type: none"> Meals prepared with % of local, seasonal organic produce (the higher the %, the better) Promote health and sustainable options through appropriate messaging Provide variety of fruits and vegetable options Restrict refined ingredients and trans fats Food allergy labelling, locally-relevant food labelling and alternatives for special diets provided 			
Always use reusable plates. Reusable is better than recyclable because it saves the energy that comes from having to dismantle and re-manufacture products			
Always use reusable cutlery			
Always use reusable napkins			
Eliminate the use of plastic stirrers and straws (where possible)			
Compost organic waste			
Create mindful spaces for eating and relaxing during breaks			



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Action	Achieved	Not Achievable	Notes
Condiments should be provided in non-disposable containers (where possible)			
Any products used or bought in catering should be Fairtrade where possible. Engaging with your catering supplier to ask whether they use Fairtrade products might be more applicable in certain scenarios			
Ensure the use of plant-based foods for meals and snacks along with communication of why these are being provided e.g., nutritional information and reduced environmental harm			
Co-ordinate with local food bank to donate unserved food if the venue does not already have a method of handling such. This may not be possible for your particular geography so it's important to always check			
Always use reusable bottles or better yet, encourage attendees to bring their own and provide water stations to fill them up. Generally glass containers of water should not be filled unless on demand			
Serve buffet style meals and avoid individually packed meals			
Ensure there is a dedicated responsible person/team for waste collection/disposal to ensure proper handling of any items that are leftover from catering			
For any food or catering materials used, ensure it is clear what will be handled (post-event) by the venue vs. the caterer (if different) vs. what might need 3rd party engagement			
When asking for attendee's dietary requirements, consider that plant-based meals are the norm and that attendees must request meat/fish/dairy options			



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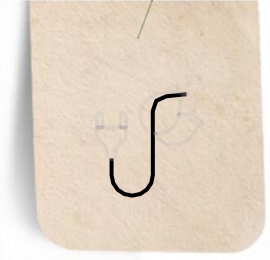
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Renewable Energy

As part of our *WorldClimate* commitment, Deloitte wants to source 100% renewable energy for our buildings. However, we know that many Deloitte-hosted events actually take place outside of the Deloitte buildings. Nevertheless, we should still aim to partner with suppliers that have energy-efficient policies and that are aligned to Deloitte's own renewable energy efforts. When choosing the venue, accommodation and suppliers for the event, aim to have a conversation about renewable energy with them and include it in your selection criteria.



Reduce, reuse, recycle

Much like the core considerations needed when organising the catering for an event; reducing, reusing and recycling energy and materials where possible is very important. Ensure proper waste management at the event with signage and options at most touch points for attendees to ensure that any materials are disposed of appropriately. In addition, use digital options instead of paper ones as a preference to reduce the amount of materials needed for an event. Can an event app with the use of QR Codes be feasible or the use of virtual reality headsets etc.?



Gifts

When it comes to looking into the gifts for attendees, speakers, organisers etc. think of the sustainability of them. Is it possible to quantify how much you would normally spend on these and instead donate them to an organisation or charity working on climate action? Or if a gift is necessary, can you provide them with sustainably sourced gifts e.g. post-it notes made from seeds that can be planted after use or an experiential gift like a tree planted in their name or a plant-based cooking course?



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Action	Achieved	Not Achievable	Notes
Use online registration instead of paper-based systems			
Limit handouts/booklets/delegate lists and embrace digital means instead e.g., QR codes or virtual headsets			
Do not place pens at every place (when possible)			
Minimise the amount of stationery provided (when possible)			
Use reusable name badge holders and collect these at the end of the conference/event or use stickers instead of badges			
Consider hiring or borrowing equipment instead of buying new resources but where buying is necessary, research for sustainably produced resources			
Give recycled materials precedence when making meeting supply purchases			
Minimise paper at the event through web-based initiatives			
Encourage speakers to use electronic means of presentation			
Minimise promotional gifts but if ones are needed, choose gifts that are locally sourced and help the participant make sustainable choices e.g., post-its notes made from seeds that can be planted after use, branded keep cups/water bottles, tree planting donation etc. Deloitte's approach is that all products are to have a sustainable element to them and a focus on less quantity/higher quality			
Balloons are not sustainable as they are not reusable and can cause harm to wildlife if not disposed of properly so try to avoid them if possible			



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Action	Achieved	Not Achievable	Notes
<p>If flowers are used for decoration for the event, ensure they are from a responsible supplier and are disposed of responsibly. For example, choose pot plants over cut flowers as they last longer, double up potted plants table décor as gifts which attendees can take home</p>			
<p>Confirm venue has agenda to reduce energy consumption including efforts to improve energy efficiency through:</p> <ul style="list-style-type: none"> Boilers Lighting systems (Lights should be switched off when spaces/rooms are not used) Kitchen equipment Energy management systems Seasonal temperature adjustments Energy efficient equipment 			
<p>If conference materials are needed, use:</p> <ul style="list-style-type: none"> Chlorine free paper Recycled paper Double-sided paper Non-dated promotional banners so that they can be used again in the future 			
<p>Utilise cleaning products made with bio-based oils</p>			
<p>Utilise cleaning products with eco-labelling</p>			
<p>Reduce use of products with chlorine bleach</p>			
<p>Reduce use of products with petrochemical derivatives</p>			



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Awareness

Before, during and after the event, make the attendees aware of how their choices have been sustainable. For example, by using the QR codes to stay up to date with event details, you saved X sheets of paper. One of our *WorldClimate* commitments is to educate our people on climate and sustainability issues. Sustainable events are a great means of achieving this commitment through proper communication and making the attendees aware of the outcome of their choices. The vast majority of people want to do the right thing but just might not be fully aware of what that is. When it comes to measuring the impact of your event and the communication of your sustainable efforts, awareness is key to driving behavioural change.



Incentives

As previously mentioned, most attendees at an event want to do the right and sustainable thing. However, it may not always be that obvious or easy to do, especially when there are event distractions. Factoring in how to incentivise people to choose the more sustainable choice is a key theme for any event measurement and communications. For example, this could involve having a water filling station with a screen counter above it that lets you know how many plastic water bottles have been saved with each use. No-shows to an event is understandable in some contexts but it does create a lot of unnecessary waste. Therefore, for any future no-shows, perhaps explain to them the waste produced as a result and make the cancellation policies more strict.



Reporting

As mentioned at the start of this guide, no event is ever perfect, especially from a sustainability perspective. However, we can always improve on what we've done before. Therefore, capturing any lessons learned, what worked well and what didn't, what attendees enjoyed and what they disliked are all key information points to capture before, during and after an event so that these improvements can be taken into the next event hosted by Deloitte.



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Action	Achieved	Not Achievable	Notes
Announce efforts to plan a green event to participants and stakeholders			
Ask for support from attendees and offer ways to contribute			
Communicate the climate positive effects of the event (e.g., X amount of paper saved by using an event app, carbon saved from having no meat at the event etc.).			
Obtain attendee feedback, asking how favourably the event's sustainability has been received and do they have any suggestions on how to improve it			
Create a lessons learned log after the event to see what worked well and what could be improved upon for the next event			
In any communications issued to attendees of the event, consider mentioning the sustainability of the suppliers and partners that were used			
For attendee engagement, send the #iAct quiz (Join our #iAct movement (deloitte.com)) around before the event to fill in or else have a booth at the event where attendees can complete it			
For events that Deloitte is a sponsor at, utilise digital instead of physical handouts for branding such as a QR code and a sign explaining why we are doing it this way e.g., to save paper etc.			
Have leadership sponsor each event from a sustainability perspective so that they are leading by example e.g., the sponsor Partner always uses the sustainable travel method for the event			



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Action	Achieved	Not Achievable	Notes
Have nudging signage and information at the event to make it easier to choose the more sustainable option (e.g., sign beside the vegan meal option saying how much carbon it took to produce vs. the meat option)			
On sign-up, have attendees tick a box to say they are committed to the sustainable efforts of this event e.g., much like an attendee needs to agree to the terms and conditions of use, they need to agree to the sustainable terms and conditions of participation			
Ensure that any bin section has proper labelling to separate out general waste, compost, mixed recycling etc. and ensure these are emptied regularly to encourage use. Having pictures of the materials that are being used at the event beside the bin that they can be recycled into instead of just words is helpful in encouraging behavioral change			
Measure the carbon footprint of the event, including travel, energy use and supply chain <u>where possible</u> .			
Measure waste produced, recycled and reused <u>where possible</u>			
When measurement is known, offset the carbon emissions to make it a carbon neutral or carbon negative event with verified carbon offsetting initiatives. The communication of this is also important to raise awareness of what efforts are needed and what is being done			



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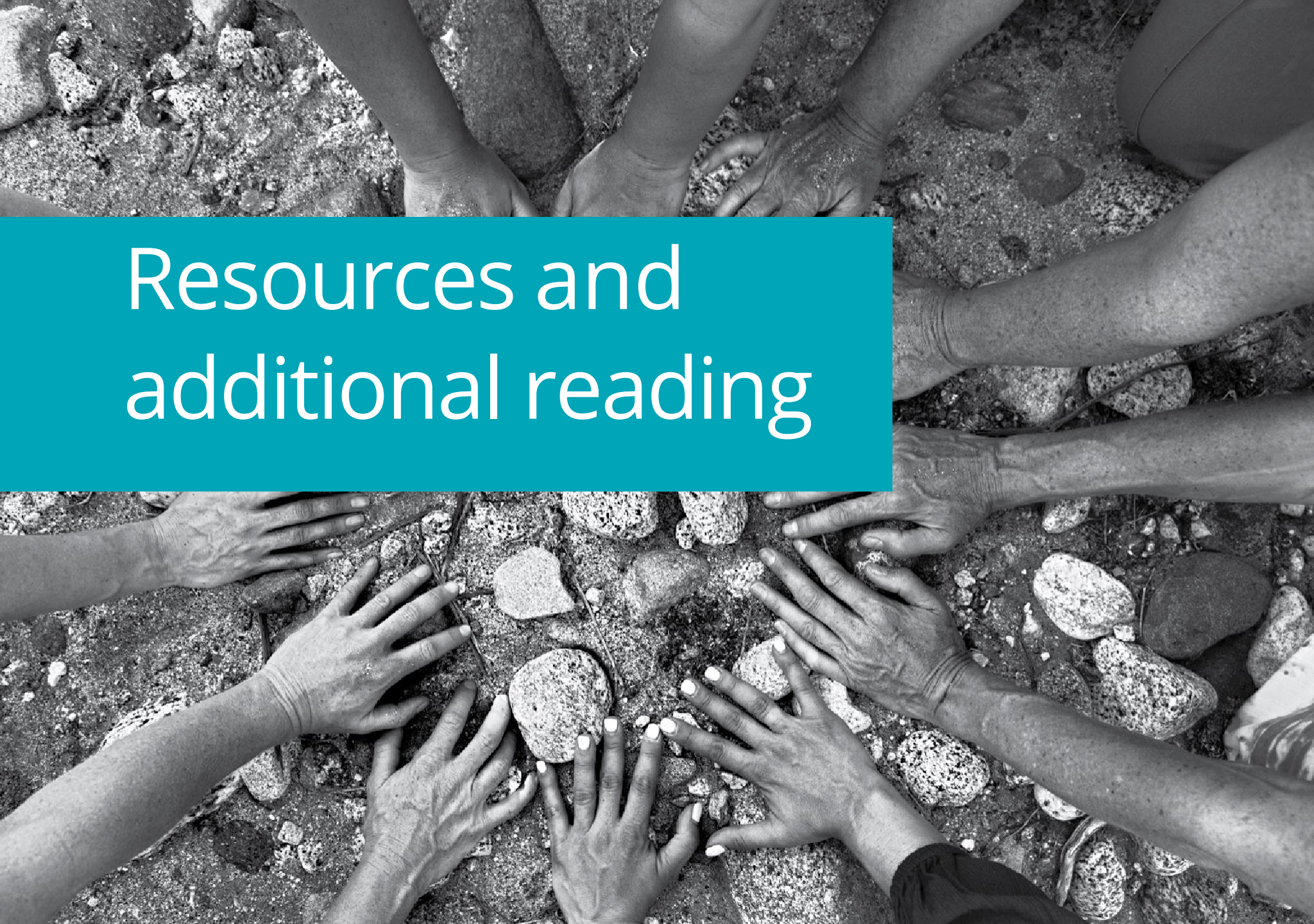
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Additional Reading

If you are interested in further reading and to look at some of the materials that informed this guide, please see the links

-  Ten principles of One Planet Living – [One Planet Living – a sustainability framework by Bioregional](#)
-  Sustainable@Work – Guidelines on organising sustainable meetings and events at the Commission – [EC_Guide_Sustainable_Meetings_and_Events.pdf \(europa.eu\)](#)
-  Guidelines for the Sustainable Organisation of Events – [Guidelines for the Sustainable Organisation of Events \(umweltbundesamt.de\)](#)
-  Inclusion at Deloitte – [Deloitte Global Respect & Inclusion | Deloitte Global](#)
-  Deloitte Shared Values – [What brings together 300,000 people across the world? \(deloitte.com\)](#)



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