

# MINIMUM EMS REQUIREMENTS FOR ORGANISER

INSTRUCTIONS: Review and implement the following minimum EMS guidelines for your event. Check off those that were completed at the end of the event.

In keeping with our EMS for this event, the organiser shall...		NOT APPLICABLE	COMPLETED	Guidance on minimums
1	Communicate EMS policy to participants.	<input type="checkbox"/>	<input type="checkbox"/>	1.1) Post policy, minimum organiser requirements, exhibitor guidelines and supplier survey templates on the website.
		<input type="checkbox"/>	<input type="checkbox"/>	1.2) Link to EMS web page in registration confirmation and participant letter.
		<input type="checkbox"/>	<input type="checkbox"/>	2.1) <a href="#">Post green travel tips to website.</a>
2	Encourage participation in the EMS by attendees.	<input type="checkbox"/>	<input type="checkbox"/>	2.2) Link to green travel tips from registration confirmation and participant letter.
		<input type="checkbox"/>	<input type="checkbox"/>	2.3) Communicate opportunities to participate while onsite, either through slides, signage, moderator comments, etc.
3	Communicate EMS policy and guidelines to suppliers and request compliance.	<input type="checkbox"/>	<input type="checkbox"/>	3.1) Share EMS policy, organiser guidelines and supplier survey templates with host country, when applicable
		<input type="checkbox"/>	<input type="checkbox"/>	3.2) Share EMS policy and applicable supplier surveys with the venue and caterer at a minimum and other suppliers as applicable.
		<input type="checkbox"/>	<input type="checkbox"/>	3.3) Request supplier surveys to be completed in order to assess compliance.
4	Communicate EMS policy to exhibitors and request compliance.	<input type="checkbox"/>	<input type="checkbox"/>	4.1) <a href="#">Share EMS Exhibitor Guidelines with exhibitor kits.</a>
5	Ensure paperless meetings.	<input type="checkbox"/>	<input type="checkbox"/>	5.1) Electronic-first strategy for event communications and documents.
		<input type="checkbox"/>	<input type="checkbox"/>	5.2) Participants able to access computers onsite in order to print documents.
		<input type="checkbox"/>	<input type="checkbox"/>	6.1) No polystyrene or PVC-plastic under any circumstances.
6	Reduce or ban single-use plastics. (Exception: Safety protocols may require single use disposables to be used in the event of an emergency, including public health orders.)	<input type="checkbox"/>	<input type="checkbox"/>	6.2) For attendee hydration stations: Do not hand out single use disposable bottles of water. Offer refill stations that permit attendees to use a refillable drinking vessel. Do not place disposable cups unless necessary for health and safety and in such an event, ensure any disposables are recycled.
		<input type="checkbox"/>	<input type="checkbox"/>	6.3) Reduce use of disposable plastic items and packaging by organiser.
		<input type="checkbox"/>	<input type="checkbox"/>	6.4) Participants informed of necessity to bring a refillable drink container.
7	Offer sustainable food options.	<input type="checkbox"/>	<input type="checkbox"/>	7.1) At least one vegan/plant-based and one vegetarian (dairy-permitted) option available for each meal.
		<input type="checkbox"/>	<input type="checkbox"/>	7.2) <a href="#">Request caterer to complete applicable supplier survey.</a>
		<input type="checkbox"/>	<input type="checkbox"/>	8.1) Reduce use of organiser-generated handouts, giveaways and packaging.
8	Ensure sustainable waste management.	<input type="checkbox"/>	<input type="checkbox"/>	8.2) Include waste reduction guidelines in materials shared with the host country, suppliers and exhibitors.
		<input type="checkbox"/>	<input type="checkbox"/>	8.3) Venue recycling program in place and visible.
		<input type="checkbox"/>	<input type="checkbox"/>	8.4) Venue requested to disclose waste diversion rate (annual diversion rate or previous audit rate, if event-specific rate is unavailable).
		<input type="checkbox"/>	<input type="checkbox"/>	8.5) Promote donation of left over event materials, where applicable.
9	Measure and offset the air travel of participants.	<input type="checkbox"/>	<input type="checkbox"/>	9.1) 100% of participant travel measured and offset.

23 Total Minimum Requirements (Update total if not all are applicable)

0 Number of Minimum Requirements Implemented (ADD)

0% Percent of Minimum Requirements Implemented