

SUSTAINABLE EVENTS USFQ


General Information:

DATA	DETAILS
Type of event	4th Plant Microbiome Symposium 2023
Catering USFQ	Request: No use of disposable or single use plastics in food service for the event
Organizor	Universidad San Francisco de Quito – USFQ Colegio de Ciencias Biológicas y Ambientales Colegio de Ciencias e Ingenierías
Date of event	01-04/08/2023
Attendees	150 – 200 participants
Planning	Personnel in charge of: Screens and sound/Cleaning/Security (attendee entry and assistance during the event)
Location	USFQ – Shakespeare Theater
Comunication	Invitations - Propaganda – Posters: Until now, we 100% online communication.

Sustainable practices: (Select all criteria that were fulfilled)

CATEGORY	DETAIL	(X)
Waste generation	Place a recycling point within the event location and inform the guests of its presence in advance. Share a manual of good recycling practices depending on the types of waste to be generated by the event.	X
	Inform attendees during the event of the location of recycling points.	X
	Use the correct signage for recycling.	X
	Train security, operations and cleaning personnel on waste management and recyclables so they can help guests in case they have questions when disposing.	X
	Have a team of volunteers/staff at the recycling points to guide users on the correct waste separation.	X
Energy consumption	Consider the possibility of holding the event online.	N.A.
	Select the ideal place according to the number of attendees, so as not to use a space that is larger than required.	X
	Take advantage of natural light whenever possible or choose to have the event during the day.	X
	Regulate room temperature according to environmental conditions.	X
Greenhouse gas (GHG) generation by guest's transport	Designate or choose the location and time of the event so that the travel of attendees can be minimized so they can use other, more sustainable means of transport.	X
	Inform attendees of the routes and times to travel to the event venue to avoid rush hour.	X

	Some attendees must take air flights to attend, it may be recommended to purchase emissions offsets when purchasing your air tickets.	X
	Calculate the carbon footprint of the event.	N.A.
Water consumption	If catering is going to be offered, request a drink stand with zero plastics, use jugs or drink dispensers.	X
Catering	Coordinate with the caterer to select food that is mostly vegetarian and organic options if possible.	X
	Avoid individual food wrappers.	X
	Always keep a pre-registration of guests to determine more specifically the number of snacks or drinks to be requested so that waste is not generated.	X
	Choose snack options that do not require eating utensils.	X
	Coordinate food waste management with catering, if you already have a plan within the institution, ensure that it is complied with.	X
	Coordinate leftover food donation or composting schemes with catering and campus cleaning crew.	X
	Use sustainable centerpieces or decorations (recycled material, potential to be reused).	X
	Share or send event information and invitations via email.	X
	Influence and encourage guests to bring their own water bottles, cups, or reusable utensils.	X

Product consumption	Avoid handing out prints and brochures. In case it is necessary to print information for the guests, do it on recycled paper or sugar cane paper.	X
	Make it easier for attendees to return material that they do not want to keep or that can be re-used at another event.	N.A
	Follow the Sustainable Printing Tips attached at the end of this checklist.	X
Communication	Invite attendees to participate and maintain good practices and sustainable advice during the event.	X
	Provide information to guests about how the event was organized with sustainable aspects.	X
	<p>Sign a commitment to follow sustainable practices during the planning and execution of the event:</p> <div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;"><i>Commitment to sustainable events USFQ</i></p> <p style="text-align: center;"><i>“As the person in charge of organizing the event 4th Plant Microbiome Symposium, I commit to:</i></p> <ul style="list-style-type: none"> <i>• Implement the guidelines and initiatives to hold a sustainable event in accordance with the USFQ Smart Campus guide and</i> <i>• We will work to educate our attendees, faculty, staff, and related students about our involvement in this initiative.</i> <div style="text-align: center;">  <p>Signature: _____</p> </div> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;"><small>(Email submission is acceptable to mjayala@usfq.edu.ec and cespinoza@usfq.edu.ec instead of signature.)</small></p> </div>	

SUSTAINABLE TIPS FOR PRINTING

PDF



Save the file in PDF

1

Instead of printing on paper once your document is finished, save it as a pdf so you can share it, email it, or upload it to the cloud.

Set the computer's default settings for printing

2

Automatic black and white printing.

Print the sheets double-sided, so you can reduce the use of paper by 50%.

3

Change the print margins from the default value of 1.25 inches (3cm) to 0.75 inches (1.9cm).

4



Link to tutorial

Use a font that saves ink

5



Times New Roman, Century Gothic, and Ecofont fonts are cheaper compared to the ink-intensive Arial.

6

Preview before printing

Preview your document before printing it. Eliminate unnecessary spaces and pages, reduce the size of images and text, confirm that there are no design problems or typographical errors to avoid printing it again.



Don't make copies, scan!

7

Instead of copying a document to share it, it is preferable to scan it and send it by email.

Print in draft quality

8

If you need to print a document before final editing, print it as a draft. This option can be set on the printer, this will save ink.