

York Conferences' Green List

York Conferences is committed to embedding and enhancing sustainability throughout the exceptional conference and event services that we provide. We are aware of our necessity to play our part in developing a more sustainable world. To achieve this we strive to identify and improve our beneficial impacts on the environment, community, and economy, while minimising our potential negative impacts. In order to do this we need your support and ask that you consider the impact of your decisions when organising your event. We look forward to working with you.

Location and Venue	Notes
The University of York is a member of the International Sustainable Campus Network (ISCN) . Is sustainability something you actively work towards?	
York is centrally located within the country with excellent public transport links. Please consider how your guests will travel to and from your event with the aim of reducing their carbon footprint.	
Our Environmental Sustainability Policy states we will protect the environment and minimise pollutions from our activities. All cleaning products used by our Campus Services teams are controlled products with a lower environmental impact.	
The ultimate aspiration of the University is zero to landfill. Mixed recycling bins are located in all University buildings and accept paper, magazines, cardboard, plastics, empty plastic bottles, post-it notes, envelopes, foil crisp packets and sweet wrappers.	
In order to reduce the amount of plastic waste we ask that guests bring their own toiletries like shampoo and shower gel, we just provide soap. For guests that forget, everyday toiletries are available at each College Reception for a donation to our chosen charity – Jessie's Fund . Alternatively our on-site supermarket stocks a good selection.	
We use our own bedlinen and towels and work in partnership with a local laundry. To prevent towels being washed unnecessarily we ask guests to request new towels rather than automatically changing them each day.	
A key characteristic of the University of York is our lakeside campuses, which are home to an abundance of wildlife. Build some time into your conference programme to allow delegates the opportunity to do our Campus Tree Trail .	
Transport	Notes
Despite the small size of the city, York is one of the most important railway stations on the British railway network because of its role as a key railway junction approximately halfway between London and Edinburgh. Getting to York by train is easy, from London the journey time is under 2 hours, Edinburgh is just 2 and a half and there are direct services from Liverpool, Manchester, Birmingham and the South West.	
Enjoying the benefits of excellent rail and motorway networks York is undoubtedly one of the most easily accessible cities in the UK. If you show your valid train ticket to the Your Bus 66 driver at the railway station stop you get a discounted return bus ticket to the University of York.	
York is easy to explore on foot or by bike. It's flat and there are plenty of cycle lanes and paths. Cycle hire is available at York Railway Station. Visit York offers free downloadable maps and visitor guides on their website.	
The University of York work in partnership with Get Cycling who can arrange to hire out bikes to individual delegates, rickshaws and bike buses to transport your guests around campus or even a circle cycle for team building events. Talk to your Co-ordinator for further details.	
Catering	Notes
To keep road miles to a minimum we strive to purchase the majority of our raw materials from suppliers within the Yorkshire and Humberside region and design our menus to fit with seasonal produce. Vegetarian options are always on offer but if you would like a higher proportion please let your Co-ordinator know.	
Where feasible crockery is used rather than disposable cups and plates, however we have carefully selected the disposable cups we use, with excellent thermal properties to negate the need for 2 cups or serviettes, the cup has a 90% paper content, with no graphics or branding so no ink content, which means that the speed of degradation in landfill is quicker than foam or plastic cups.	

Tap water is available in all our restaurants.	
Marketing and Delegate Material	Notes
Make sure you tell your delegates, speakers, sponsors and exhibitors about your efforts to make the event sustainable and encourage them to do their bit.	
Offer online delegate registration, York Conferences work in partnership with a local event management company, Mosaic Events who can provide this service.	
Send as much communication via electronic means as possible. Send emails, tweets, LinkedIn and SMS messages instead of letters and brochures.	
If you have to provide a delegate pack or brochure let our on-campus Design and Print Solutions team produce that for you. They will be competitively priced and save you courier fees as your conference material will be waiting for you on arrival.	
If you are producing any delegate gifts or lanyards consider what branding you put on these so that they have use beyond the event, for example don't put the event date on. Again our Design and Print Solutions team can provide this service.	
Remember to encourage any exhibitors to 'go green' and offer environmentally friendly give-aways on their stands or in the delegate packs.	
At the end of your event collect any lanyards or badges so they can be reused at your next event.	
If you choose to provide flowers for the top tables or at your gala dinner, have you considered living plants which can then be donated or planted out.	
Technology	Notes
Stream the event live online to offer some attendees the option to virtually attend.	
Conduct all follow up correspondence by electronic means, send thank you emails rather than letters, provide presentations digitally and collate your feedback using an online survey.	
Consider providing a smartphone app with the day's schedule, speaker profiles and resources rather than a delegate pack.	
York Conferences have plasma screens across campus so if you need to get messages to delegates or display the conference programme use these rather than printing out paper copies.	

“Gatherings of people for a purpose always have and always will be a part of the human story. Those staging these events have a social and environmental responsibility to manage their impacts and enhance their positive lasting legacies.” (Meegan Jones, Sustainable Event Management: A Practical Guide, 2014)