



Congress Sustainability Guide

Introduction

The Pacific Society for Reproductive Medicine respects our relationship with the environment, and we openly acknowledge the adverse effects events may have when not conscientiously managed. Thus, sustainability is at the fore of every decision we make. At the Congress, we encourage all our delegates to be eco-friendly and sustainable for the benefit of our environment and community. This Sustainability Guide aims to assist in the sustainable organisation of the Congress; from planning to event promotion and catering, to making savings in energy and waste. The following goals are viewed as achievable and essential to the Committee to ensure a sustainable Congress:

Social sustainability

- Ensure accessibility, inclusion and well-being of all participants and staff, it is vital that all participants feel they can contribute to the Congress.
- Ensure diverse social and interest groups are included in the Congress.
- Encourage young professional involvement.
- Support social enterprises or local businesses where possible.
- Ensure the venue is physically accessible to all.

Energy

- Minimise the use of electricity and lights where possible, including turning off lights when rooms are not in use and turning off screens overnight.
- Keep the heating and air-conditioning at a set temperature in rooms. (Rec. range:19-26°C).
- Maximise the use of natural light during the day.

Travel and transport

- Encourage purchasing of carbon offsets for travel to and from the Congress.
- Ensure travel and access to the Congress includes and prioritises public transport.
- Promote the use of public transport by providing directions, appropriate train, bus and light rail timetables, maps/details of shuttle buses or carpooling schemes on the website.

Accommodation

- Give preference to an accommodation with environmental performance credentials and/or close proximity to the venue and public transport options.
- Consider hotels that support social enterprises.

Event promotion and sponsors

- Put the Sustainability Policy on the Congress website and promote the event as socially and environmentally responsible.





- Electronic communication is the preferred method throughout the planning of the Congress. Use email, online systems or SMS services for registration of events, advertising and confirmation to minimise printed material.
- Minimise Congress hand-outs and provide an electronic version for participants utilising personal electronic devices e.g. provide links to a website from which notes and presentations can be downloaded.
- Do not provide satchels or copious promotional material at the event and encourage participating organisations to comply. If satchels are provided, they should be made from reusable materials, preferably by social enterprises.
- Congress gifts to be selected for their usefulness and reuse potential.

Catering

- Use Indigenous caterers or social enterprise caterers whenever possible.
- Provide reusable cutlery, crockery, glassware and napkins or, if unavailable, compostable paper or bamboo-based items. As of 1 November 2022, single-use plastic straws and cutlery are banned in NSW.
- Provide a large range of locally sourced, vegetarian and vegan choices that minimise environmental footprint.
- Save money by featuring foods that are in season and by purchasing food in bulk (not individually packaged) to reduce waste.
- Ensure catering quantities are based on the number of RSVPs received.

Recycling and Waste Management

The waste hierarchy in order of preference is: avoid use, reduce use, reuse, recycle:

- Avoid plastic and plastic bags. Please note that as of 1 June 2022, single-use plastic bags have been banned in NSW.
- Reduce packaging material; ensure packaging materials used are reusable or recyclable.
- Ask delegates for any special dietary requirements to reduce food waste.
- Plan ahead and arrange with local community groups and social enterprises for pick-up of surplus food (e.g. [OzHarvest](#)), or compost where feasible.

Liaise with the Venue to:

- Provide bins for general waste, recyclables and organic waste at various locations.
- Ensure recycling bins are positioned appropriately, with adequate signage.

Reporting

- Put a reporting system in place that allows for the communication, assessment and evaluation of sustainable event processes, initiatives and results.

