TRANSPORTATION

Checklist

Strive to reduce energy consumption and related GHG emissions resulting from event-related transportation. If the meeting cannot be held virtually (see p. 8 for examples of how to make your event virtual and avoid travel altogether), consider the following measures to reduce your carbon footprint:

- ☐ Choose a venue and accommodations close to public transit
- ☐ Facilitate sustainable transportation options for participants to/from the airport, train station, etc.
- ☐ Emphasize public transit, shuttle or other sustainable options in registration packages and introductory sessions during meetings
- ☐ Where feasible, provide complementary public transit passes
- ☐ Promote walking and cycling; provide secure storage for bicycles
- ☐ Provide information and maps of paths and cycle and transit routes to the event; email details in advance, include in participants' packs, display at the venue
- ☐ Request shuttle / rental vehicles that are hybrid, use alternative fuel or are fuel efficient
- ☐ Implement a no-idling policy for all meeting vehicles; ask drivers not to idle vehicles while waiting for delegates
- ☐ Include a contract clause that states the transportation providers will comply with your environmental requests
- ☐ Facilitate ride-sharing options for participants
- ☐ Provide shuttle services for participants in place of individual transportation options
- ☐ Select meeting start and finish times that allow participants to travel easily using public transport
- ☐ Offset GHG emissions from meeting-related transportation and travel; provide options for participants to offset their own travel emissions