

# Guide #1 for sustainable and inclusive Events

Networking events, promotions, and celebrations  
with apéro at ETH locations

Version 02/August 2024



# Events and the Sustainable Development Goals

ETH Zurich pursues sustainability in its strategic guidelines. The 2030 Agenda and the 17 UN Sustainable Development Goals define sustainability in its environmental, social, and economic dimensions and serve as a model for the daily actions of the ETH community. More than 2500 events are organised at ETH every year. This Guide for sustainable and inclusive Events provides event organisers with guidance and concrete suggestions on how to make their events sustainable in line with the 2030 Agenda.

The measures are divided into the following four areas of action:

1. Gastronomy
2. Material & Waste Management
3. Mobility & Venue
4. Diversity & Inclusion

«Good Practices» measures meet the standard requirements of a sustainable and in-clusive event. «Excellent» measures go beyond the «Good Practices».

Get labelled: The Guide #1 contains 23 measures. For a Gold Label, 85% of the applicable measures must be fulfilled and 70% for a Silver Label. Measures that are not applicable can be crossed out. You can find more Information on the website «Sustainable and Inclusive Events»

**Sustainability tip: The checkboxes can be clicked digitally, so there is no need to print out the guide..**



# Description of the sustainable and inclusive Event

Name of the event:

Date:

Author (name/e-mail):

**What makes your event sustainable? (answer optional)**

**What did you pay particular attention to during the implementation? (answer optional)**

	number of measures	number of applicable measures	number of measures fulfilled	number of unfulfilled measures	per cent of measures fulfilled (of applicable measures)
Gastronomy	11				
Material & Waste Management	7				
Mobility & Venue	2				
Diversity & Inclusion	3				
<b>Total</b>	<b>23</b>				

label achieved:



# Gastronomy



## Good Practice

>70% vegetarian menus/snacks are offered. At least one vegan option is available in each course.

A catering company with transparent sustainability efforts is chosen (see «Recommendations for Implementation»).

~~For self-organised catering, the following points are met:~~

- ~~- >80% regional and seasonal fruits and vegetables are used for the dishes.~~
- ~~- >80% of plant-based and animal products are produced ecologically (e.g., IP Suisse, Bio, naturaplan, etc.).~~
- ~~- Overseas products are 100% Fairtrade-certified.~~

~~Relevant product information (vegetarian/vegan, allergens) is provided directly with the food items (has to be requested from the caterer).~~

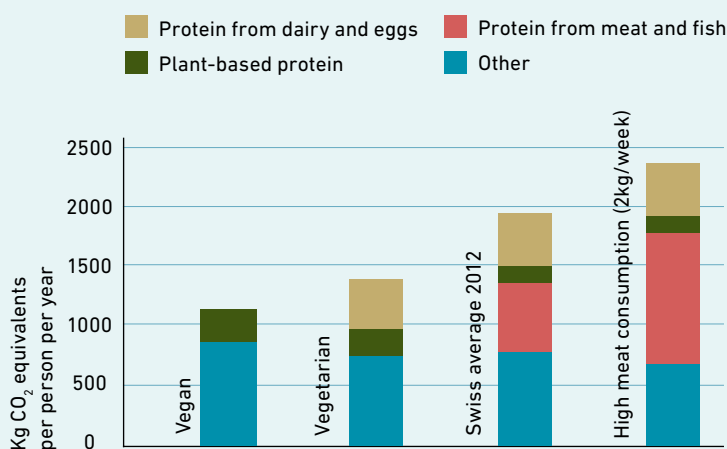
Food waste is minimised by estimating the quantity of snacks needed to produce as few leftovers as possible (caterer's experience can help).

~~Leftover food is distributed to staff and/or participants (provide take-away boxes).~~

Beverages (e.g. wine, beer, soft drinks) are sourced from Switzerland or from near adjacent regions.

Instead of bottled water, tap water is provided in carafes, and water dispensers for refilling are made available.

Reusable tableware is used as far as possible. Coffee capsules are recycled. There is a deposit system for drinks and small PET bottles are avoided (Tip: Ask a caterer for reusable tableware).



Comparison of greenhouse gas emissions from different diets. «Other» includes beverages, fats & oils, cereals, vegetables & fruit, transport, packaging, distribution. [1]

## Recommendations for Implementation

### Catering companies

- [SV Catering \(ETH-Partner\)](#)
- [Compass Scolarest Catering \(ETH-Partner\)](#)
- [ZFV Catering Campus Basel \(ETH-Partner\)](#)
- [Tibits Catering](#)
- [Hittl Catering](#)

### General information

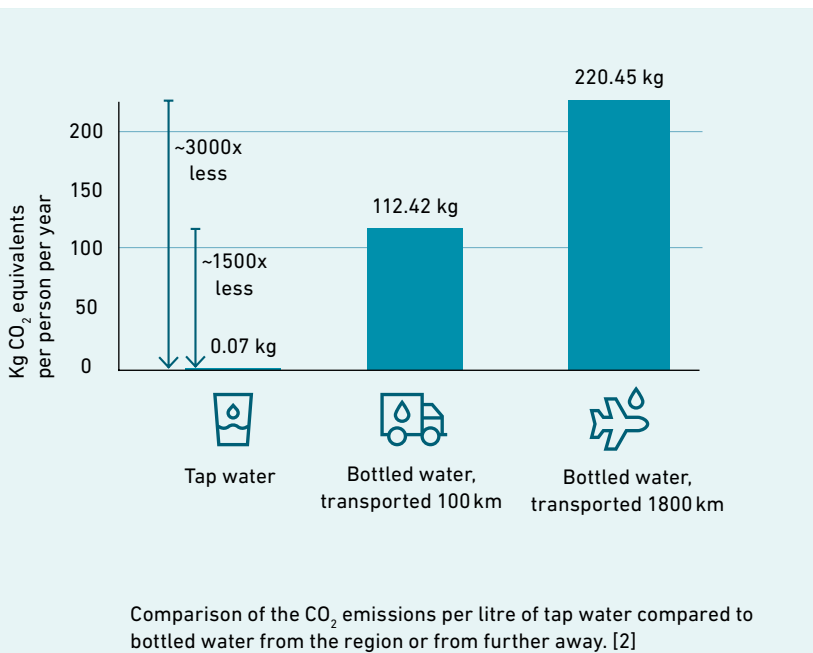
- [Overview of food labels \(WWF\)](#)
- [«All you can eat for climate»-Poster \(eaternity\)](#)

### Excellent

Purely vegetarian and >50% vegan menus/snacks are offered.

~~For self-organised catering, the following points are met:~~

- ~~- 100% regional and seasonal products are used for the dishes (e.g., fruits and vegetables only from unheated cultivation).~~
- ~~- 100% of the plant-based and animal products are produced ecologically (e.g., IP-Suisse, Bio, naturaplan, etc.).~~





# Material & Waste Management

## Merchandise, Gifts & Giveaways

### Good Practice

Merchandise, gifts, and giveaways are consciously used sparingly (at own discretion) and sourced from environmentally friendly and fair production (e.g., upcycling, natural materials from certified sources) and/or from companies with a social commitment.

For gifts and giveaways, >50% (vegetarian/vegan) food items or immaterial gifts (experiences, donations) and <50% other meaningful consumables are chosen to conserve resources and avoid waste.

Merchandise and giveaways have no specific event reference to allow for reuse at subsequent events (e.g., no year indication).

### Excellent

Merchandise and giveaways are 100% avoided.

## Decoration

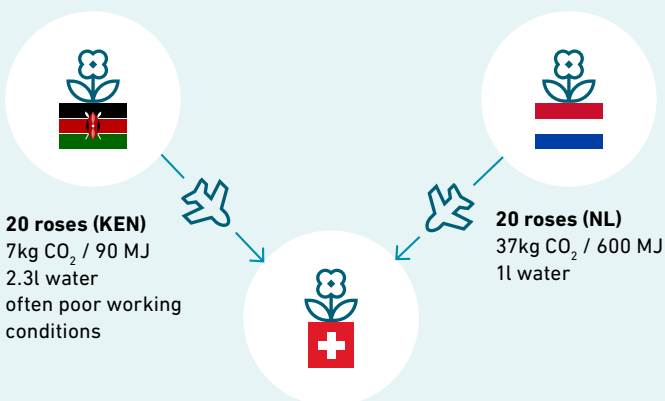
### Good Practice

Decoration is consciously used sparingly (at own discretion) and is sourced from environmentally friendly and fair production and/or from companies with a social commitment.

Cut flowers and/or potted plants stem exclusively from seasonal, local, and fair production and are reused (e.g., cut flowers are distributed at the end of the event, potted plants are stored for subsequent events).

### Excellent

Decoration (including cut flowers) is 100% avoided or borrowed.



Comparison of CO<sub>2</sub> emissions, energy and water consumption of flowers from typical cultivation areas (Netherlands and Kenya). Although flowers from Kenya have a smaller ecological footprint, they are not sustainable due to poor labour conditions. Flowers should therefore be produced regionally, seasonally and ethically. [3]

### Recommendations for Implementation

#### Gifts, Giveaways

- Sustainable stores, e.g.: [Changemaker](#), [CIRCLE](#)
- [greensign](#): Sustainable giveaways

#### Decoration

- Plant rentals for events in Zurich, e.g.: [Pflanzerei Zürich](#), [Pflanzenmieten.ch](#), [Blumenland Schweiz AG](#)
- More sustainable cut flowers, e.g.: [VEG and the City](#), [Blumenpost](#)
- Dried and silk flowers, e.g. [Froilein Blume](#), [Blumen Krämer](#)
- Local and seasonal flower bouquets, e.g.: [Floral Lokal](#)

# Mobility & Venue



## Good Practice

Participants will be informed in advance about environmentally friendly travel options (including directions to (covered) bicycle parking, E-bike charging stations, lockers for helmets, etc.).

The event will be made accessible to people with physical impairments if required (e.g. by choosing barrier-free rooms with barrier-free toilets within a reasonable distance along with accessible buffets, exhibition/information stands, speakers' podiums, etc.).

## Recommendations for Implementation

### Mobility

- [«Mobility Guide» for sustainable mobility at ETH Zurich](#)

### Venue

- [ETH buildings: Directions for people with visual impairments](#)
- [ETH Room information incl. details on accessibility](#)

# Diversity & Inclusion



## Good Practice

The [ETH Zurich Code of Conduct «Respect»](#) is acknowledged and complied with.

~~It is ensured that the selection of speakers is balanced (different backgrounds, genders, ethnicities, etc.).~~

Information about the accessibility of the event is already included in the invitation and any individual needs are actively enquired about: «We are committed to providing barrier-free access to the event. If required, please contact us at ...»

## Recommendations for Implementation

### Supplementary checklist for diverse & inclusive events

- [Organising inclusive, accessible events](#)

### Instruction and tips

- [Recommendations by ETH Diversity on gender-sensitive and non-discriminatory language](#)

# References

- [1] Jungbluth, N. Eggenberger, S., Keller, R. (2015): Ökoprofil von Ernährungsstilen
- [2] Bundesamt für Umwelt. (2022, 28. September). Leitungswasser – eine Selbstverständlichkeit. *Magazin «die umwelt»*, S. 58-59.
- [3] Alig, Martina & Frischknecht, Rolf. (2018). Life Cycle Assessment Cut Roses Migros-Genossenschafts-Bund (MGB), Switzerland Fairtrade International Imprint Title Life Cycle Assessment Cut Roses. 10.13140/RG.2.2.21826.22724.

# Impressum

## **Contact for feedback on the guide**

ETH Sustainability  
[sustainability@ethz.ch](mailto:sustainability@ethz.ch)

## **Contact for Event Management**

ETH Events and Hospitality  
[events@services.ethz.ch](mailto:events@services.ethz.ch)

## **Publisher**

ETH Zurich  
ETH Sustainability  
ETH Event Management  
ETH Diversity

## **Title image**

ETH Zurich / Alessandro Della Bella