



Guide for Sustainability

Conferences - Stakeholders and Sponsors



FECEI
Federación Española de Centros
de Enseñanza de Idiomas

21J/19

FECEI POLICY - 21J/19

June 21, 2019, marked a great change for the Spanish Federation of Language teaching schools. After a decision taken by the Executive Committee, with representatives from all over the country, the Federation's Sustainability Policy was agreed upon and launched. It includes, among other topics, the commitment to reduce plastics and other waste when organising, hosting or celebrating conferences and events promoted by FECEI and its different associations.

This implies that all those stakeholders and sponsors who participate in these events also undertake to carry out this policy of reducing, reusing and recycling.

FIRST STEPS

When organizing events we know that too much waste is generated from the resources used for the event to the merchandising items given to the attendees. Worldwide, conferences are held daily and this entails a multitude of waste. We propose to change this paradigm, and that is why each collaborator or sponsor is requested to revise their own policy and make an inventory of the merchandising products and setup or kind of stand that you currently are using.

Once this analysis is done, each stakeholder/ sponsor is asked to self-propose measures to introduce visible changes in their contribution to the event in which they will participate. (National or Autonomous Community)

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CHECKLIST

When planning your participation in our events, we ask you to plan your stand well, your contributions to the conference, your way of educating attendees, and especially reducing the use of plastic and other materials. In addition, it is very important **not to leave anything behind at the end of the event.**



BEFORE PARTICIPATING

- analyse your situation and look for alternatives or solutions
- plan your stand (display and set-up) with eco-friendly materials
- look for ecological substitutes for your merchandising
- be creative with your marketing

SOME IDEAS

- substitute catalogues/ handbooks for other alternatives
- be visible with the change - signposting/ references
- CO2 offset for transport
- explain your own policy to the attendees
- merchandising made from bamboo or other natural material
- plant a tree for each attendee in your own forest (online viewing)
- bags made from ecological material (canvas) - with logo / message
- wooden pencils with a seed (or seeds) inside to plant later
- reusable water bottles with logos
- recycled paper notebooks
- pendrives with green technology made from recycled wood or other ecological material



IT'S UP TO ALL OF US

We know that it is possible with specific actions at both local/regional or national levels, we will be able to cause and generate changes in habits, consumption and organisation in the areas of our direct and indirect influence.

It is about being more respectful and aware of our environment, in order to ensure a healthier world for future generations.

ZERO waste

LESS PLASTIC, LESS PAPER

FOR MORE INFORMATION

ISO 20121 - Sustainable events

Manual de Eventos Sostenibles: editado por MAPAMA (Actual Ministerio de Transición Ecológica)

Manual de organización de eventos ambientalmente sostenibles, IHOBE - Gobierno Vasco

Sustainable Event Management (A practical guide) Third edition: Meegan Lesley Jones

Guidelines for the Sustainable Organisation of Events: Federal Ministry for the Environment, Nature Conservation (German Environment Agency (UBA))