

Conference Policy

We try and organise our conferences and events as sustainably as possible. Online conference attendance and organisation are encouraged, and if not possible, hybrid conferences allowing for both physical and in person attendance.

In organising in-person conferences/events staff are advised to:

- Avoid ordering name badges, to reduce our plastic use (sticky paper label alternative, if needed).
- Offer delegates electronic packs, to reduce paper.
- Order glass water jugs/bottles with tap water or use [water coolers](#).
- Use paper cups, glasses or provide reusable water bottles.
- Use china rather than disposables.
- Order veggie and vegan food as default, with the option to order meat, only if considered necessary
- Order sensible amounts to reduce food waste. Food vouchers can be ordered from catering as an alternative to cut down on food waste. Vouchers can be spent in university catering outlets.
- If you have leftover food from events, please encourage attendees to use the takeaway boxes that should be issued by catering or use the Community Fridge based in the first floor of the Students Union, in the Hive. Food for the Community Fridge must have the allergen labels attached and not have been out for longer than 90 minutes.
- If leftover food has to go to waste, catering will collect waste food, but please also encourage participants to use the [food caddies](#) in the kitchens in all SoSS buildings.
- Encourage participants to use [environmentally sustainable methods of travel](#) such as car-sharing, public transport or [cycling](#), where possible, to travel to and from work.

To attend conferences:

- Use [Key Travel](#) (University Travel Management system) to book all travel.
- Default use of public transport when travelling in UK (other options are to be decided at a local level).
- Travel by train rather than air, if a conference is in Europe where there is a [Euro Star link](#) (extra top up funds may be available for added cost of this and funding requests should be made by email to: soss.socialresponsibility@manchester.ac.uk).
- Use video conferencing facilities such as: MS Teams and Zoom, where possible.
- Please use the [University's Sustainable Travel Policy decision tree](#) when planning travel.

For more information on sustainability, see: [conference-Manchester](#).



Scan me to find the nearest water cooler

October 2023