



## **GCFI EVENT SUSTAINABILITY POLICY June 2018**

### **Objective**

The Gulf and Caribbean Fisheries Institute (GCFI) in collaboration with the host country will work to ensure that a sustainable approach is taken during GCFI meeting planning. This will be achieved by adhering to good environmental practices and by working to minimise direct and/or indirect environmental impacts of hosting GCFI meetings.

### **Sustainability at the annual GCFI meeting**

- We commit to using energy efficiently and, where possible, maximising the use of renewable energy.
- We commit to reduce, reuse and recycle materials as much as possible.
- We commit to minimising total waste production at our annual meeting.
- We commit to demonstrating best practice by avoiding the use of styrofoam and plastics (especially single use plastics), presenting materials electronically (to avoid unnecessary paper usage) and providing sustainable options to our members.
- We commit to using water efficiently and to avoiding water-intensive event activities. Where possible, preference will be given to venues that possess water efficiency initiatives.
- We commit to minimising transport-related environmental impacts by encouraging participants to engage in sustainable transport modes (e.g. encouraging carpooling). All transport provided by GCFI will be shared forms (e.g. large buses rather than individual cars).
- We commit to encouraging the purchasing of carbon offsets for conference travel and will be working towards incorporating this as an option at registration.
- We commit to sustainable sourcing of materials and using services that are produced under fair and safe labour conditions. Where possible, preference will be given to locally procured materials.
- We are striving to become "paper free". We will avoid provision of paper delegate packs and discourage exhibitors from providing paper handouts. Participants will have the option at online registration to request a printed program at a nominal fee (\$5)

### **Venue & Accommodation**

- Where possible, preference will be given to venues and accommodation that possess sustainability credentials in their construction and/or operations.
- We will give preference to venues that have convenient public transport options.

- We will ask that, where possible, lights and air conditioning in meeting venues are only switched on in areas in use.
- We will avoid unnecessarily cold conference venues and request that cooling is set to an optimal temperature (e.g. 24°C).
- We will promote the use of environmentally-friendly cleaning products by venues and cleaning contractors.

### **Signage, Décor & Giveaways**

- Where possible, GCFI will use electronic signage.
- GCFI specific materials will be designed for re-use where possible (i.e. by avoiding printing dates or country specific information or logos).
- We will reclaim signage for either re-use, repurposing, salvaging or recycling.
- When producing signage, we will ensure substrates are made from sustainably produced sources and where possible we will use those made from a single material to enable recycling.
- Lanyards for registration tags will be optional and designed for re-use (i.e. no year or venue specific detail). Lanyards will be collected at the end of each meeting for re-use at subsequent events.
- GCFI will bear sustainability in mind when considering the items that are provided to meeting registrants and an opt-in option will be presented to participants at registration.
- GCFI will utilise and encourage electronic options where possible e.g. online proceedings, registration & ticketing. Alternative options will still be made available to participants to ensure inclusivity.

### **Catering**

- GCFI will request where possible that any food served at GCFI events be from locally produced / sourced ingredients.
- GCFI will request where possible that any seafood served at GCFI events be sustainably sourced.
- GCFI will request where possible that Fairtrade certified tea and coffee be served during refreshment breaks.
- GCFI encourages attendees to bring their own water bottles. Where possible, water refill stations and/or water jugs using filtered tap water will be provided. Bottled water will not be provided unless when absolutely necessary (e.g. at off-site venues where potability of water may be a concern).
- Reusable/washable china, service wear, utensils etc. will be used whenever possible. In instances where disposable items must be used, preference will be given to items made from renewable sources or those made from recycled products. Plastics and styrofoam materials will be avoided if possible.
- Sorting of waste for recycling is encouraged and where possible, recycling bins will be provided at the venue.
- Condiments will be provided in bulk.
- GCFI pledges to minimise food waste by carefully planning food quantities/monitoring participant numbers. Where possible we will arrange for a food salvage/distribution service for un-served food.