



## Go West Conference Management Sustainability Policy

## & Event

At Go West Conference & Event Management, we are committed to promoting sustainability in all aspects of our business operations, including the events and conferences we manage. We recognize that events can have a significant environmental and social impact, and we aim to minimize this impact through sustainable practices. Our sustainability policy outlines our commitment to sustainability and the actions we will take to promote it.

Go West are currently completing a Green for Micro mentoring programme funded by Galway LEO. Green for Micro is a programme that helps small businesses take the first step towards becoming more sustainable. The programme gives access to a green consultant who will identify the small changes that can be implemented. Kerry O'Sullivan, Director, Go West has responsibility for overseeing this and ensuring that all processes are implemented for all events. As a follow-on from this programme we are also in the process of applying for [EcoMerit certification](#), which is an Irish third-party environmental management system certification.

Go West have also implemented a Green Event Policy and we will endeavour to make each event whether in person, hybrid or virtual as sustainable as possible and steps towards this goal are listed below:

### Sustainable Planning

We will strive to incorporate sustainability principles into the planning of all events we manage. This will include assessing the environmental and social impact of the event and identifying opportunities to minimize this impact.

### Sustainable Venue Selection

We will work with venues that share our commitment to sustainability and prioritize environmentally friendly practices. This includes selecting venues that have implemented sustainable practices such as energy-efficient lighting, water conservation measures, and waste reduction initiatives.

### Transport:

Go West will prioritize venues with public transport links to encourage delegates to use public transport where possible. Go West will encourage and support carpooling and private transport sharing along with the use of electric vehicles where viable. These transport options will be communicated to delegates from the outset of the delegate communication plan in order to create awareness and ensure environmental impact is kept to a minimum. We will also work with transportation providers that prioritize sustainability, such as electric or hybrid vehicles

### Accommodation:

Go West will endeavour to select local providers near the venue i.e., within walking distance & public transport routes to keep the need for private transport to a minimum thus reducing fuel emissions.

### Food and Catering:

Go West will source locally and in season produce when possible. This will both support local businesses whilst also reducing transportation emissions. Go West will encourage and include vegetarian/vegan options and healthy eating options for all events. Go West will endeavour to eliminate the use of plastics & non-recyclable

materials at each event as well as single use items. Go West will also aim to keep food waste to a minimum by ensuring suppliers are fully aware of anticipated numbers and their dietary needs.

#### Materials, Technology and Waste:

Go West will only use recyclable or reusable materials in each event where possible. Go West will reduce paper usage to a minimum and supplement technology such as Event Apps & virtual mailouts where possible thus reducing the need for printed material. Go West also take this approach in their own office environment where printing is kept to an absolute minimum unless necessary. Go West also use secure technologies when appropriate to allow for more efficient virtual event management reducing the need to travel for offsite meetings.

#### Event Adaptation:

Go West will alter their environmental policy for each event based on the event requirements and client sustainability goals. Go West have introduced a check list system that ensures each sustainability measure is implemented at each event from planning stages through to event execution. This checklist can also be event specific based on venue type and event proceedings.

#### Vendors and Contractors:

Go West will always contract third party suppliers who are in line with our environmental policy or have one in place that offsets their environmental impact. Go West will continue to seek out and favour contractors who are making a continued effort to improve their sustainability. An environmental and sustainability policy is requested from potential suppliers and great care is taken when choosing 3<sup>rd</sup> Party Suppliers.

#### Education and Outreach:

We will educate event attendees and staff on the importance of sustainability and encourage them to adopt sustainable practices. We will also work with event sponsors and partners to promote sustainability and encourage them to adopt sustainable practices.

#### Monitoring and Reporting:

We will monitor our sustainability performance and report on our progress annually. We will also work to continuously improve our sustainability practices by setting goals and targets for the reduction of our environmental impact.

#### Carbon off setting:

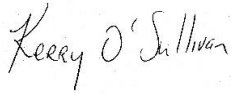
In line with our environmental policy and in recognition of each of the virtual events that we work on, Go West will donate to the "Save A Sod" initiative to help preserve and protect wild spaces and Irish Biodiversity. You can read some more about this here <https://greensodireland.ie/> Go West hope that any carbon footprint that may be created during an event can be offset by this proactive approach.

#### Sustainable Event Checklist

Go West have developed and adopted a Sustainable Event Checklist as the first step in our Sustainable Event Policy. The checklist is intended as a simplified tool to assist clients to organise sustainable events. The Sustainable Event Checklist is a 'living' document and will evolve and change over time. dotMD2019, dotMD2022, Food on the Edge 2022, 2019, 2018, 2017, Children's Palliative Care Conference 2019 and EPA Environment, Health & Wellbeing 2019, 2022 are examples of conferences that have adopted the Go West Greener Event policy.

By implementing all of the processes above we can reduce our environmental impact, promote sustainable practices, and create a positive impact on the community.

Signed

A handwritten signature in black ink that reads "Kerry O'Sullivan". The signature is written in a cursive style with a clear, legible font.

Kerry O'Sullivan

Director, Go West Conference & Event Management

Date: 10 April 2023