UCSI University®

GREEN EVENT
GUIDELINES

AS PART OF OUR ONGOING COMMITMENT TO SUSTAINABILITY, PLEASE ENSURE THAT YOUR EVENT ADHERES TO THE GREEN EVENT GUIDELINES TO MINIMISE ENVIRONMENTAL IMPACT AND PROMOTE SUSTAINABLE PRACTICES.

GENERAL EVENTS

- Ensure unnecessary lights, electrical items, and air conditioners are turned off, and set air-conditioning to a minimum of 21°C to reduce energy waste.
- Use email or digital platforms for event registration, announcements, and updates to minimise paper usage.
- Display agendas electronically or post them in common areas, avoiding individual distribution.
- Print paper handouts double-sided (if more than one page) and recycle any leftover copies after the event.
- Archive all event or meeting materials in digital form.
- Use reusable banners and avoid printing dates to extend their lifespan.
- Brief planning committees on sustainable practices before the event.
- Ensure unused items are segregated for recycling, and waste is disposed of properly.
- Go paperless by using projectors, whiteboards, laptops, tablets, or smartphones.
- Use decorations or event props that are recyclable or can be repurposed.
- Choose corporate gifts or giveaways that are locally made, sustainable, or experience-based (e.g., e-vouchers).
- Ensure packaging is reusable, recyclable, or biodegradable.

EVENTS INVOLVING FOOD AND BEVERAGE

- No single-use plastics – especially Styrofoam and polystyrene products for organisers, vendors, attendees or participants.
- Consider healthy diets and preferences when selecting meals and drinks (e.g., vegetarian, no pork or lard).
- Serve beverages and water from dispensers or paper carton-based drinks, and avoid individually packed plastic bottled water where possible.
- Use washable or recyclable service ware and serving dishes whenever feasible.
- Utilise containers for sauces, sugar, etc., instead of individual packets.
- Encourage participants to bring and use their own water bottles or cups/mugs.
- Announce waste disposal options before or during meals, especially if composting available.