

UT SUSTAINABLE EVENTS GUIDE

GREEN HUB TWENTE & SEE PROGRAMME

JANUARY 2025



COLOPHON

MANAGEMENT

UT- CFM

DATE

January 2025

REFERENCE

UT Sustainable Events Guide

VERSION

1.0

STATUS

Final version

AUTHOR(S)

Efia Addo

Birgit Dragtstra

Amalia Balan

Dhananjay Vikram Patil

Nicole Franco

Mark Weirath

EMAIL

sustainability@utwente.nl

POSTAL ADDRESS

P.O. Box 217

7500 AE Enschede

WEBSITE

<https://www.utwente.nl/en/sustainability/sustainability-on-campus/themes/events/>

FILENAME

UT Sustainable Events Guide

COPYRIGHT

© University of Twente, The Netherlands

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, be it electronic, mechanical, by photocopies, or recordings

In any other way, without the prior written permission of the University of Twente.

TABLE OF CONTENTS

1.	How to use this guide?	3
1.1	Why use this guide	3
1.2	Contact information	4
2.	Goals for Sustainable Events.....	5
3.	Green Certificate.....	7
4.	Sustainable Events Network.....	9
5.	How can you get started?	10
5.1	Sustainability officer.....	10
5.2	Venue selection.....	10
5.3	Transportation	11
5.4	Communications, education and awareness.....	13
5.5	Food and Beverages	14
5.6	Energy	17
5.7	Materials.....	18
5.8	Sustainable Goodie Bag Guide	19
5.9	Waste	20
5.10	Monitoring.....	22
5.11	Volunteer Assistance.....	22
5.12	Creativity and Innovation.....	22
6.	Funding help.....	23

1. HOW TO USE THIS GUIDE?

This guide is designed to empower event organizers at the University of Twente (UT) by providing practical tools and insights to enhance sustainability efforts in your events. While many organizers are already incorporating sustainability principles and some have dedicated sustainability officers, there is still an opportunity to deepen these practices. The UT notices that many event organizers still have questions about further integrating sustainable methods, identifying the right contacts for sustainability-related inquiries, and effectively implementing the goals outlined in UT's Sustainable Events Plan¹.

In this guide, you will find comprehensive information about key resources available to you, including:

- **[The Sustainable Events Plan](#)**: Understand the framework and objectives established by UT to promote sustainable practices across campus events.
- **[The Green Certificate](#)**²: Learn how to qualify for this recognition, which not only acknowledges your commitment to sustainability but also serves as a powerful marketing tool for your event.
- **The UT Sustainable Events Network**: Connect with fellow organizers, share best practices, and collaborate on sustainability initiatives to amplify your impact.
- **[SU/SEE Funding](#)**³: Discover available funding opportunities to support your sustainability efforts, making it easier to implement eco-friendly solutions.
- **Step-by-Step Guide**: Follow our detailed instructions to enhance your event's sustainability, track your progress, and meet UT's sustainability goals effectively.

By utilizing this guide, you will not only streamline your planning process but also contribute to a more sustainable university. Let's take this important step towards sustainability and make a positive difference!

1.1 WHY USE THIS GUIDE

Organizing your event sustainably offers benefits that extend beyond reducing environmental impact. Sustainable events enhance the overall experience, improve brand image, and can lead to significant cost savings, making them an effective choice for organizers and attendees alike. Importantly, there's a growing demand for sustainable practices, particularly among students who are increasingly aware of environmental issues and actively seek out organizations that share these values. By following this guide, you align your event with these expectations, creating a more relevant and responsible experience for your attendees.

Using this guide provides practical steps to make sustainability part of your event, from planning through execution. By doing so, you show a commitment not only to environmental responsibility but also to making impactful choices that can inspire attendees and encourage sustainable practices in their own lives.

Additionally, the University of Twente recognizes and celebrates sustainable event efforts with a [Green Certificate](#). This certificate, printed on ecological flower seed paper, is a mark of distinction awarded to event organizers who complete the Green Certificate questionnaire and follow sustainable practices. Signed by the Vice President of the Executive Board of UT, and the Environment & Sustainability Policy Advisor, this certificate highlights your

¹ <https://www.utwente.nl/en/sustainability/sustainability-on-campus/themes/events/#sustainable-events-plan>

² <https://ecm8g25bb5p.typeform.com/to/cUvD3Jop>

³ <https://su.utwente.nl/word-actief/duurzaamheid/duurzaamheid-fund/>

commitment to sustainability and is an excellent way to promote your event's eco-friendly achievements. Showcasing this recognition builds credibility, demonstrates your alignment with university values, and resonates with the UT community's interest in sustainability.

By following this guide, you're not only creating a better event but also contributing to a culture of sustainability that positively impacts our campus.

1.2 CONTACT INFORMATION

Green Hub: greenhub@utwente.nl

SEE Programme/ general sustainability questions: sustainability@utwente.nl

Booking office (indoor event questions): bookingoffice@utwente.nl

Event office (outdoor event questions): events@utwente.nl

2. GOALS FOR SUSTAINABLE EVENTS

UT wants to become a sustainable organization by 2030, and to make this happen the Sustainability, Energy & Environment (SEE) Programme manages and works on continually and structurally improving UT's sustainability, energy and environmental performance.

One of the themes that the SEE Programme focusses on is 'Events'. This guide considers the '[Sustainable Events Plan](#)'⁴ which is becoming the benchmark of sustainability for the events on campus. Through this guide we want to help you consider everything needed to do for hosting an event sustainably. You can find all the options and decide for yourselves how to reach your sustainability goals.

Events present a great opportunity to inspire and raise awareness about sustainability and foster positive change for the attendees, including students, staff, suppliers, and the local community. To reach our sustainability goals, we need help from event organisers such as yourself. A sustainable event takes measures to minimize its environmental impact by adopting sustainable management practices. An overview of the goals to make events more sustainable is as follows:

2025: Default vegetarian food at medium-sized UT events: drinks and promotions

2025: All large events report on sustainability performances according to guidelines⁵

2025: Appoint sustainability officer at every event

2025: All events receive minimal a bronze level Green Certificate (UT and external event organizers)

2027: All giveaways are sustainable

2028: Only use renewable energy sources from the grid

2028: No single use plastic packaging

2028: Ensure to stay within the planetary boundaries with food and drink offers

2028: All medium-sized events report on sustainability performances according to guidelines

2030: Waste free events⁶

2030: All giveaways are circular or banned

2030: Only use electric vehicles

2050: All events are circular

By adopting sustainable management practices, we can ensure that our events leave a positive legacy for future generations.

⁴ <https://www.utwente.nl/en/sustainability/sustainability-on-campus/themes/events/#sustainable-events-plan>

⁵ <https://www.utwente.nl/en/sustainability/attachments-forms/sustainability-data-of-events/>

⁶ Waste free means in this context max 25 grams residual waste per visitor & only plastic waste that is not downcycled.

To help you in achieving all these goals, this guide aims to provide you with step-by-step knowledge and tools necessary to organize and manage events that align with these values. It will cover practical strategies for reducing environmental footprints and contribute to a more sustainable future. Here we also walk you through the process of minimizing the environmental impact of your event and how to apply for a [Green Certificate](#). Each section of the guide offers practical tools and actionable steps to ensure that your event is sustainable and aligns with the goals of the University of Twente.

3. GREEN CERTIFICATE

The Green Certificate⁷ is a questionnaire developed by Green Hub that helps you organize your event in a sustainable way. By filling it out, you can evaluate for yourself how sustainable your event is – and make improvements where possible. You receive a certificate with your score (bronze, silver, or gold). The response to Green Certificate has been amazing in the past years, which means more and more associations find it important to consider sustainable practices to organize their event.

The goal from 2025 onwards of getting a Green Certificate (at least Bronze Level) is going to be mandatory when organizing any event at the UT.

Steps to get a Green Certificate:

1. Read fully this Sustainable Event Guideline document.
2. You can access and fill in the Green Certificate Checklist [here](#)⁸.
3. Once you submit the Green Certificate checklist your submission will be reviewed by Green Hub and if needed, you will be invited to a consultation.
4. If you come across any problems or questions while filling in this checklist, do not hesitate to send an email to greenhub@utwente.nl.
5. First, you will be awarded a Green Pass. This is a proof that the event commits to sustainability, and you can showcase it to your attendees during the promotion of the event.



Fig 1: Green Pass.

(Please Note: Getting a Green Pass is not the final step in the process. Green Hub might request you to inspect the event when it is carried out to ensure that everything is as per the submitted checklist.)

6. Send us the promotion link of the event that you would like to add to the QR Code. This is generally a link to all the information about the event. We will add it to the QR code on the pass, which will help you promote your event.
7. After the event, if everything goes as planned, you will receive your Green Certificate!

⁷ <https://www.utwente.nl/en/sustainability/green-hub-twente/green-guides/for-events/>

⁸ <https://ecm8g25bb5p.typeform.com/to/cUvD3Jop>



Fig. 2: Green Certificate (Gold)

In regards to Green Certificate, do not hesitate to contact the [Green Hub Office/ SEE Programme](#) for consultations.

Tip: The earlier in the event planning process you use this checklist (step 2), the easier it will be to make and implement sustainable choices.

4. SUSTAINABLE EVENTS NETWORK

Hosted by the Green Hub and SEE Programme, this group includes representatives from major UT events like the Batavierenrace, Kick-In, and Business Days, as well as CFM Sustainability, and the CFM Events Office.

If you are not already part of it, contact [SEE](#) to be included in the Sustainable Events Network group, where UT event organizers work together to support each other in making events more sustainable and to prevent reinventing the wheel when tackling sustainability issues.

These meetings are organized regularly and discuss immediate issues for the current event season and long-term pilot projects to enhance event sustainability.

Until now we tried to find solutions to minimizing or eliminating the use of flyers, offering more vegetarian and vegan food options, using reusable and rPET cups, improving waste separation, avoiding or distributing more sustainable goodies, and purchasing sustainable clothing for volunteers.

The aim is to expand this group with more colleagues who are organizing large events at UT, fostering collaboration and sharing best practices for sustainable event planning.



5. HOW CAN YOU GET STARTED?

In this section we will highlight the points that will help you get started with the areas where you can start making an impact by taking sustainable practices into consideration. This section will also help you to make changes in order to comply with the UT sustainable event goals. All goals will be marked in bold in the sections below and the full list can be found in chapter **Error! Reference source not found. Error! Reference source not found.** In the upcoming years more and more goals will be mandatory for everyone who organizes events with more than 50 people on campus (so called, medium (50-300) and large (>300) events).

Please note that the tips and tricks that can be found in this chapter are pointers only. But detailed actions are mentioned in the Green Certificate Checklist.

5.1 SUSTAINABILITY OFFICER

Goal sustainability officer: from 2025 onwards, all events organised at UT must have a contact person who is in charge of sustainability at that event.

Each event committee will appoint a sustainability officer. This person is responsible for integrating sustainability in the event and is aware of this sustainable events plan and the goals in it. Additionally, the sustainability officer will apply for a Green Certificate from the Green Hub and fill out the form to monitor the data from your event. Currently many large event organisers on campus already have one of their team members appointed to work on sustainability.

5.2 VENUE SELECTION

Of course, it all starts with the venue selection. The following steps can be taken to decrease the environmental impact of your event:

- Choose a venue that is easily accessible by public transportation to encourage people travelling by train and OV bike. A venue near a train station instead of near a motorway.
- Consider the possibility of making your event virtual or hybrid, as virtual events have lower emissions compared to in-person events depending on the distance attendants need to travel.
- Promote digital attendance to reduce the carbon footprint associated with travel and on-site resource usage.

5.3 TRANSPORTATION

Goal transportation: transportation is to stimulate public transportation, bike and electric vehicle usage, reduce emissions from transportation during build-up and dismantling of events. By 2030 the aim is to only use electric vehicles.

People are more likely to choose the first option when given a list of options⁹. We can thus nudge people in using more sustainable transportation by first providing direction for sustainable transportations ways (bike, public transportation) before mentioning the directions by car. The UT campus is on walking distance from a train station (Kennispark) and Enschede central station even offers e-bike sharing (OV fiets). This can be promoted when sending invitations for an event (see sustainable directions to campus below).

Other steps that can be taken to decrease the environmental impact of transportation at your event are:

- Encourage attendees to utilize environmentally friendly transportation options such as walking, cycling, e-mobility, train, or bus.
- Provide information on public transport travel routes to facilitate easy access for attendees.
- Provide incentives such as discounted event tickets or exclusive access for attendees who choose sustainable transportation options.
- In case of speakers who have to fly in, consider whether they can speak via a video connection or whether alternative speakers who don't need to fly are an option.
- In the case of air travel, encourage attendees to purchase carbon offsets to and from the event.
- Stimulate using reputable carbon offset programmes.
- Emphasize the importance of sustainable transportation choices in reducing carbon footprint and preserving the environment.
- NB: Share the below mentioned information about 'sustainable directions to campus' with your attendees if they are outside of Enschede or International (or if needed).

⁹https://www.researchgate.net/publication/348257261_Nudge_the_Lunch_A_Field_Experiment_Testing_Menu-Primacy_Effects_on_Lunch_Choices

Sustainable directions to campus

As an event organizer you, of course, know how to reach the campus. However, if you organize an event with visitors from outside the campus or with new students (for example during the Kick-In), the footprint of your event can decrease if you share below sustainable directions to campus and your visitors change their way of transportation.

Click [here](#) to find a map of the UT campus and [here](#) for some public transport instructions.

- You can take a train to Hengelo, Enschede or Enschede Kennispark.
- From Hengelo railway station take bus 9 to Enschede (buses 17, 18, and 19 also pass the University).
- From Enschede railway station take either bus 1 to Universiteit or bus 8 or 9 to Hengelo (buses pass the University).
- From Enschede Kennispark railway station take bus 1 to Universiteit.
- You can also take an OV bike from Enschede. This is self-service. Click [here](#) for the route instructions.

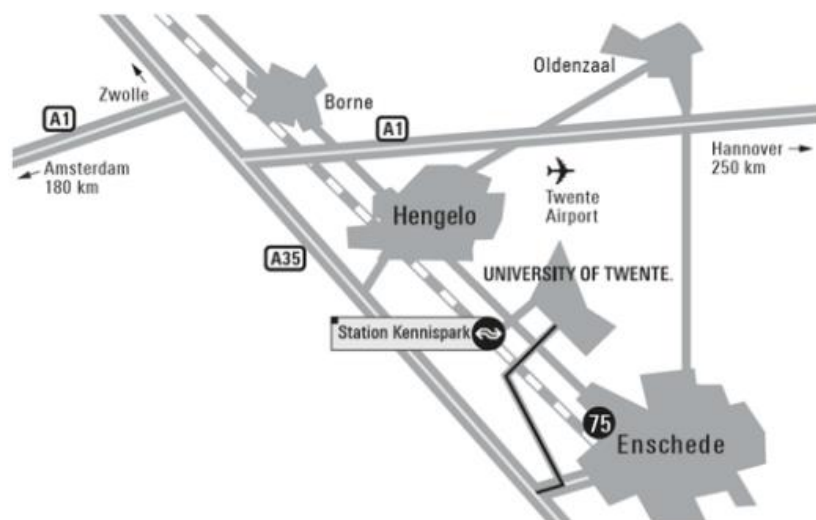


Fig.3: Map of UT, Enschede and Hengelo.

5.4 COMMUNICATIONS, EDUCATION AND AWARENESS

Before and during your event, your attendees like to know that your event is organized in a sustainable way. You can for example attract more attendees if you can show the Green Pass from your Green Certificate. When taking sustainability into consideration for organizing your event, take advantage of the positive promotions you can get from your efforts by communicating about it.

A few things to think about are:

- Let attendees know about the environmentally friendly practices in place at your event and how they can help.
- Promote sustainability initiatives to all your event stakeholders prior to, during and after the event via digital media, announcements, and face-to-face communication.
- Complete the Green Certificate checklist and proudly display your Green Pass on all event promotional material.
- Do pre and post communication/advertising electronically. You can fill out an online request form for the indoor and outdoor screens (narrowcasting)¹⁰ and the screens of the hot drinks vending machine¹¹.
- Provide clear signage and instructions at waste stations to facilitate correct waste sorting.
- Click [here](#) to find all internal university channels to communicate your message/promotions
- Encourage attendees to think about the benefits (such as lower greenhouse gas emissions, less energy usage, less need for raw materials) of recycling and act to ensure correct waste separation.

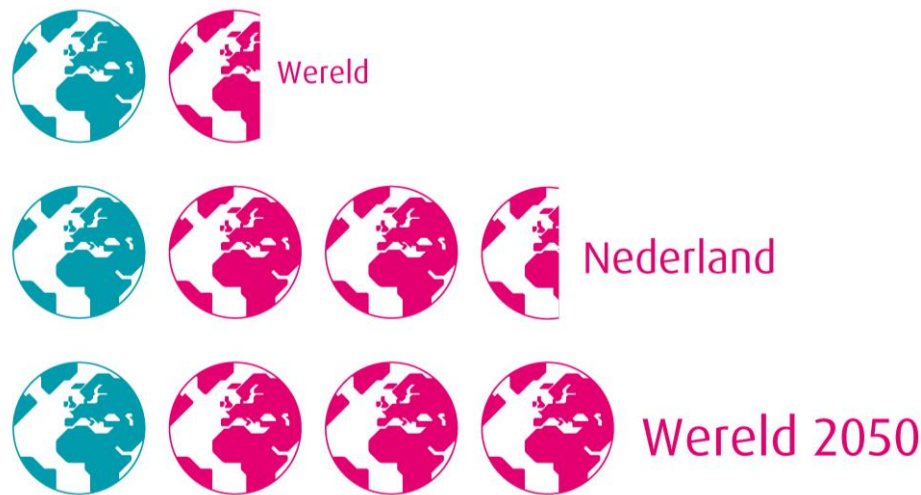
¹⁰ <https://www.utwente.nl/en/service-portal/communication/internal-communication/indoor-and-outdoor-screens-narrowcasting>

¹¹ <https://www.utwente.nl/en/service-portal/communication/internal-communication/hot-vending-machines-screens>

5.5 FOOD AND BEVERAGES

Goal food and drinks: UT aims to make vegetarian food the standard option at corporate events—such as drinks, inaugural lectures, PhD defences, and the Dies Natalis—by 2025. The goal is to reduce the environmental impact of food and drinks at all events, improving year by year. By 2028, UT plans to ensure that its food and drink practices align with the planet's environmental limits.

Our ecological footprint is too large. In the Netherlands, our lifestyle consumes resources equivalent to those of 3.5 Earths. To stay within planetary boundaries—using only the resources our planet can regenerate each year—we must also reduce the environmental impact of our food and drink choices.



©Think Big Act Now

Figure 1 <https://thinkbigactnow.org/wat-is-impact/>

Different types of food and drinks offered at events have a different CO₂ footprint and have different impact for water (for how much water they need during production – water footprint) and land (how much land their production requires – land use footprint).

An example: Meat has a higher CO₂ footprint than plant-based options, dairy products a higher footprint than vegan options. In order to achieve a reduction of the CO₂ footprint, a balance between animal and plant-based options must be considered.

Locally sourced food does not have to travel far, lowering the impact of transport emissions. Fair Trade is a certification for products that are produced in compliance with economic, social and environmental standards¹².

Also, when food and drinks are served waste is produced. Looking how to minimise the amount of waste produced is part of working towards a low impact event.

¹² <https://www.fairtrade.net/en/why-fairtrade/how-we-do-it/how-does-the-label-work/how-fairtrade-certification-works.html>

Event catering

To ensure your event caterer aligns with your sustainability goals, consider asking the caterer the following questions:

- Do they offer reusable service ware: such as reusable napkins, tablecloths, glasses, mugs, carafe/pitcher, plates or cutlery?
- Do they provide 100% compostable service ware for when reusable is not an option?
- Do you source ingredients locally and seasonally? If so, which local farms or suppliers do you work with?
- Do you use organic and fair-trade products?
- Do you offer plant-based or vegetarian/vegan menu options?
- Do you hold any sustainability certifications (e.g., Green Seal, LEED, or ISO 14001)?
- How do you manage food waste?
- Let your caterer and suppliers know that you are looking for low carbon/ carbon neutral services.



Food and beverage considerations:

- Always provide vegan and/or vegetarian options.
- Make vegan (or vegetarian) food the default.
- Provide reusable crockery and cutlery.
- Ask attendees to bring their own water bottles and reusable cups and consider rewarding attendees for these actions.
- Provide tap water for drinking or for outdoor events you could also encourage participants to fill in their personal water bottles from the filling stations on campus (Shown in the picture).



Fig.4: Join the Pipe water taps located on campus of UT.

- There are many locations of Join the Pipe water taps, and other water taps on campus. The locations of these taps can also be found on the [MyUT App](#)¹³ (Formerly the Campus App).
- Ensure that no single-serve packets are used at your event (e.g., coffee stirrers, tea in foil bags, sugars, butter), as they are not recyclable or compostable. Instead, provide sugar, salt and condiments in reusable dishes or bulk containers at self-serve stations.
- Provide Fairtrade¹⁴ beverage options, including tea, coffee, and sugar.
- Ask participants to sign-up for events, share contact information for cancellations and ensure someone is in charge to adjust food ordered 24 or 48 hours prior to the event to include last minute cancellations.
- Hand out doggy bags, give away leftovers and/or stimulate your participants to finish the food and drinks or bring them home. Or use the university [Free Food Federation WhatsApp group](#) for surplus food, and/or donating excess food to local charities.

¹³ <https://www.utwente.nl/en/service-portal/communication/websites/myut-student-app-former-campus-app>

¹⁴ <https://www.fairtradenederland.nl/>

5.6 ENERGY

Goal energy: cut down and eventually stop using fossil fuels. This involves reducing energy use, using energy more efficiently, and switching completely to renewable energy from the grid by 2028.

Energy needed for events can be divided into electricity and diesel fuel. Electricity is drawn from different campus based electrical cabinets, and diesel is often used in generators, supplying electrical energy for peak moments during shows. A few things can be considered to decrease the environmental impact of your event:

- Incorporate as much natural light and ventilation as possible and consider outdoor venues.
- Turn off computers, projectors, and lights when not in use.
- Utilize connections to grid power wherever possible instead of generator power. If you want to know where the grid locations close to your event are, you can contact the [events office](#).
- If generators are necessary, opt for those powered by biodiesel, solar power, or modern fuel-saving technologies. Events office can be contacted for help.
- Manage and monitor lighting and equipment to ensure optimal usage. Consider using tools such as timers to ensure that there is no energy surplus usage when not needed.

5.7 MATERIALS

Event materials can include, among others, promotional items (flyers, banners), digital assets (presentations, videos), attendee materials (badges, programmes), and logistical supplies (tables, chairs, Audio Visual equipment). A few things can be considered to decrease the environmental impact of your event:

- Ensure attendees pre-register or RSVP to accurately predict attendance and limit over-purchasing of materials.
- Minimize use or encourage the reuse of materials such as decorations, badges, and promotional items for future events.
- Eliminate all single-use decorations, including balloons and streamers.
- Provide digital versions of event programmes, schedules, and maps to reduce paper usage.
- Rent or borrow decorations and equipment instead of purchasing new ones.
- Opt for reusable signage and banners that can be updated and used for multiple events, for example by leaving the date of the event out and using a QR code for year specific updates.
- Consider having a 100% paper free event. If this is not possible, implement as many of the following options:
 - Double sided printing
 - Use paper made from recycled materials
 - Print in grayscale or black and white

If the event provides merchandise (e.g., hoodies, t-shirts) to staff and/or volunteers, consider the following:

- **Opt for Sustainable Materials** and choose eco-friendly fabrics like organic cotton, bamboo, or recycled materials.
- **Minimize Branding:**
 - Use generic designs without specific sponsors or event years, making items reusable for multiple events.
 - If branding is desired, use iron-on or sew-on patches with the year/edition, allowing recipients to collect and update their clothing.
- For collectible purposes, provide patches with the year/edition that can be ironed or sewn onto the clothing.
- **Track Distribution:** maintain a record of who receives merchandise to prevent duplicate distribution and encourage reuse.
- Subject to availability: UT still has many polo shirts with UT logo that are left over and can be received free of charge. You can first check if there is still availability before ordering new shirts. You can contact [Mirjam Nijhuis-Morshuis](#) to check availability and make an appointment to pick up the shirts.

5.8 SUSTAINABLE GOODIE BAG GUIDE

Goal give-aways: by 2027 all give-aways are sustainable, by 2030 all give-aways are circular or phased-out.

Many events hand out give-aways, like promotional items before the event, goody bags during the event and clothing for volunteers. Some steps have been taken already to minimize the impact of these give-aways, but more steps can be taken, and all organisations must consider sustainability in their give-aways.

The biggest issue with give-aways is that many sponsors also pay for handing out goodies. Since many event organizers are relying on sponsors, they must find a way to collaborate with their sponsors in a way that does not create waste from useless and unsustainable goodies that are often discarded after one off use.

A few things can be considered to decrease the environmental impact of your event:

- **Avoid Giveaways Where Possible:** Minimize the use of physical giveaways to reduce waste. Think of alternative gifts, such as planting trees via an organization such as trees for all in the name of everyone you want to thank.
- **Ensure Usefulness and practical items:** Provide items that students or attendees actually need, such as one reusable coffee cup or Billie Cup per person (provided they don't already have one). But check durability of the item first, it would not be sustainable if your participants have to dispose of the item after using it just a couple of times.
- [UT Traffic](https://www.utwente.nl/en/service-portal/communication/visual-corporate-identity-huisstijl/printed-design-materials-traffic-request-form)¹⁵ offers many sustainable options for goodie bags and can also be contacted to discuss possibilities.
- Always make sure people do not receive several of the same goody. For example, several water bottles, pens, note pads etc.
- **Digital Alternatives:** Ban all flyers in goodie bags; provide digital versions instead.
- **Edible Promotions:** Hand out eco-friendly stamped food or drinks, such as coffee, tea, or apples, as promotional items.
- Plants and seeds instead of flowers

Special shoutout to Business Days for their idea to customize the goodie bag according to your own needs. So, the participants could pick and choose the items that they would like to have in their goodie bag.

This is a very ingenious idea to promote **Sustainable Giving!**

¹⁵ <https://www.utwente.nl/en/service-portal/communication/visual-corporate-identity-huisstijl/printed-design-materials-traffic-request-form>

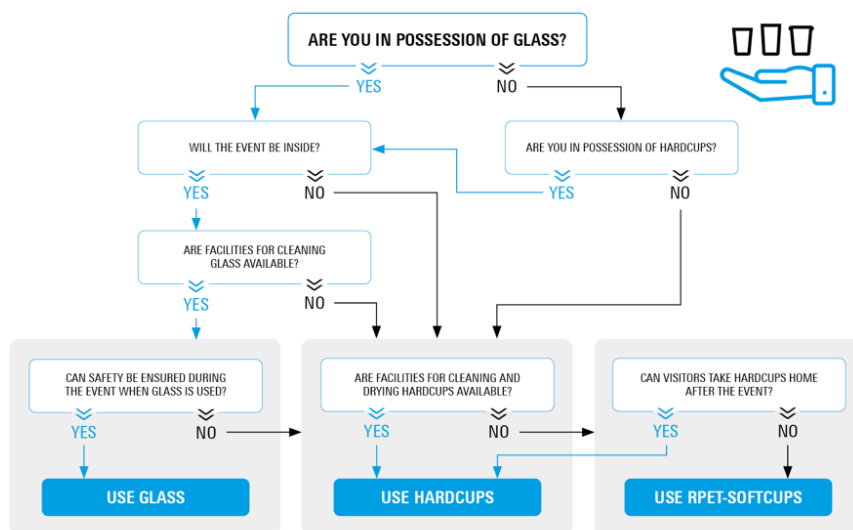
5.9 WASTE

Goal waste: to have no plastic waste that is downcycled. By 2030 events have to be residual waste free (max 25 grams per visitor¹⁶). Events must backstage not create more than 50% of the residual waste they generated per event before 2024. Additionally, they must recycle all possible waste streams.

The second waste goal is that by 2028, all events on campus will use reusables instead of disposables for all food and drinks. Before 2028 reusables are already the norm for cups. Until 2028 by exception, rPET cups can be used where collection in a monostream and high-grade recycling is ensured.

At every event there is waste collection. As with the waste collection at the UT, waste types are distinguished as residual, PD (Plastic packaging and Drink cartons), Paper and Fruit & Vegetable waste. Where possible these different kinds of waste must be collected separately and be recycled to enable reuse of plastic, food and drink and paper waste instead of being incinerated as residual waste. Both at the event field as well as backstage must waste be minimized and recycled where possible.

Reusable containers are advised as paper used for serving food cannot be recycled as it is dirty. On the event field much of the paper waste (used to serve food) is contaminated with food and/or grease and cannot be recycled anymore. If this is the case at an event, collecting paper and cardboard should only take place backstage. However, food and drinks can perfectly be served in reusable containers or rPET and collected via a deposit scheme. More information about different types of cups and the cup return system can be found on the [UT website](#)¹⁷.



UNIVERSITY OF TWENTE.

Some steps that can be taken to decrease the environmental impact of waste at your event are:

- Use reusables where possible, for the visitors (cups) but also backstage.
- It's crucial to prevent waste from becoming too contaminated to be recycled.
- Ensure bins for recycling and organic waste are accessible and clearly labelled.

¹⁶ UT choose to still allow 25 grams of waste per visitor because people also bring items (tissues for example) to the event and dispose of it. Event organisers have a very limited influence on this type of waste.

¹⁷ <https://www.utwente.nl/en/service-portal/campus/rules-and-regulations/cup-return-system-selection-tool#cup-return-system-selection-tool>

- Communicate clearly about which waste should be disposed of in which waste stream. Containers with stickers are also available via Events office. Having these bins at your event can be arranged via the event office. Provide clear signage and instructions at waste stations to facilitate correct waste sorting.
- More information about which waste goes into which waste stream can be found at utwente.nl/waste.



5.10 MONITORING

Goal monitoring: all large events (>300 participants) report on sustainability performances according to guidelines by 2025. All medium sized events (50-300 participants) must report these by 2028.

Monitoring and analysing data from events are needed to align the events on campus with the sustainability policy goals. Therefore, all large events on the campus must monitor and report on their energy usage, water usage, consumed foods and beverages and the waste generated during the event as well as during the build-up and deconstruction of the event. Since each event committee will also have to appoint a sustainability officer from 2025 onwards, this would be the perfect person to be responsible for filling out [a form](#)¹⁸ to monitor the data. The results will then be analysed by the SEE Programme.

The online form asks all organizers of event to fill out information regarding energy usages, water usages, consumed foods and drinks, transportation and give-aways. Of course, it gives lots of information on how to retrieve this information and if any data is missing or if you have further questions, you can always ask the [SEE Programme](#) for help.

5.11 VOLUNTEER ASSISTANCE

Enlisting volunteers to support waste management at larger events is an effective way to improve waste separation and promote environmental awareness among attendees. A few ideas are:

- For larger events, recruit volunteers to monitor waste stations and educate attendees on proper waste sorting.
- As a Waste Station Monitor, volunteers will guide attendees on how to properly sort their waste items into the correct bins.
- Volunteers should be equipped with an easy reference tool outlining what can and cannot be recycled or composted.

5.12 CREATIVITY AND INNOVATION

We encourage you to be creative and innovative in your approach to sustainability. Your insights and experiences are invaluable, and we are always eager to hear your ideas for organizing sustainable events. If you have any suggestions or feedback, please share them with us. We will not only consider your ideas but also promote them to inspire others.

Let's work together to make every event as sustainable and impactful as possible!

¹⁸ <https://www.utwente.nl/en/sustainability/attachments-forms/sustainability-data-of-events/>

6. FUNDING HELP

The SEE-Programme, Green Hub Twente and Student Union started a sustainability fund to make associations more sustainable. One-time partial funding is available when associations want to become more sustainable by buying more sustainable clothing, promotional material or by implementing sustainability during events.

In the past, this funding has been used to change all disposable cups to water bubbles during the triathlon and to order information banners for the cup return system.

Do you want to know if you qualify for the fund? More information can be found on the [website](#) of the Student Union¹⁹.



¹⁹ <https://su.utwente.nl/word-actief/duurzaamheid/duurzaamheid-fund/>

UNIVERSITY OF TWENTE
Drienerlolaan 5
7522 NB Enschede

P.O.Box 217
7500 AE Enschede

P +31 (0)53 489 9111

sustainability@utwente.nl
www.utwente.nl/sustainability