The World Economic Forum is committed to integrating sustainability best practices into the core of its event operations. As part of this, it obtained ISO 21021 certification for sustainable event management in 2018 and aims to renew this certification for the Annual Meeting 2022. This checklist contains recommended sustainability standards for other organizations planning to host private events at the meeting. To be effective, the elements of this checklist must be integrated from the start of the process and shared with team members and suppliers working on the project.

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**Design of temporary structures and spaces**

- Ensure temporary heating facilities comply with the local regulations.
- Maximize natural light in structure design and choose efficient lighting systems (LED lighting units).
- Rent interior design and decoration to avoid single-use elements, particularly carpet tiles, furniture etc.
- Limit the use of plastic banners, backdrops and signage, or source them from FSC-certified paper or cardboard.
- Call on your suppliers to reduce their use of single-use packaging, suggest alternatives (e.g. blankets can be used in place of plastic bubble wrap) and, where single-use packaging is necessary, ask them to dispose of and recycle it themselves.
- Plan for the separate collection of any leftover materials during dismantling and ensure their recycling or organize their donation (visit: [https://recycling-map.ch/en/collected-items](https://recycling-map.ch/en/collected-items)).

After your event(s), please bring all your plants to the Langlaufzentrum (Hertistrasse 4A) on Friday 27 May from 09.00 to 15.00. The Swiss NGO GreenUp will donate them to local residents in Davos. For more information, visit [https://green-up.ch/project/wef-greenshare](https://green-up.ch/project/wef-greenshare).

If you have furniture or other items that are in good condition and want to donate them, upload images of the items with their details to the GreenUp Folder until 26 May 2022 at 22.00 the latest. GreenUp will share the offer(s) on their channels. If the items are not picked up, you will need to dispose of them properly.

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**Event materials**

- Avoid the distribution of single-use promotional giveaways, such as key rings, pens, etc.
- Limit printed handouts and print exclusively on FSC-certified paper.
- During the event, organize the separate collection and disposal of all recyclable materials.
- Limit the number of emails sent to participants before and after the event.
Catering

- Install local water dispensers (fresh mountain water from the tab) and choose local over imported beverages (mountain herbal infusions, local wines etc.)
- Avoid single-use beverage packaging (i.e. PET, cans)
- Choose local and seasonal food products
- Include at least 50% vegetarian food
- Source fish with MSC certification
- Avoid the use of aluminium coffee capsules; instead use traditional coffee makers (such as a percolator)
- Plan food quantities based on 70% attendance (rather than 100%) to limit food waste
- Use reusable or compostable tableware

Mobility

- Encourage your staff and event participants to come by train to Davos; discourage them from renting a private car to avoid traffic
- Walk around Davos to avoid traffic and parking issues; you can cover one-half of the town in 15 minutes
- For longer distances, encourage your staff and event participants to take advantage of local trains and buses, which are free during the event, and provide them with all the necessary information to use them

Endnotes

1. If you are working with the event logistics supplier PublicisLive, note that it is ISO 20121 certified and endorses all points outlined in the checklist below.

2. Please refer to the 2019 World Economic Forum Sustainable Catering Guidelines for more details on planning a sustainable catering offer at an event.