

# Guidelines for Sustainable Events at the Annual Meeting 2023

DAVOS-KLOSTERS, SWITZERLAND  
16-20 JANUARY

The World Economic Forum is committed to integrating sustainability best practices into the core of its event operations. As part of this, it obtained three-year ISO 21021 certification for sustainable event management in 2018 and renewed this certification at the Annual Meeting 2022.

This checklist contains recommended sustainability standards for other organizations planning to host private events around Davos during the Annual Meeting 2023. 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.<sup>1</sup>

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## Design of temporary structures and spaces

- Ensure temporary **heating facilities** comply with the local regulations; for example, including necessary insulation, air traps/curtains at entrances, temperature controls with night setback system and heat distribution fans
- Maximize **natural light** in structure design and choose efficient lighting systems (LED lighting units)
- Favour lean designs, keeping waste in mind. **Rent** interior design and decoration to avoid single-use elements, particularly carpet tiles, furniture, etc.
- Plan ahead for the separation of any leftover materials during dismantling and participate in the GreenShare project, from the Swiss non-profit GreenUp. GreenUp and

partners are planning a collection point for the donation of good items (plants, furniture, decorations) and materials (wood, textiles) for local reuse, and if possible for the separation of waste / industrial reuse at a basic cost. GreenUp will ensure materials will be given to the Davos community. More information can be found on its website, <https://green-up.ch/greenshare/>.

- Call on your suppliers to **reduce single-use packaging**, suggest alternatives (e.g., using blankets instead of plastic bubble wrap) and, when single-use packaging is necessary, ask suppliers to dispose of and recycle it themselves
- Work with **local providers** where possible. On the GreenUp website you can download a list of local and regional suppliers

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## Accessibility

- Ensure access for people with disabilities: ramps for stairs and sufficiently large entrances, doors, toilets, seat spaces, etc.
- Design signage with the visually impaired in mind: simple, large designs with high contrast and a non-glare finish

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.

## Event materials

- **Refrain from distributing** single-use materials and reduce promotional giveaways such as key rings, pens, etc.
- **Limit the use** of plastic banners, backdrops and signage; or order them in FSC-certified paper or cardboard
- **Reduce printing handouts** in favour of using QR codes to direct participants to the information. Print exclusively on FSC-certified paper and avoid extensive use of colour
- Consider the **carbon footprint of emails** and avoid mass mailing to participants.
- During events, organize the separate collection and disposal of all recyclable materials. On the **GreenUp** website you will find information about the waste collection point, where to donate good furniture, fabrics and other materials for the people of Davos and for reuse by local upcycling and sustainability projects, and how to dispose of materials such as wood, metal, at a basic cost



There are many recycled materials or upcycled products that have a simple yet attractive effect; for example, cardboard furniture and panels. For outside features consider “new” materials, like bamboo which, unlike plastic, can be easily reused, or stainless steel that can be used over and over.

## Catering

- Install local water dispensers (fresh mountain water from the tap) and choose local over imported beverages (mountain herbal infusions, local wines, etc.)
- Avoid single-use beverage packaging (i.e., PET, cans). Use reusable or compostable tableware. Avoid the use of aluminium coffee capsules; instead use traditional coffee makers (such as a percolator)
- Choose local and seasonal food products and include at least 50% plant-based food. Source organic and fairtrade products and select fish with Marine Stewardship Council (MSC) certification
- Plan quantities based on 70% participation (rather than 100%) to limit food waste
- Support the local [pop-up restaurant 4Reasons](#) with any leftover food
- Refer to the World Economic Forum [Sustainable Catering Guidelines](#) for more details

## Mobility

- To reduce traffic congestion, encourage your staff and event participants to travel by train to Davos and discourage them from renting private cars
- Walk around Davos to avoid traffic and parking issues. Look out for the dedicated signage indicating walking times and distances
- For longer distances within the town, encourage your staff and event participants to take advantage of the free local trains and buses

If you have any question or comments, please feel free to contact the World Economic Forum’s Sustainability team at [sustainability@weforum.org](mailto:sustainability@weforum.org) and Nicole Keller from GreenUp for the local implementation of sustainability initiatives at [nicole@green-up.ch](mailto:nicole@green-up.ch)

Are you organising an event around the topic of sustainability? Please share its details with [davos@green-up.ch](mailto:davos@green-up.ch), as GreenUp is creating a guide of all sustainability events that week.