

Sustainable Events Statements (Ready-to-use)

These short statements can be copied into event webpages, invitations, joining instructions, slides, or signage. These ready-to-use statements align with the University of Reading Sustainable Events Guide and Checklist and help ensure consistent, clear sustainability messaging across events.

For more detailed guidance, see the full [Sustainable Events Guide](#), and [Sustainable Events Checklist](#).

Tip for event organisers: Use the **Core Statement** for all events, then add and adapt any relevant topic statements below. Additionally, add an optional section dedicated to how attendees can help reduce the environmental impact of the event.

CORE SUSTAINABILITY COMMITMENT

Short version:

This event follows the University of Reading Sustainable Events Guide. We are taking practical steps to reduce environmental impact, minimise waste, support sustainable travel, and deliver an inclusive and responsible event.

Standard version:

This event is being delivered in line with the University of Reading Sustainable Events Guide and Checklist. We aim to reduce environmental impact by encouraging sustainable travel, minimising waste, reducing single-use items, prioritising plant-forward catering, and sharing materials digitally. We also aim to make events inclusive, accessible, and responsible wherever practical.

TOPIC STATEMENTS

Venue and Travel:

Short version: Please walk, cycle, or use public transport where possible, and consider joining online if a hybrid option is available.

Standard version: To reduce travel emissions, attendees are encouraged to walk, cycle, or use public transport where possible. Where available, hybrid or online participation options are provided to avoid unnecessary travel. Sustainable travel information is included in event communications.

Catering:

Short version: Catering prioritises plant-forward options, reduces food waste, and avoids single-use packaging and bottled water where possible.

Standard version: Catering prioritises plant-forward options and realistic quantities to minimise food waste. Where possible, reusable service ware is used, and single-use packaging and bottled water are avoided. Attendees are encouraged to bring reusable bottles or cups and use campus refill stations.

Reduce Waste:

Short version: This event minimises waste by reducing single-use items and supporting reuse, recycling, and responsible disposal.

Standard version: This event aims to minimise waste by avoiding single-use items and prioritising reuse and recycling. Clearly labelled recycling and food waste bins are provided, and attendees are encouraged to dispose of waste responsibly.

Digital-First Approach:

Short version: Event materials and information are shared digitally wherever possible to reduce printing and material use.

Standard version: To reduce material use, event information, tickets, slides, and resources are shared digitally wherever possible. Printing is minimised, and reusable signage and materials are used where appropriate.

Inclusion and Accessibility:

Short version: We aim to make this event inclusive, accessible, and welcoming, supporting responsible and sustainable participation.

Standard version: We aim to make this event inclusive, accessible, and welcoming. Event design considers accessibility, participation options, and responsible planning to maximise positive impact while reducing environmental impact.

External Contractors and Exhibitors:

Short version: Contractors and exhibitors are encouraged to minimise single-use materials, reduce travel, and manage waste responsibly in line with University sustainable event practices.

Standard version: External contractors and exhibitors are encouraged to minimise single-use materials, reduce travel where possible, use reusable items, switch off unused equipment, and manage waste responsibly in line with University sustainable event practices.

HOW ATTENDEES CAN HELP

You can help reduce the environmental impact of this event by:

- Walking, cycling, or using public transport where possible
- Bringing a reusable bottle or cup
- Using recycling and food waste bins correctly
- Avoiding unnecessary printing
- Supporting low-waste event practices