



## Green events with Assembly Rooms Edinburgh

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### Planning a green event

At the Assembly Rooms we are aware that organisers are increasingly hoping to address the environmental and social impacts of holding conferences and events. The Assembly Rooms is serious about environmental sustainability; it recognises the challenge facing us worldwide and is committed to meeting the responsibility of social accountability.

We are pleased to be able to offer to all events green considered packages that can be tailored to your specific needs and meet sustainability and environmental requirements.



We are not here to tell you how green your event should be, that is completely up to you. But we can do our part and then offer advice, options and support across all aspects of the planning process in order that you can reach your green objectives with minimum effort and maximum effect.

### How you can help

You can join us in helping to reduce the impact of the events by taking the following actions where possible

- Consider minimising your travel impact – Share travel, use public transport and consider offsetting the carbon impact of your travel (particularly if you travel by air).
- Paper – Please consider which handouts, leaflets and other conference and event material you require. Once you have finished with them please recycle them in our recycle bins provided.
- If you are staying overnight in your accommodation – If possible, re-use towels, switch off standby on appliances and save water.
- Souvenirs – Consider choosing a local gift to take back or local food or drink product that is distinctive.

## How we can support your event

### Venue choice

By choosing the Assembly Rooms Edinburgh you are deciding on a venue that has a strong commitment to sustainability: it conducts the management of the building, procurement policies, travel and transport arrangements, production facilities and catering partners according to sustainability principles. We offer best practice in green event planning and execution with all events within our facilities.

### Catering

Our carefully selected panel of catering partners is chosen with our sustainability principles in mind. They each have a strong emphasis on local and food and drink. Our Event Coordinators are happy to discuss specific requirements and options and in conjunction with our caterers will endeavour to meet your requirements and provide a sustainable choice with minimal environmental and social impact.

### Promotion

Events are promoted where possible using paperless technology. We promote on our website those wishing to have their event publically promoted and offer electronic branding promotion within the building.

### Travel

With Assembly Rooms Edinburgh's central location we encourage you to consider options that minimise impact of you and your delegates travel. Considering extended stays, choice of transportation and if appropriate, carbon offsetting is all helpful. We have detailed "how to reach us" sections on our website giving best travel options for you.

### Accommodation

The location of the Assembly Rooms again means you can look at many accommodation options nearby and consider those with participation in the Green Tourism Business Scheme.

### Delegate stationary, handouts and packs

Our Event Coordinators can advise as to a variety of options available in regards to sustainable products with minimum impact on the environment. During the planning and coordinating of your event most correspondence will be on computers and non paper-based information. We offer free WIFI throughout the venue to encourage and assist you to keep as much of the delegate information online.

It is your option with delegates to provide paper materials and how we will help is by providing recycling bins for materials once finished. We will not include paper and pens for delegates unless very specifically requested. Our water provided on tables for cabaret style events is tap water with our compostable cups.

### **The 3 Rs**

Reduce, Re-use, Recycle: The Assembly Rooms Edinburgh endeavours to minimise waste and provides visible and accessible reduction, reuse and recycling services for paper, plastic, food and glass.