MINIMUM EMS REQUIREMENTS FOR ORGANISER

INSTRUCTIONS: Review and implement the following minimum EMS guidelines for your event. Check off those that were completed at the end of the event.

In keeping with our EMS for this event, the organiser shall...

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Guidance on minimums</th>
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</table>
| 1      | Communicate EMS policy to participants.                              | 1.1) Post policy, minimum organiser requirements, exhibitor guidelines and supplier survey templates on the website.  
2.1) Link to EMS web page in registration confirmation and participant letter.  
3.1) Post green travel tips to website. |
| 2      | Encourage participation in the EMS by attendees.                    | 2.1) Link to green travel tips from registration confirmation and participant letter.  
3.1) Communicate opportunities to participate while onsite, either through slides,  
signage, moderator comments, etc. |
| 3      | Communicate EMS policy and guidelines to suppliers and request compliance. | 3.1) Share EMS policy, organiser guidelines and supplier survey templates with host country, when applicable.  
3.2) Share EMS policy and applicable supplier surveys with the venue and caterer at a minimum and other suppliers as applicable.  
3.3) Request supplier surveys to be completed in order to assess compliance. |
| 4      | Communicate EMS policy to exhibitors and request compliance.        | 4.1) Share EMS Exhibitor Guidelines with exhibitor kits. |
| 5      | Ensure paperless meetings.                                           | 5.1) Electronic-first strategy for event communications and documents.  
5.2) Participants able to access computers on site in order to print documents. |
| 6      | Reduce or ban single-use plastics. (Exception: Safety protocols may require single use disposables to be used in the event of an emergency, including public health orders.) | 6.1) No polystyrene or PVC plastic under any circumstances.  
6.2) For attendee hydration stations: Do not hand out single-use disposable bottles of water. Offer refill stations that permit attendees to use a refillable drinking vessel. Do not place disposable cups unless necessary for health and safety and in such an event, ensure any disposables are recycled.  
6.3) Reduce use of disposable plastic items and packaging by organiser. |
| 7      | Offer sustainable food options.                                      | 7.1) At least one vegan/plant-based and one vegetarian (dairy permitted) option available for each meal.  
7.2) Request caterer to complete applicable supplier survey. |
| 8      | Ensure sustainable waste management.                                | 8.1) Reduce use of organiser-generated handouts, giveaways and packaging.  
8.2) Include waste reduction guidelines in materials shared with the host country, suppliers and exhibitors.  
8.3) Venue recycling program in place and visible.  
8.4) Venue requested to disclose waste diversion rate (annual diversion rate or previous audit rate, if event-specific rate is unavailable).  
8.5) Promote donation of left over event materials, where applicable. |
| 9      | Measure and offset the air travel of participants.                  | 9.1) 100% of participant travel measured and offset. |

<table>
<thead>
<tr>
<th>Total Minimum Requirements Implemented</th>
<th>Number of Minimum Requirements Implemented (ADD)</th>
<th>Percent of Minimum Requirements Implemented</th>
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<tbody>
<tr>
<td>23</td>
<td>0%</td>
<td>0%</td>
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