

Dear MEA Conference Delegate,

As you may already be aware, Meetings & Events Australia is striving to make the MEA National Conference environmentally friendly. This process is a long term plan and MEA has taken a number of steps this year to reduce the conference's impact on the environment working with Great Southern E-vents.

MEA has changed and improved many of the procedures for this conference, products used and services acquired to reduce the footprint on the environment including the following:

- Compost facilities are in place where possible
- The primary printing supplier for the event will be using recycled paper only
- When ordering supplies for the conference, best-fit options were selected to reduce waste
- Audio visual elements will be reduced during breaks and turned off overnight
- Tap water and glasses will be used at all indoor venues as an alternative to disposable cups and water bottles
- Water bottles will be available to guests on request rather than a bottle handed to every delegate
- No speakers' notes will be distributed during the conference (presentations on website post event)
- Attendees are encouraged to bring their own pens and paper. These will be available on request.
- Electronic feedback to be utilized rather than printed material
- Caterers have prioritised fresh, local and in-season food
- Accurate catering numbers will be given to caterers to ensure waste reduction
- The Green policy was taken into account when selecting venues
- Transport options were reduced where not absolutely required

MEA have decided to encourage delegates to choose their own offset program that is inline with their company's internal policy and reflects their travel. MEA encourage you to offset your impact, taking into account that we have already reduced where possible.

If you see anything at the conference that you feel could be further improved to reduce its impact on the environment, please don't hesitate to inform MEA.

We look forward to working with you to create an environmentally friendly MEA National Conference.

Kind Regards

Meetings & Events Australia



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