

# TOGETHER OUR CONSCIOUS MEETINGS PRODUCE EVEN BETTER RESULTS

We are all becoming increasingly conscious of our surroundings and the way we impact on them. At Scandic, we know how important it is for our guests to contribute to a more sustainable lifestyle. Later you'll see just what we at Scandic contribute towards sustainable meetings. But to achieve the best results, there is plenty that you yourself can do. Here are a few suggestions. If you have any more ideas about how we can make meetings at Scandic more sustainable – do let us know.

**Scandic**  
Stay smarter



# CONSCIOUS MEETINGS

## TAKE THE TRAIN AND SEND OUT A DIGITAL INVITATION – THINGS YOU CAN DO BEFORE YOUR MEETING

- Send out meeting invitations, confirmations and information electronically
- Tell participants that the meeting takes account of the environment
- Choose ecolabelled and Fairtrade products for your meeting where possible, e.g.:
  - “smart” presents
  - card name badges and recycled plastic pouches. Choose wooden paperclips instead of safety pins or metal clips
  - bags and folders in fabric or ecolabelled paper
- Choose environmental transport for all material that is going to the hotel
- Choose reusable boxes and containers for your shipments
- Use only ecolabelled paper, e.g. Swan ecolabelled
- Copy and print out on both sides of the paper
- Take the train instead of flying, choose public transport instead of a taxi. If you have to take a taxi, choose one that runs on ethanol or biogas
- Book shared transport if there are lots of you (e.g. coach)
- Issue maps and prepaid tickets for local transport to meeting participants
- Be sure to tell us the right number of participants so that we avoid wasting food

## ECO-AWARE GIFTS AND LCD PROJECTOR – THINGS YOU CAN DO DURING THE MEETING

- Remind participants that the meeting is adapted to the environment
- Reduce the use of paper by registering participants electronically
- Hire in signs and display material or make such material that you can reuse
- Choose ecolabelled paper for place cards and menus
- Use our systems for paper recycling and waste sorting in the meeting rooms
- Choose an LCD projector or whiteboard for your presentations instead of a flipchart
- Give participants the option of downloading information onto a USB memory stick
- Encourage participants to turn the lights off when they leave the room

## RESULTS – TWO THINGS YOU CAN DO AFTER THE MEETING

- Send out documentation from the meeting electronically, set it up on the intranet or a website
- Show participants that sustainable meetings provide good results. Send out a report on the effects the meeting had on our shared future. Use our calculator, which you'll find at [scandichotels.com/meeting](http://scandichotels.com/meeting)



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## WHAT'S INCLUDED IN MEETINGS AT SCANDIC

- You have access to an LCD projector
- All meeting rooms have whiteboards for you to write on instead of the flipchart
- All our rooms have a flipchart with Swan ecolabelled paper
- Whiteboard/flipchart pens are Swan ecolabelled
- Conference notepads and pens are ecolabelled
- There is a box for paper recycling
- There is a bin for organic waste
- We serve tap water in carafes in the meeting room rather than bottled water
- We use glasses instead of plastic cups
- We serve organic coffee and tea in stoneware cups and mugs
- We do not have individually wrapped sweets, offering fruit and unpackaged sweets instead
- We sign our meeting buffets carefully, so that allergy sufferers know what is being served

## OUR HOTELS – ENVIRONMENTALLY AWARE CLEANING AND A BREAKFAST BUFFET WITH ECOLOGICAL PRODUCTS

- We have stopped using all single-use disposable packages
- We have soap dispensers in the hotel rooms and public toilets
- We use Swan ecolabelled serviettes
- We have an environmentally aware towel and bedding policy
- We always use low-energy bulbs where possible
- We control the water flow in our toilets, showers and taps
- We choose energy from renewable sources, e.g. hydroelectric power, where possible
- We use the room key to control the lighting
- Our breakfast buffets offers several ecological choices
- We do not serve food containing genetically modified organisms (GMO)
- We do not serve tropical shrimp as their cultivation has a negative impact on the local population and the environment
- We train all our team members in environmental work
- Each Scandic hotel has a team member who is responsible for environmental issues
- We choose environmentally aware suppliers
- Our hotels submit environmental reports every month, e.g. on energy consumption



# CONSCIOUS MEETINGS

- We choose ecolabelled cleaning products and use steam cleaners
- We sort all waste at our hotels into as many as 22 categories
- All newbuilds and renovations are carried out based on Scandic's SERECS environmental standard and our Scandic Design Guidelines. This means that we choose renewable materials as far as possible and never use environmentally hazardous materials, for example

## ACCESSIBILITY FOR ALL, OF COURSE

We want everybody to enjoy their stay at Scandic, whatever their needs. It's estimated that one in ten Swedes, for example, have some form of disability, and it may not always be immediately obvious. It may be a case of an allergy sufferer who needs to know what's in the food, or someone with a hearing aid who needs a hearing loop in the conference room. In consultation with disability organisations, hotel guests and team members, we have drawn up a checklist of 93 points which we call Scandic's accessibility standard.

## SAFETY IS ABOUT BEING PREPARED

Safety and security are an integral part of Scandic's work and we always run through safety issues verbally with the person holding a meeting with us. As a guest, you won't see much of our work – unless something happens. That's when you'll notice just how extensively training and preventive measures have been built into our safety & security programme. For instance, there is always someone on duty who is trained in CPR (cardiopulmonary resuscitation).

## DON'T FORGET YOURSELF

Many people like to end a tough day of meetings with some fresh air. We can provide maps of suggested jogging routes and have bicycles and walking poles for you to borrow. Our hotels also have a gym. Many also offer a pool and sauna in which to relax tense muscles. Physical wellbeing is, of course, also about what you eat. As well as being able to treat yourself to something sweet with your coffee or a drink before a meal, you should also have a choice of healthy options, both at breakfast and dinner. Scandic aims to make it easy to find the right balance.

Book your next meeting now – call +46 (0)8-517 517 20, e-mail [meeting.group.se@scandichotels.com](mailto:meeting.group.se@scandichotels.com) or contact the hotel direct.