

Guidelines on Waste Reduction for Large-scale Events on PolyU Hung Hom Bay and West Kowloon Campuses

Introduction

College of Professional and Continuing Education (CPCE) is committed to fostering campus sustainability. Relevant guidelines and other campus sustainability policies are in place for PolyU Hung Hom Bay (HHB) and West Kowloon (WK) Campuses.

All event organisers are invited to follow green practices in organising and promoting events and activities on PolyU HHB and WK Campuses so as to build a waste-less culture.

Purpose of Guidelines on Waste Reduction

The following guidelines aim to assist event organisers holding events in the Multi-purpose Halls (MPHs) and Rehearsal Rooms (RRs) on PolyU HHB and WK Campuses to develop plans and measures on waste reduction and recycling.

Waste Reduction Advice

Event organisers should support and act on the waste reduction advice below. Should meals and refreshments be served, the advice on “Food and Beverages” should also be followed.

Logistics

- Make use of campus recycling facilities around the event venue
- Reuse event items and materials
- Remind colleagues to gather and compress paper carton boxes properly for recycling after the event
- Encourage attendees to bring reusable bags

Printing and Production

- Print on recycled and/or uncoated paper only if printing is unavoidable
- Avoid producing banners, core pictures, and flag bunting
- Use electronic media to display signs or signage, e.g. digital signage and TV display
- Use online tools and platforms (e.g. Co-curricular Activities Registration System (**CARES**) and Student Activity Questionnaire (**SAQ**)) for participant enrollment and/or opinion collection
- Replace printed materials with paperless alternatives

Food and Beverages

- Use reusable dining ware instead of single-use items
- Provide reusable beverage containers or water dispensers to replace plastic bottled water
- Encourage attendees to bring their own reusable bottles/mugs/cups and dining ware
- Order and serve appropriate food quantities
- Provide vegetarian and vegan options

Others

- Share sustainable event practices with stakeholders
- Introduce your own unique green event practices to achieve waste reduction