

## **Sustainable travel policy of On the Move – Decision making tool for the choice of locations of events and/or meetings’ attendance**

Part of its public sustainability policy and its internal sustainable travel policy, The Green Room and its founder Gwendolenn Sharp have devised for On the Move a decision-making tool to help for the decision to attend / organise an event or a meeting in a particular location.

Following the deep interest first expressed by the networks participating in the SHIFT eco-certification, On the Move and The Green Room have decided to share this document on their respective websites.

Feel free to use this document or to adapt it, while referring to the author of this document.

Thank you!

Contact for eventual questions or sharing of experiences: [mobility@on-the-move.org](mailto:mobility@on-the-move.org)

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<https://on-the-move.org/about/sustainability-policy> and <https://www.thegreenroom.fr/en/resources>

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### Decision making criteria for attending or organising an event or a meeting

On the Move encourages more environment-friendly modes of transportation for domestic and international travels, as part of its sustainability policy for the network and its activities. However, it acknowledges that a low carbon travel option usually implies spending more time travelling and might present reliability and comfort challenges in some contexts and that the final choice needs to take into consideration one's well-being, availability and personal/professional life balance.

The following list of questions is designed in order to support the inclusion of travel impacts in the decision-making process about whether to attend a meeting or an event:

	YES	NO
Is the event/meeting lasting less than a day?		
Is the destination reachable by train?		
If the destination is reachable by train, does the trip take more than 10 hours?		
If the destination is not reachable by train, are there direct flights available?		
Are direct flights only operated by low-cost airlines?		
Do you have possibilities to organise other meetings or attend/ connect to other events in the area?		
Does the event/meeting offer future opportunities/ partnerships/ professional developments?		
Does the event/meeting offer opportunities in the region (neighbouring countries) in terms of participation?		
Does the event/meeting offer meeting opportunities with less visible communities/contexts/organisations?		
Does the meeting/event organisers have a reflection on its environmental impact?		
Did you discuss environmentally sustainable options with the organiser/host?		
Can you bring back something to your local context/community/other professionals or organisations from this meeting/event (in terms of reciprocity)?		
Is the venue/city chosen as a way to remain connected to contexts that would be excluded from cultural cooperation and dialogue if only reachable by said sustainable means?		
Does the event offer opportunities to local communities that wouldn't be available if you were not (co)organising it ?		
Did you organise an event in the chosen country in the past two years?		

If after answering these questions you have more than 60% of orange answers, maybe you can consider attending the meeting online in case of a hybrid format, or reassess the relevance of your trip/your event, considering other aspects like the number of people going, the financial costs, etc.

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Note: this document shall be read in line with On the Move's sustainability policy:

<https://on-the-move.org/about/sustainability-policy>

and part of the SHIFT eco-certification for networks:

<https://on-the-move.org/about/our-news/shifting-towards-eco-practices-international-cultural-networks-take-lead>



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