



# PCOA

Professional Conference  
Organisers Association Inc.

## SUSTAINABILITY POLICY





# Overview

Sustainability within the realm of conferences and events entails the mindful planning and execution, taking into account their economic, environmental, and social ramifications across their entire lifespan.

At Professional Conference Organisers Association Inc. (PCOA Inc.), we epitomise the essence of sustainability by ensuring that our endeavours not only yield outstanding, meticulously organised events but also foster a positive social impact, contributing to a more sustainable tomorrow.

As project managers, we acknowledge the importance of conducting our affairs with a profound awareness of how our past, present, and future actions may affect the well-being of generations to come. Hence, we are wholeheartedly dedicated to embedding sustainable practices into every facet of our operations. Our goal is to prioritise sustainability, aiming to reduce the ecological impact of our events, minimise waste generation, and promote responsible management of resources.

Our strategy encompasses several crucial areas, such as using eco-friendly materials, implementing energy-efficient solutions, supporting local communities, and advocating for social equity.

Guided by sustainability, we firmly believe in the events' power to create tangible change within society.





# Objectives and Core Activities

Our Sustainability Policy extends to every aspect of our office operations, as well as all events carried out by the PCO Association Inc.

The purpose of this policy scope is to establish clear minimum standards for us regarding the planning, execution, and assessment of our operations.

## Create a Healthy Environment and combat Climate Change:

- Encourage the utilisation of eco-conscious practices and materials across all our activities.
- Minimise waste production and aim for effective resource utilisation.
- Promote the uptake of sustainable transportation methods to decrease carbon emissions linked to our events.
- Educate our staff, clients, and stakeholders about the significance of environmental preservation.
- Give precedence to renewable energy sources and energy-efficient technologies.

## Gender Equality and Labour Practices

- Promote inclusivity and diversity within our organisation and events. Implement equitable hiring practices to offer equal opportunities to all.
- Cultivate a workplace environment devoid of discrimination, harassment, or exploitation. Support employee well-being and encourage a healthy work-life balance.

## Expand Circular Practices

- Employ tactics to reduce the usage of disposable items and emphasise the utilisation of reusable, recyclable, or compostable substitutes.
- Advocate for responsible waste handling methods, encompassing recycling, appropriate disposal, and the utilisation of food waste management services.
- Foster partnerships with suppliers and collaborators who are dedicated to circularity and sustainable approaches.

## Support Local including SMEs

- Build robust connections with neighbouring communities via CSR initiatives, while collaborating with small and medium-sized enterprises (SMEs) within our operations. Advocate for the utilisation of local goods and services to bolster the regional economy.
- Support the advancement of SMEs by offering them opportunities to engage in our events and ventures, fostering their development and expansion.





# Commitment

As a part of PCOA's commitment to sustainability, several activities and practices have been implemented to reduce our environmental impact and promote responsible business practices.

Some of these include:

## Paper-free or plastic-free events

Where possible, we aim to reduce the use of paper and plastic in our signage and promotional materials at events. We advocate for environmentally friendly and reusable alternatives, including water dispensers, reusable water bottles, recyclable coffee cups, paper name badges and recyclable lanyards.



## Low-impact activity and transportation options

We suggest activities that have minimal environmental impact, along with corporate social responsibility (CSR) initiatives, to prioritise sustainability in our event planning process.

We recommend activities in a close proximity to the main event venue to limit the need for additional transportation.



## Digital materials

PCOA prioritises the use of digital resources wherever possible, reducing reliance on printed materials to minimise environmental impact.

In recent years, we have transitioned from printed conference handbooks, programs, and pocket guides to a comprehensive attendee app, which allows for real-time updates and improved accessibility.

Since 2019, PCOA has eliminated the traditional conference satchel and encourages exhibitors to minimise printed handouts. Where printed materials are necessary, we advocate for sustainable alternatives and encourage the use of reusable, non-single-use giveaways.







# Commitment

## Diversity and Inclusion

PCOA is committed to fostering a welcoming, inclusive and equitable environment at all of our events.

To encourage broader participation, especially among emerging professionals, PCOA offers reduced registration fees to event management students.

A diverse and experienced Program Advisory Committee has been engaged to curate the PCOA25 program. This ensures a wide range of perspectives are represented, with speakers selected to reflect diversity in gender, ethnicity, age, and background.

PCOA25 will accommodate dietary restrictions and preferences as part of its catering arrangements. During registration, attendees are also invited to share any specific needs to help ensure they feel safe and included.

A clear Code of Conduct is in place to set expectations for respectful behaviour and support an inclusive experience for all attendees.



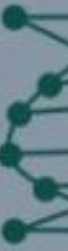
## Carbon Offsetting

PCOA have made a commitment to reduce the carbon footprint of our speaker and team flights by offsetting carbon emissions via Greenfleet.

Greenfleet is a 25 year old not-for-profit organisation and Australia's first carbon offset provider. Greenfleet plants native biodiverse forests in Australia and New Zealand to restore critical ecosystems and capture carbon emissions on behalf of our supporters. [www.greenfleet.com.au](http://www.greenfleet.com.au)







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