

Keele Responsible Visitor Charter

Keele Events and Conferencing is committed to reducing the environmental impact of its operations and the conferences, exhibitions, meetings, weddings, and events that take place in our venues.

We adopt best practice in all our venue operations and look to our visitors, delegates, guests, and organisers to help us take a comprehensive approach.

As a responsible visitor, we would ask you to please consider the following ways you can help to reduce your impact on the environment.

- **Conserve energy** – while rooms and spaces are not being used, please ensure the lights are switched off and if appropriate, please switch off and unplug appliances and electronics when not in use or during breaks and lunch periods
- **Conserve water** – when using toilet facilities and rest rooms, please use water wisely and remember not to leave taps running.
- **Travel** – whenever possible we would encourage visitors to leave their cars behind and walk, cycle, use public transport or any other environmentally friendly form of transport. When necessary to drive, we would ask to please encourage colleagues, friends, and other attendees to car share where feasible.
- **Reduce, reuse, recycle** – when buying goods, try to avoid overly packaged items and decline a carrier bag if you don't need it. Recycle any waste you have at the designated recycling points across the campus. Please encourage attendees to bring reusable drinking vessels for water and soft drinks.
- **Food and catering** - Please consider reduced menu choices to minimise waste but enjoy your refreshments and meals knowing that the ingredients and products are seasonable, fresh, locally, and responsibly sourced. All our food waste is directly sent to an anaerobic digester and converted into Biogas for electricity and heat and all oil waste is converted into Biofuel.
- **Respect nature** - Support us to look after our landscape and wildlife by not littering, please deposit all waste in bins, or at the recycling points provided. Use foot and cycle paths on and around the campus responsibly and take the time to enjoy our woodland walks to support well-being.

Enjoy your visit and come back time and time again and we can all help to protect our venues and this beautiful destination for generations to come. We are always on the lookout for little things that could make a significant difference when applied collectively. If you have any great ideas, or see something we could do better, we would love to hear about it.

Contact us on conferences@keele.ac.uk

