PCOA

Professional Conference
Organisers Association Inc.

SUSTAINABILITY POLICY

Purpose

The Professional Conference Organisers Association Inc. (PCOA Inc.) is committed to promoting sustainability across the events industry. This policy outlines our approach to integrating environmentally and socially responsible practices within our internal operations and encourages our members to do the same in their professional activities.

Scope

This policy applies to:

- All internal operations of the PCOA.
- All events and conferences organised or sponsored by the PCOA.
- All PCOA members and affiliated partners.

Policy Statement

PCOA recognises the environmental and social impacts of the events industry and is dedicated to reducing its footprint through sustainable practices. We aim to lead by example and support our members in adopting sustainability as a core business value.

Internal Sustainability Practices

PCOA will:

- Minimise paper use by adopting digital communication and documentation.
- Use energy-efficient lighting and appliances in office spaces.
- Encourage remote work and virtual meetings to reduce travel emissions.
- Implement recycling and composting programs in all office locations.
- Source office supplies and services from environmentally responsible vendors.
- Monitor and report on sustainability performance annually.

Sustainable Event Guidelines

For all PCOA-organised events, we will:

- Select venues with strong sustainability credentials.
- Promote the use of public transport and carpooling for attendees.
- Minimise single-use plastics and encourage reusable or compostable materials.
- Work with venues and caterers to provide locally sourced, seasonal, and plant-based menu options.
- Ensure accessibility and inclusivity in all event planning.
- Measure and offset carbon emissions where feasible.
- Create digital resources over the creation of printed materials, where possible.

Member Engagement and Support

PCOA encourages its members to:

- Develop and implement their own sustainability policies.
- Share best practices and success stories within the PCOA community.
- Participate in sustainability training and workshops.
- Use the PCOA Sustainability Toolkit (to be developed) for guidance and resources.
- Commit to continuous improvement and innovation in sustainable event management.
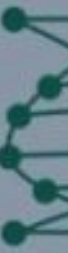
Roles and Responsibilities

- **PCOA Board:** Oversees the implementation and review of this policy.
- **Sustainability Officer:** Coordinates sustainability initiatives and supports members.
- **All Staff and Members:** Expected to uphold and promote the principles of this policy.

Review and Updates

This policy will be reviewed annually to ensure relevance and effectiveness.

Updates will be communicated to all stakeholders.

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