

Transport

Reduce need for travel:

- Consider whether video or teleconferencing is a viable alternative
- If not, consider where delegates are travelling from and choose a location which minimises the requirement for travel, particularly by plane/car
- Recommend accommodation within walking distance of event venue or use a venue which also offers accommodation

Reduce the impacts of travel by offering a travel plan:

- Try to find venues close to public transport and promote the available public transport links to delegates. Provide a link to a travel site such as the DfT's Transport Direct: <http://www.transportdirect.info/>
- Provide a link to a map such as www.streetmap.co.uk (or, if in London, <http://journeyplanner.tfl.gov.uk/>) and tell delegates how they can reach the venue on foot
- Promote and/or provide cycling facilities, such as local cycle lanes & routes and bike racks
- If venue is not in walking distance of public transport, offer a shuttle service or encourage taxi-sharing
- Limit the number of car parking spaces available, and provide them only to those who are unable to travel by public transport
- For those travelling by car, encourage car-sharing: put delegates in touch with others travelling from the same areas so they can share cars. This networking opportunity can also add value to delegates
- Offset staff and delegate carbon emissions or encourage delegates to offset their own emissions – a British Standard on carbon offsetting is due to be published in autumn 2007

Top tip: Use low emission vehicles such as hybrid cars if possible.

