

Events Policy

Events Sustainability Guidelines

September 2022

Luiss and Sustainability

Luiss works daily so that sustainability is integrated into its fabric and is a key criterion for making choices and pursuing actions, enabling all members of the community to make an active contribution to the creation of a more sustainable world in its three dimensions: environmental, social and economic.

Luiss supports the goals of the United Nations 2030 Agenda, and is committed to ensuring that all of the University's initiatives comprehensively respect the principles of Sustainable Development.

1. Sustainability in Events

In organizing an event, Sustainability comes into play in two respects.

Firstly, Luiss is committed to promoting events that have as their main theme a topic related to Sustainability, and in particular to one of the 17 Goals of the 2030 Agenda.

Secondly, for all events organized on-site or off-site, Luiss promotes the adoption of a management process informed by the values and practices of Sustainability, considered from the perspective of ensuring gender equality, the inclusion of fragile or minority individuals, and respect for the environment.

1.1 Gender Diversity

For Luiss, this translates into attention to gender equality at all stages of the organization of events: in communications, in participation, in the roles and tasks performed on panels, and in the use of external vendors.

With this in mind, to be **gender-compliant**, an event must meet the following requirements:

- the presence of at least one third of the least represented gender among the members of the panels/tables
- balance in the order of speaking and content in the discussion (e.g. balancing a *lectio magistralis* with equally prestigious speeches)
- the presence of at least twenty percent of the least represented gender or the use of social cooperatives (per categories of disadvantaged persons), when a welcoming service is organized

If the event is found to be gender-compliant, the social media/web communication of the event should adopt the criteria listed below:

- enhance and **emphasize** the less represented gender in social media/web content (e.g. in a post, post the female speaker's photo first)
- use a **dedicated hashtag** to communicate that the event is gender-compliant
- highlight, in photos or alternatively in the description, **that the logo certifying it has been obtained** (see Section 1.7)

In addition to the essential requirements aimed at establishing gender equality in an event, the following general requirements are added:

- ensure a list of speakers that is balanced with respect to gender
- if there is catering and/cleaning service, ensure an equal number of male and female waiting and cleaning staff
- ensure gender balance, including chronological order, in taking and answering questions at Q&A sessions
- ensure gender balance in storytelling in all pre/post communications actions (equal number of photos, speeches, interviews, etc.)
- ensure that reserved seats for prestigious guests are divided equally by gender, consistent with the University Ceremonial arrangements
- invitation mailing lists should achieve a gender percentage as equal as possible
- ensure in general that the language and images of projected/distributed materials do not contain innuendo, sexist statements or statements that are not respectful of gender dignity

1.2 Inclusion

For Luiss, this translates into facilitating all forms of inclusion and encouraging contamination from a social and cultural perspective.

With this in mind, the aspects to be taken into consideration are:

- an inclusive environment that does not hinder minority participation and that fosters the contamination of ideas and perspectives
- an easily enjoyable experience for different types of participants (families with children, the elderly, those who need walking frames, etc.)
- the presence of ethnic-cultural minorities in event service personnel (stewards, hostesses, etc.)
- event staff who are able to communicate easily with all participants, eliminating obstacles such as language barriers and facilitating general participation
- information material (mailing lists, brochures, etc.) related to the event that is available in more than one language and perhaps with 'smart' technology to support other types of languages
- equal opportunity for equally expert minority speakers to participate
- different dietary regimes required by religious, cultural or personal constraints (celiacs, vegetarians, vegans, etc.) in the organization of catering services
- awareness in avoiding offensive and/or discriminatory language
- online tools to enable users to independently find out about and assess the exact structure of the event and be able to make informed choices

1.3 Environment

Luiss is committed to respecting the environment and the ecosystem in all processes (pre/post) of organizing and holding events.

With this in mind, the aspects to be taken into consideration are:

- locations as sustainable as possible: use of electricity from renewable sources, location well connected to local public transport, with high energy efficiency standards in terms of both heating and electricity
- adequate availability of bins for sorting waste and making sure that waste is collected and disposed of properly
- preference to be afforded to responsible suppliers considering value for money, ethical-environmental certifications and distance from location
- for guest accommodation, where applicable, choose sustainable accommodation: hotels with EU Ecolabel, EcoWorldHotel or with structured environmental management
- employ consumables of a recyclable or compostable nature during catering, try to reduce their use as much as possible (jugs or beverage dispensers that allow water bottles to be filled) and, in general, choose a plant-based and zero-kilometer menu whenever possible
- appropriately adjust the temperatures of the event venue and ensure adequate thermal insulation (doors, windows) so as to improve guest comfort and save energy
- reduce the use of paper materials in the event management process as much as possible, preferring digital tools (tickets, reservations, badges, etc.)
- where possible, donate any leftover food from catering to charities and, in general, take care to purchase food and beverages commensurate with the expected number of participants
- prefer and suggest that partners and sponsors use eco-friendly gadgets (wooden or cardboard pens and where possible eliminate gadgets)
- submit the event for a third-party assessment, appropriately communicating any sustainability certification

1.4 Events and Seminars Hosted at Luiss

Consistent with what is required for events organized by Luiss, the University will only host events and seminars that comply with what is stipulated in this policy in terms of ***Gender Diversity, Inclusion*** and ***Environment***.

1.5 Event Management

Luiss has equipped itself with an event management system that allows for the exact tracking of both the number of events having Sustainability as their main theme and that in the feed-back phase enables one to monitor the main sustainability dimensions applied to all events.

In this way, in addition to achieving a direct impact linked to the individual event, Luiss is also promoting a culture of Sustainability among all the stakeholders involved.

1.6 Gender, Inclusion & Social Responsibility Certification

Luiss has decided to have a logo to certify the University's growing commitment to organizing events having regard to Gender Diversity, Inclusion and Social Responsibility.

Luiss had already been pursuing environmental sustainability for years, but with the adoption of the Gender Equality Plan it decided to expand the University's social responsibility toward topical issues such as Diversity & Inclusion.

In fact, the chosen logo has been inspired by a project launched by Erasmus + and the European Commission aimed at achieving gender equality in education. Their slogan is: "No man, no woman. Just human."

Luiss has synthesized the payoff in Just Human and has worked to come up with a visual that has the colors of the pansexual flag that first appeared on the web in 2010. Pink represents women, blue represents men and yellow represents people who do not identify with any gender (see the Annex).

Specifically, the logo will be awarded to all events that will ensure Gender Diversity (SDG 5) and Inclusiveness (SDG 10), starting however with indispensable requirements like care for the Environment (SDG 12-13). These are the minimum requirements, commencing with those already identified for a gender-compliant event (see Gender Diversity):

- the presence of at least one third of the least represented gender among the members of the panels/tables (**Gender Diversity, 1.1**)
- balance in the order of speaking and content in the discussion (e.g., balancing a *lectio magistralis* with equally prestigious speeches) (**Gender Diversity, 1.1**)
- the presence of at least twenty percent of the least represented gender or the use of social cooperatives (per categories of disadvantaged persons), when a welcoming service is organized (**Gender Diversity, 1.1**)
- event staff who are able to communicate easily with all participants, eliminating obstacles such as language barriers and facilitating general participation (**Inclusion, 1.2**)
- information material (mailing lists, brochures, etc.) related to the event that is available in more than one language and perhaps with 'smart' technology to support other types of languages (**Inclusion, 1.2**)
- different dietary regimes required by religious, cultural or personal constraints (celiacs, vegetarians, vegans, etc.) in the organization of catering services (**Inclusion, 1.2**)
- adequate availability of bins for sorting waste and making sure that waste is collected and disposed of properly (**Environment, 1.3**)
- reduce the use of paper materials in the event management process as much as possible, preferring digital tools (tickets, reservations, badges, etc.) (**Environment, 1.3**)

- employ consumables of a recyclable or compostable nature during catering, try to reduce their use as much as possible (jugs or beverage dispensers that allow water bottles to be filled) and, in general, choose a plant-based and zero-kilometer menu whenever possible (**Environment, 1.3**)

Preference should always be afforded to responsible suppliers considering value for money, ethical-environmental certifications and distance from the location.

1.7 Awarding of Luiss Logo

The University and its constituent elements (departments, schools and other units, as regards all of their components) must assess refraining from awarding the logo (in any capacity) if a conference, symposium or seminar does not fulfill the basic principles set out in this policy.

Annex: Gender, Inclusion & Social Responsibility Logo



Luiss

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