

Conference Sustainability Scorecard (CSS)

Budget-Neutral Steps to Make Your Event More Sustainable
Developed for HBS Students by the [Student Sustainability Associates](#)

Process Indicators	Category	Yes/No
Did you review this Scorecard when you started planning your event?	Admin	
Did you assign a Sustainability Lead on your conference leadership panel?	Admin	
When advertising your event, did you include a reasonable accommodation statement ?	Admin	
Whenever possible, RA donates leftovers to those in need via Food for Free. Did you speak with RA about how you can create a catering order that maximizes their ability to donate any uneaten meals?	Dining/Waste	
Did you have visible signs or give a verbal announcement that all food-related waste is compostable (including utensils, napkins, & containers if provided by RA)?	Waste	

Outcome Indicators	Category	Yes/No
Did you provide vegan main course dining options for meals?	Dining	
Did you eliminate beef and other high-carbon-emitting protein sources (such as lamb) from your menu?	Dining	
Did you utilize reusable or compostable cutlery? (Check “yes” for RA-catered events.)	Dining	
If Applicable: Did you provide the option for speakers and/or attendees to offset the greenhouse gas emissions of their conference-related travel using the portfolio developed to meet HBS criteria ? (est. ~\$1 NYC to BOS, subject to change)	Travel	
If you had a physical program, did you ask attendees to make a \$1 opt-in payment to receive the program?	Merch	

Additional Resources

Restaurant Associates (RA) offers a variety of delicious and sustainable options for campus catering, and the University has compiled resources to assist with best practices on campus. We encourage you to review the following helpful tools:

- Restaurant Associates’ presentation on [Greening Your Event](#)
- Plant-based items are listed first in each section of RA’s catering menu
- The Harvard Office for Sustainability’s [Sustainable Meeting and Event Guide](#) and their [Sustainability Guide for Student Groups](#)
- HBS Sustainability’s blog detailing the [Opportunity to Offset Travel Emissions with Carbon Credits that Meet HBS Criteria](#), with an FAQ and link to the credits
- Harvard Community & Campus Life’s [Inclusive Scheduling and Logistics](#)
- Harvard’s Disability Resources page on [Planning Accessible Meetings & Events](#)

We encourage you to let us know about your successes and any barriers you may come across when using this scorecard. Please reach out to us at sustainability@hbs.edu.