

For students

# SUSTAINABILITY GUIDELINES

— for Hosting Events —



Sophia School Corporation  
Office of Sophia Sustainability Promotion



# Introduction

In recent years, as initiatives to promote sustainability are accelerating, environmental, social, and economic sustainability is required in various fields. In particular, the perspective of sustainability is very important in the management of events and functions that involve the movement of many people and things and that consume large amounts of resources. Now, it is becoming the norm for event organizers to address sustainability.

In response to this trend, our university has created these guidelines to provide easy-to-understand guiding principles for the management of sustainable meetings and events in student life. It targets students, who are the largest constituency of the university, and aims to make student life and the activities of student groups more sustainable.

The guidelines refer to the TOKYO MICE (\*1) Sustainability Guidelines formulated by the Tokyo Metropolitan Government in 2019, and have compiled a checklist of policies for dealing with sustainable event management.

Small changes in your behavior will have a big impact on the university and society as a whole. Let's all work together to create a better society and daily life for others.

※1)MICE…Meeting, Incentive Travel, Convention, Exhibition/Event



# Objectives of the Guidelines

- Understand the perspectives and initiatives required for sustainability
- Confirm the level of sustainability in organizations
- Raise the awareness of sustainability among management members
- Implement initiatives for sustainable management and activities
- Contribute to the promotion of sustainability within Sophia School Corporation and expand its impact on society



# Outline of Guidelines

These guidelines consist of four parts: Organization Development, Before Events, During Events, and After Events. Check the items as you progress with your events and functions, and think about sustainable management!

- Category number
- Checklist

- Category goals

**0-1**



Create an environment where everyone can freely express their opinions

◎Do NOT impose your own values

- ◎Describes guiding principles for sustainable management
- ◆Gives specific examples of initiatives

Before planning an event...

0.

# Organization Development

Rethink groups and teams to achieve sustainability

0-1



Create an environment where everyone can freely express their opinions

- Ⓞ Do NOT impose your own values
- Ⓞ Create an environment where people can consult with someone, rather than dealing with problems alone

0-2



Think about whether gender-based decisions are being made within the group or team

- Ⓞ Stop using “men” and “women” as the subject
- Ⓞ Avoid dividing roles based on gender

0-3



Promote a common understanding of the SDGs and sustainability among group members

- Ⓞ Provide opportunities for meetings and study groups
- Ⓞ Create manuals to conduct sustainable activities on an ongoing basis

**0-4**



Establish policies and activity objectives for the group to contribute to the creation of a sustainable society

- ◎ Create a training system that can regularly review the sustainability of operations
- ◎ Establish a department or person in charge to promote sustainability

**0-5**



Refer to universal manners

- ◎ Take the Universal Manners Test

**0-6**



Expand the range of activities in collaboration with university authorities, other student groups, and companies

- ◎ Research the initiatives of other groups and companies, and make requests after preparing proposals
- ◆ The Office of Sophia Sustainability Promotion supports collaboration and cooperation to conduct co-sponsored projects with student groups and collaborative projects with companies

# 1.

## Before Events

Prepare to host events where no one will be left behind

### 1-1



Choose transportation methods and venues while considering environmental conservation, diversity, and inclusion

- ◎Choose locations that are accessible using public transportation or on foot
- ◎Check whether there are elevators and the venue layouts
- ◎Check ahead to see if anyone will need assistance for mobility

### 1-2



Promote digitalization when disseminating information

- ◎Create materials that are downloadable using QR codes

### 1-3



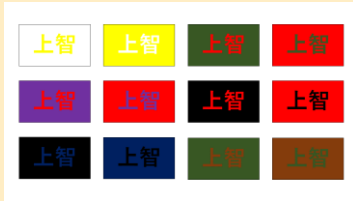
Use universal design for posters and other promotional materials

- ◎Create Japanese and English versions (If a large number of people speaking languages other than Japanese and English are expected to participate, it is advisable to prepare versions in those languages as well)
- ◎Consider the size and font of text
- ◎Create design that are easy to see for people with all kinds of color vision characteristics
- ◆Using universal design fonts is recommended
- ◆Utilize color confirmation smartphone apps and the guidelines of the Tokyo Metropolitan Government

## Reference

From “the Tokyo Metropolitan Government Color Universal Design Guideline”

1. Consider the hue
2. When making the text another color, consider the combination with the background color
3. Avoid pastel color combinations
4. Use differences in the brightness and saturation of color



×

○

1-4



## Choose environmentally-friendly products and universal designs for events

- ◎Use recycled and recyclable materials for nameplate straps and novelty items
  - ◎Buy something that can be refilled if it will be used multiple times
  - ◎Check the production area and manufacturing process before choosing products to use
  - ◎Utilize subscriptions and rentals of tents and desks for setting up venues
  - ◎Research and choose sustainable prizes and novelty items
- Ex.)Water in paper cartons, fair trade products, environmentally-friendly paper ballpoint pens, etc



**1-5**



## Plan and procure food to reduce food loss

- ⊙ Estimate the required amount in advance and consider what to do if food is left over
- ⊙ Prioritize businesses such as restaurants, caterers, and food trucks that are committed to reducing food loss

**1-6**



## Give consideration to allergies when providing food

- ⊙ Conduct preliminary questionnaires about allergies and display allergy information

**1-7**



## Be mindful of food restrictions such as halal and vegetarian

- ⊙ Review the ingredients used
- ⊙ Display the cooking method
- ◆ Take-out food is available at Sophia's Tokyo Halal Deli & Cafe

**1-8**



## Encourage event participants to keep sustainability in mind

- ⊙ Share activity rules and reminders beforehand so that everyone can act in an environmentally-friendly manner



**1-9**



Assign rooms while considering gender diversity when using accommodation facilities

©Conduct questionnaires in advance and respond individually as necessary

◆Refer to "Our approach to gender and sexual diversity" on Sophia University's website

**1-10**



Check in advance to see whether prayer rooms or space can be provided depending on the participants in order to ensure religious diversity during long events

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# 2.

## During Events

Achieve sustainability as activity organizers and participants

### 2-1



Monitor the physical conditions of participants, such as by taking measures to prevent heat stroke

- Ⓞ Establish a set schedule for drinking water
- Ⓞ Create rest spaces
- Ⓞ Avoid or prevent passive smoking

### 2-2



Turn off air conditioning and lighting in unused rooms or places

- Ⓞ Based on recommendations from the Ministry of the Environment, set the temperature to 28 degrees Celsius for cooling and 20 degrees Celsius for heating

### 2-3



Choose materials that have a low environmental impact during activities

- Ⓞ Use cardboard or honeycomb boards that can be recycled for signs and panels

**2-4**



Keep vehicles in auto start-stop mode when stopped or parked

**2-5**



Promote the use of personal bottles at venues

- ◎ Actively utilize Sophia water dispensers
- ◆ At the PRONTO on Sophia University's campus, visitors can get a 10 yen discount on eligible products by bringing their own bottle

**2-6**



Promote the use of personal containers for food trucks

- ◎ Ask participants to bring their own containers in advance
- ◎ Use a container sharing service

2-7



Try to provide multilingual support when holding events for large numbers of people

- ◎Provide information boards using Japanese, English, or symbols
- ◎Familiarize yourself with ways to communicate with different kinds of people
- ◆Refer to the “Guidelines for Ensuring Information Security for People with Disabilities ” issued by the Cabinet Office

2-8



Use language at events that does not exclude anyone from the perspective of gender, age, religion, etc.

- ◆Refer to the concept of “microaggressions” for expressions to use
- ※Microaggression: Discrimination in which a person unconsciously hurts another person without the intention of hurting or denying the other person

# 3.

## After Events

Continue to operate sustainably and connect it to future activities

### 3-1



### Sort and collect waste generated at venues

- ⦿ Prepare multiple trash bins and clearly indicate trash types by bin
- ⦿ Recycle what can still be used or be turned in resources

### 3-2



### Reflect on how operations went smoothly and what should have been confirmed beforehand from the perspective of sustainability

- ⦿ Check the SDGs and the “Before Event” and “During Event” sections of these guidelines to see if the goals were achieved

### 3-3



### Post your group’s efforts on social media and websites

- ◆ The Office of Sophia Sustainability Promotion is covering the sustainable activities of various groups and posting about them on social media and websites!

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## Sophia School Corporation Office of Sophia Sustainability Promotion

Established in July 2021. Utilizing the SDGs and the UAPs (four priorities outlined in the Universal Apostolic Preferences of the Society of Jesus ), it works together with faculty, staff, and students to collaborate, cooperate, and disseminate information on research, education, extracurricular activity groups, and social contribution activities related to sustainability on a daily basis.

Issued on December 8, 2023

Published by  
Sophia School Corporation Office of  
Sophia Sustainability Promotion

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