



HOTEL SPLENDIDE ROYAL
LUGANO

Sustainable Events

Guidelines for the sustainable organization of private events,
according to the indications of the 17 UN Sustainable Development Goals







OBJECTIVE OF THE MANUAL

As part of Hotel Splendide Royal Lugano's journey and commitment to sustainability, the events sector is a topic of great interest for our property. Every event generates an environmental impact, and the purpose of this guide is to raise awareness among those who choose our venue to organize their event. Furthermore, it serves as an easy decision-making tool to help make an event more sustainable and reduce its environmental impact.

This document contains several applicable ideas and examples to make your event greener from an ecological, economic, and ethical-social perspective.





WHAT IS A SUSTAINABLE EVENT?

The United Nations defines an event as "sustainable" when it is "designed, planned, and implemented in a way that minimizes negative impacts on the environment and maximizes positive impacts on the host community."

This definition applies to a wedding, conference, business meeting, or any other type of event at the Splendide.

WHY A SUSTAINABLE EVENT: THE BENEFITS

- Reduction of the event's climate footprint
- Engagement, respect, and satisfaction of attendees' expectations
- Increased appeal to potential sponsors and event guests
- Enhancement of the image of the event and the organizing brand/association
- Contribution to the 17 Sustainable Development Goals defined by the UN in Agenda 2030



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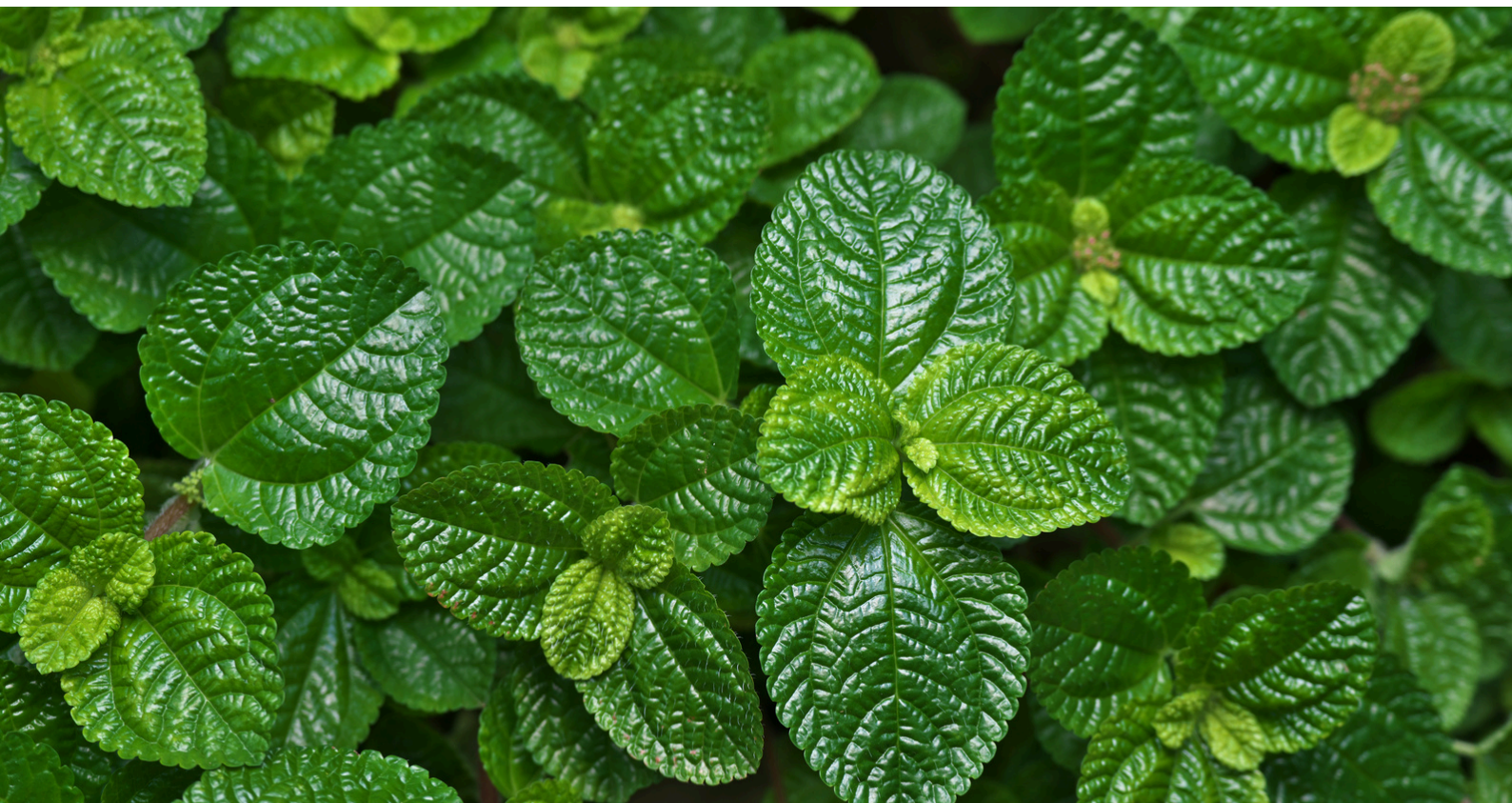
CARE FOR THE ENVIRONMENT

The Hotel Splendide Royal Events Team will propose various options to give your event a lighter environmental footprint. Many actions can be implemented for careful and respectful resource management across different aspects of your event organization.



EXAMPLES OF BEST PRACTICES

- Save paper wherever possible or use environmentally responsible materials: for example, reduce menu prints, use a central QR code for the table, or print on recycled/FSC-certified paper.
- Manage waste with sorted recycling during the set-up, shipping, and packaging phases.
- Carefully manage hall temperatures by setting predefined minimums and maximums (21°C in winter, 25°C in summer).
- Use potted plants instead of cut flowers.
- Use seasonal cut flowers instead of out-of-season flowers (avoiding greenhouse cultivation and saving water).
- Reduce (or eliminate) notepad usage during conferences.
- Use wooden pencils during conferences (instead of pens containing plastic components).
- Do not introduce single-use plastic items into your event (single-use plastic has already been eliminated across the entire Hotel Splendide Royal property).



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SELECTION OF SUPPLIERS & MATERIALS

An event is only truly sustainable when the supply chain supporting it is also sustainable. Suppliers are not merely external partners, but direct extensions of the environmental values and standards you set for your event at the Splendide.

Choosing local partners drastically reduces the event's ecological footprint by favoring short supply chains, positively impacting the local economy, and minimizing travel and pollution.

EXAMPLES OF BEST PRACTICES

- Choose various materials provided by high-social-impact suppliers (charities, foundations, or socially active local groups).
- Favor suppliers with a public sustainability report covering social, environmental, and economic aspects.
- Prefer certified materials (FSC-certified paper, materials with recognized international certifications).
- The Hotel Splendide Royal events team can recommend local suppliers, experts, set designers, and local professionals. (After event confirmation, the hotel provides a list of suppliers selected based on sustainability criteria.)
- Promote local culture and heritage: incorporate experiences, artistic entertainment, or cultural gifts linked to local traditions into your event.

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AFTER EVENT CONFIRMATION,
HOTEL SPLENDIDE ROYAL PROVIDES A LIST
OF SUPPLIERS SELECTED
BASED ON SUSTAINABILITY CRITERIA.

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FOOD & BEVERAGE

In Food & Beverage, event sustainability begins with operational choices in our kitchen and bar. Promoting a sustainable catering offering means carefully selecting our supply chain, prioritizing farm-to-table (o km), organic, seasonal, and sustainably fished or farmed products.



EXAMPLES OF BEST PRACTICES

- Choose organic or certified food products for your event menu.
- Create menus featuring local, seasonal, and Slow Food presidia products with the help of the Hotel Splendide Royal Chef.
- Offer high-quality vegetarian and vegan alternatives, with special focus on menus using vegetables and products from charitable foundations in the Lugano area.
- Include non-alcoholic and low-alcohol options designed to meet every need and promote a healthy lifestyle.
- Pair menu dishes with local spirits, wines, and beverages.
- Use micro-filtered local drinking water during conferences, dinners, and events.
- Offer a premium coffee that supports the workplace integration of people with intellectual and cognitive disabilities: all our event coffee is Café Joyeux Nespresso.
- Fight food waste: Hotel Splendide Royal provides guests with elegant Gourmet Boxes (made of compostable materials) to take home any leftover food.
- Indicate the origin of meat and fish on menus, as well as fishing methods or environmental certifications like Bio Suisse.
- Serve "La Splendida" beer, brewed by a local brewery for Hotel Splendide Royal using surplus bread from the Splendide kitchens.



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MOBILITY

Managing accessibility and travel for an event is a key factor in reducing its overall carbon footprint. The hotel is committed to promoting sustainable mobility by guiding and assisting guests toward low-impact transportation solutions.

EXAMPLES OF BEST PRACTICES

- During the planning phase, favor public or group transportation by providing clear, detailed information on train routes, dedicated shuttles, and urban connections.
- Encourage electric and active mobility by making Hotel Splendide Royal's EV charging stations and e-bike fleets available.
- Encourage the use of public transport for hotel guests throughout their event stay (via the free Ticino Ticket service).
- Encourage e-bike usage for short trips using the hotel's fleet.
- Provide options for video conference participation.
- If air travel cannot be avoided, prioritize:
 1. Direct flights over layovers
 2. Environmentally efficient flights based on the [Google Flights emissions calculator](#)
 3. Economy or Economy+ class over Business and First Class

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COMMUNICATION

Communication is a vital aspect of any event. In this area, actions can be implemented in substance (communicating actions taken and raising awareness among partners) and in form (developing more eco-friendly and inclusive communications).



EXAMPLES OF BEST PRACTICES

- Use inclusive language in written materials.
- Use your event as an awareness platform by openly communicating adopted measures and desired attendee behaviors.
- Highlight exhibitors or attendees who practice these guidelines, offering greater visibility (e.g., on the website) to those adhering to specific measures.
- Adopt sustainable communication: keep physical signage to a minimum (dateless banners can be reused yearly; avoid printing new staff T-shirts each year, or opt for organic/Fairtrade cotton if needed).
- Maintain a minimalist web editorial approach (limit the use of videos and large image files).
- Choose appropriate communication channels while considering their environmental impact.
- If competitions or awards are planned, prioritize sustainable gifts from local producers, eco-friendly items, or experiential rewards (a meal, tour, course, etc.).
- Apply environmental and social criteria when selecting items (promotional gadgets, textiles, printed materials, signage).

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DIVERSITY & INCLUSION

At Hotel Splendide Royal, team members from diverse cultural, social, and academic backgrounds work together. Diversity and equal opportunities are a cornerstone of our hotel's development policy and pursuit of excellence. This requires a respectful environment of mutual understanding that allows everyone to express their full potential regardless of gender, sexual orientation, ethnic background, or disability.

The event spaces at the Splendide are fully accessible and barrier-free.



EXAMPLES OF BEST PRACTICES

- Ensure parity, diversity, and inclusion are firmly integrated into your event goals.
- Evaluate your event based on parity, diversity, and inclusion principles across organizer roles, speakers, and audiences, prioritizing gender equality and minority/marginalized group representation.
- Conduct a risk assessment and take appropriate actions based on the event type (attendee information, staff awareness training, etc.).
- Use your event as an awareness platform by openly communicating implemented measures.
- Apply inclusive language principles across all communications.

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GREEN CERTIFIED HOSPITALITY

Sustainability certifications are official recognitions issued by independent third-party entities confirming that a company, product, or service meets specific environmental, social, and governance (ESG) standards. They assure hotel guests that a commitment to sustainability is real and verified, avoiding greenwashing.

In 2024, after a long-standing commitment to sustainability, the Splendide achieved the following certifications:



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