

1 Do I HAVE TO attend?

- Does the meeting agenda fit my assignments?
- Is my expertise an added value?
- Are there networking opportunities?
- Will my participation have a negative impact on my operation or that of my team?
- What are the disadvantages if I do not participate?



2 Do I have to attend the event IN PERSON?



- Will the results of the event be available by other means? (written minutes, videos...)
- Can I attend the meeting online with the same results?

3 What's the best way to TRAVEL?



- Have I considered the emissions from the various transportation options?
- If I travel more than 6 hours by train, can I fill in this time as work time?
- Are there alternatives to (part of) my commute such as the bus or carpooling?

4 If I book a FLIGHT



- Are there direct flights?
- No direct flights? Can I continue by train or bus after my first flight?
- Does the airline pay enough attention to sustainability?

Not decided yet?

GO BACK TO START



How to plan MY SUSTAINABLE BUSINESS TRIP