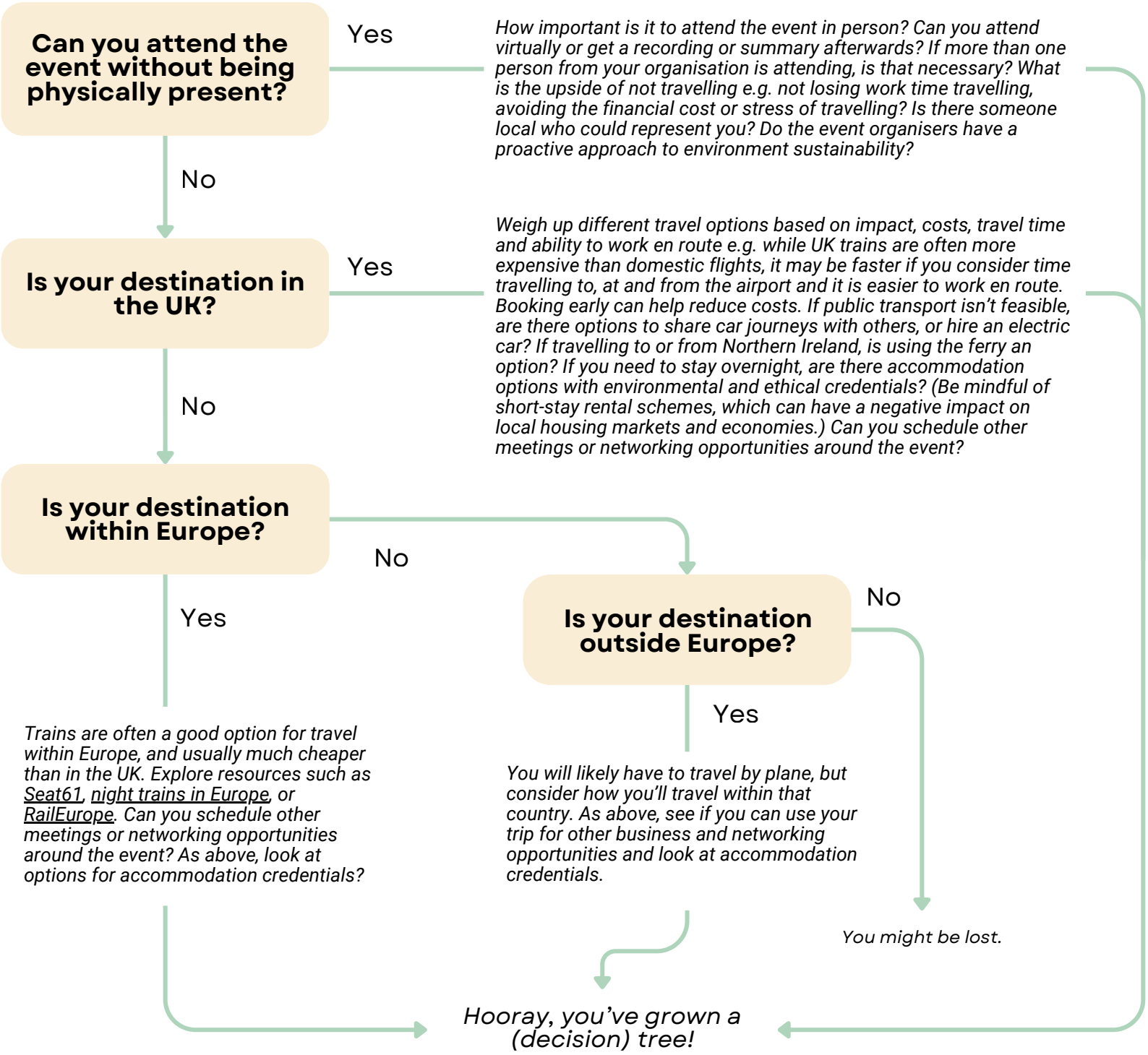
Can you attend the event without being physically present?
Yes
How important is it to attend the event in person? Can you attend virtually or get a recording or summary afterwards? If more than one person from your organisation is attending, is that necessary? What is the upside of not travelling e.g. not losing work time travelling, avoiding the financial cost or stress of travelling? Is there someone local who could represent you? Do the event organisers have a proactive approach to environment sustainability?
No
Is your destination in the UK?
Yes
Weigh up different travel options based on impact, costs, travel time and ability to work en route e.g. while UK trains are often more expensive than domestic flights, it may be faster if you consider time travelling to, at and from the airport and it is easier to work en route. Booking early can help reduce costs. If public transport isn't feasible, are there options to share car journeys with others, or hire an electric car? If travelling to or from Northern Ireland, is using the ferry an option? If you need to stay overnight, are there accommodation options with environmental and ethical credentials? (Be mindful of short-stay rental schemes, which can have a negative impact on local housing markets and economies.) Can you schedule other meetings or networking opportunities around the event?
No
Is your destination within Europe?
Yes
Trains are often a good option for travel within Europe, and usually much cheaper than in the UK. Explore resources such as Seat61, night trains in Europe, or RailEurope. Can you schedule other meetings or networking opportunities around the event? As above, look at options for accommodation credentials?
No
Is your destination outside Europe?
Yes
You will likely have to travel by plane, but consider how you'll travel within that country. As above, see if you can use your trip for other business and networking opportunities and look at accommodation credentials.
No
You might be lost.
Hooray, you've grown a (decision) tree!