



## Greening Events and Leading by Example

One of the most effective ways of sending a message is to lead by example. By greening events, meetings or other activities you organize, you will encourage and inspire others to do the same.

### Environmentally Friendly Meeting & Event Suggestions:

#### Pre-Event:

- If needed, gifts for speakers or participants should be useful, durable, minimally packaged, made from recycled materials and produced locally, if available. Consider gifts conveying a green message, such as a tree planted in the recipient's name.
- Advertise and accept registrations electronically.
- Ask participants to bring their own pens, paper and memory stick. Provide limited numbers of reused or recycled pads/pens at the registration table for late registrants.
- Ask the hotel or convention centre to provide recycling bins for beverage containers and paper, and ask that they reduce or eliminate disposables including—single serving containers, packaging, bottled water, and/or paper and pens.
- Select event accommodations that participate in a recognized environmental code of practice (e.g., the Green Leaf Eco-Rating Program).
- Provide event or conference materials electronically: post on the web, e-mail to participants or provide at on-site computers. Ask presenters to minimize handouts.
- Consider transportation accessibility to conference: provide details on public transit, bussing or car-pooling to the event.
- When you can't avoid printing, use both sides of post-consumer recycled paper.
- Ensure that your exhibitors consider the environment. Ask them to re-use or recycle exhibit components. Exhibitors can limit handouts or giveaways and instead collect business cards, post a sign-up sheet, or provide a USB port for those seeking more information.



#### At Event:

- Reduce paper waste at check-in. Use computerized check-in and reusable/recyclable name tags (provide a receptacle for returns).
- If required, provide the registration package in a reusable bag or folder made from recycled materials.
- Ensure recycling bins are conveniently located, well marked, and plentiful enough to accommodate the expected amount of materials. During announcements, remind attendees of waste reduction opportunities.
- Use white boards and projected files instead of paper flip charts. Record session notes or results on a laptop. If paper recording is a must, use recycled content flip chart paper.
- Ask presenters to turn off computers and projectors when not in use. Small stickers on equipment can remind presenters of this request.
- Limit distribution of brochures, handouts and session notes. Provide interested participants with electronic options such as download stations.
- Share your green event success with attendees. Challenge others to do the same.

#### Post-Event:

- Follow-up communication, such as evaluations, should be done electronically via e-mail, internet or voice mail.
- Distribute conference proceedings and other reports electronically or post online.