

## Green Meetings

### Best Practices Checklist



#### **Meeting Preparation & Communication**

- Use email for invitations event itineraries, and agendas and a website for on-line registration. Delegates can readily access this information on their Blackberries or iPhones.
- Provide a separate meal sign up for all meals to reduce excess meal waste.
- Provide printed copies of speeches or presentations upon request and print with soy or vegetable based inks.
- Raise Awareness about environmentally friendly practises by communicating the “Green” Event you are having to your attendees, stakeholders, media. Advertise your accomplishments
- Give delegates the option of having their names removed from an post event mailing lists.

#### **Building, Set Up and Waste Management**

- No paper or pens
- Collect and recycle all name badges at the end of your event
- Leftover items or decorations may be given to local charities, schools or recycled.
- Recycle toner cartridges and other items from your on site office
- Request no paper napkins – linen only
- Tablecloths and skirting are optional – to reduce water usage and detergents
- Select conference giveaways that are useful and not over-packaged – like carbon credits!!
- Use recycled materials or live plants/flowers for décor and centerpieces
- Order your signage through a local supplier – don't ship!
- Use recyclable or reusable signage.
- Use soy based candles and tea lights.

#### **Food & Beverage**

- Water & Juice to be service in pitchers – no bottled water
- Recycle all plastics, aluminums, and glass
- Select low impact food production for your menus such as seafood and vegetarian.
- Reduce food miles by selecting locally grown products such as BC Wines
- Serve Fair Trade Coffee
- Request to have food served without garnishes.

#### **Transportation**

- Inform all attendees about environmentally preferable choices such as coach travel, mass transit, and car pooling.
- Arrange group transportation from Vancouver
- Inform transportation companies of the environmental strategies the event is considering and ask about their environmental practices ie. Ask companies to minimize idling and/or use of air conditioners - especially if there are no passengers in the vehicle.
- Provide transit and walking maps for all local activities.

#### **Accommodation**

- For Hotels that don't have dispensers for shampoo, soap etc or don't already donate open toiletries and soap, ask them to do so for your attendees or have a collection box available in the conference centre. Work with local supporters to find organizations that can use these.