

Simple Green Meeting Practices can lead to multi-level sustainable meeting practices to help your triple bottom line.

Lead your meetings by positive, pro-active example so others will follow...

Simple Steps to Make Food & Beverage Needs During Your Meeting Green:

- ✓ Use re-useable cups (or eco-friendly alternatives by using bio-degradable cups)
- ✓ Opt for bulk dispensers vs. individually packaged food and beverage items
- ✓ Recycle cans and bottles if serving individual drinks and provide pitchers for water refills
- ✓ Provide easily accessible and visible recycling containers
- ✓ Provide napkins, plates and tableware made from recycled materials

Simple Steps for Reducing Carbon Footprint & Consolidating Transportation:

- ✓ Select meeting locations central for attendees and encourage mass transportation options or car-pooling options vs. each person driving their own vehicle (lower carbon footprint)
- ✓ Reward staff for innovative ideas and best practices - encourage cooperation
- ✓ Teleconference or video-conference alternatives greatly reduce carbon footprint

Simple Steps to Save Energy - - Lessen Human Energy Output, Save Time and Money:

- ✓ If you are hosting a publicly attended meeting - collect/combine all contact information into one spreadsheet (Excel or a CSV format are fairly universally used) so each attendee can upload typed contacts into their own databases without having to add each one manually.
- ✓ Distribute presentation and/or notes pages on CD, thumb drive or have attendees access notes from your website to download if they wish. (Better visibility/usage of your own website!)

Simple Steps to Conserve Resources:

- ✓ Carefully review your meeting materials on your computer screen before printing multiple times. Remember to check the print preview for your desired page layout so you don't have a couple of lines trailing onto another whole page. Print on recycled paper.
- ✓ Always print materials double-sided after evaluating which materials are really necessary to print or if up-to-date files can be viewed on your website (Drive traffic back to YOUR site vs. looking for printed information that may not be as current as what you have available on your own website)
- ✓ Use partitioned rooms for improved control of necessary lights and air temperature Begin promptly - value people's time and energy
- ✓ Green meeting practices are becoming more & more expected. Studies show that the community is demanding more social responsibility from businesses - - why not be a pro-active leader in your industry and lead your staff on a more positive, environmentally-friendly pathway?

There are numerous ways to increase participation, promotions, partnerships and positive experiences to raise the green bar that can be incorporated into your individual event or meeting.

The success of your meeting is in the details!

10 Tips to a Green Meeting

- ✓ Make presentation handouts available online, send them electronically on request after the meeting or copy them onto reused floppy disks to distribute. When needed, print handout materials on both the front and backsides of the paper.
- ✓ Reduce paper by allowing attendees to register online. Confirm registration by email when possible.
- ✓ Print materials on recycled-content paper and include a note identifying the percent of recycled content in the paper used. Avoid goldenrod or bright, fluorescent colored paper because it is hard to recycle. Use soy ink if possible. Try to print only the amount needed to distribute.
- ✓ Use nametags in reusable holders. Be sure to have a collection box so that after the meeting, attendees can leave their nametags for your future use.
- ✓ Use reusable or recyclable signs to direct people to appropriate meeting rooms.
- ✓ Remove unused papers from the meeting room for reuse within your own office or deposit unneeded paper in designated recycling bins.
- ✓ If you are going to give away promotional items to your meeting's attendees, consider purchasing useful reusable items that are made from recycled materials. Also consider promotional items that are energy efficient and only use items that do not contain toxic material.
- ✓ Ask speakers to use an overhead or a slide projector to present material instead of using flip charts or handouts. Remind speakers when they are booked that many handouts end up in the trash.
- ✓ Be sure to tell green meetings attendees about your efforts in pre-meeting brochures, meeting updates and with verbal reminders during the event. Ask participants for their cooperation and participation. If a meeting evaluation is conducted, ask attendees for feedback and suggestions on the "green" efforts included.
- ✓ Post minutes or other handouts on the Internet or circulate them electronically after the meeting.

Be a Green Meeting Planner

- ✓ Let the World Know: Write down your goals and develop a green environmental policy that will be visible to delegates and sponsors. Keeping everyone in-the-loop will make it a cinch to receive support and kudos for your efforts
- ✓ Buy in Bulk: When placing orders for food and beverages, discuss with your supplier the options available to purchase in bulk instead of using disposable or individual packaging.
- ✓ Offer Incentives: Ask your vendors about their green policies and offer incentives to them for their green efforts.
- ✓ Minimize: Reduce or eliminate giveaways and paper items to delegates.
- ✓ Green Partners: Select meeting and convention destinations that have earned Green Hotels Designations and have environmental policies such as efficient lights and water-conserving fixtures and linen and towel reuse.
- ✓ Get the Lights On Your Way Out: Large Meeting Hotels require energy in lights and temperature control. Insure when not in use, the lights and AC / Heating units are off
- ✓ We Have the Technology! Publish green meeting and convention information online and make it available to download to PDAs, iPhones and other electronic portable devices to save paper.
- ✓ Keep it close: Select Green Meetings Destinations that provide everything attendees might need on the property or within walking distance to reduce carbon emissions from cars.