



GREEN GUIDE



MEETING PLANNER

Communication

- 1 Establish commitment by executives or association directors to sustainable practices. Share and promote policies and commitment on the conference website.
- 2 Provide conference information using electronic media.
- 3 Register attendees and confirm attendance on-line and via email.
- 4 Offer Carbon Offset programs to attendees to offset their travel.
- 5 Eliminate or reduce printed materials such as agendas, schedules, and/or programs.
- 6 Offer materials via electronic media: download, website, disc, and flash drive.
- 7 Conserve energy by powering down office equipment/lights at the end of each day.
- 8 Print double sided and use post-consumer content paper.
- 9 Consider local vendors for products to minimize transport and shipping impact.
- 10 Identify leftover materials for donation to local schools or community charity organizations.



Procurement Process

Choose Greener materials during event design and procurement process:

- Design reusable graphics
- Produce signs and banners on post-consumer content (biodegradable or recyclable) or recyclable/resusable material

Purchase Greener/sustainable registration materials:

- Registration bags
- Badge holders
- Lanyards
- Any give-aways

Avoid dated material to allow reuse.

Rent environmentally efficient office and audio visual equipment.

SAVOR... Green Catering

- Plan the menu using local seasonal produce
- Consider organic produce and meats, sustainable seafood, and fair trade, shade-grown organic coffee
- Serve buffet style or plated meals instead of boxed lunches/individually wrapped items
- Opt for china service and cloth linen/napkins
- Request compostable serveware

Transportation

- Encourage shuttle service to help lower gas emissions and gas usage
- Use public transportation

