

MAKING YOUR CONFERENCE SUSTAINABLE & CLIMATE NEUTRAL

*A guide to planning an environmentally friendly meeting by
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Planning a successful sustainable event is linked not to the size of the event or to the location, but rather to the creativity one brings imagining a “zero-impact” effect. A sustainable event not only conserves resources but also involves the local community and educates participants about living sustainable lives.

This manual lays out the many opportunities available to make your event sustainable. The degree of sustainability is up to you, and every choice can make a difference. Educating conference participants and the community about your conservation efforts will send a clear message. Action is how we “walk the talk,” and planning a sustainable event is an opportunity for action to be manifested.

This manual also contains a step-by-step guide to making your event carbon neutral.. The first step is to promote energy efficiency in all the technology you use: the less energy used the fewer emissions. Energy efficiency ideas can range from replacing standard light bulbs with compact fluorescent light bulbs, to purchasing Energy Star® products. Supporting organizations and businesses that are promoting energy efficiency in their practices is a great way to incorporate them into your conference. Some examples of incorporation are using hotels that are striving for green standards, hiring catering companies that use local organic ingredients, and utilizing printers that use recycled paper to name a few. Use this manual as your guide to organizing a sustainable climate neutral event.

CHOOSING A SITE AND EXPLORING YOUR COMMUNITY

- Pick a site that is transit accessible (bus, train, metro, tram), walkable, or bikable
- Research possible printers, caterers, bioware manufactures, etc., that have made a commitment to sustainable practices
- When choosing sites, ask the owners to work with your group to design environmentally friendly practices for the event

OFFSETTING EMISSIONS

All the energy used by participants attending your event—for lodging, food, transport, and facility-use require energy. No matter how energy efficient your meeting is, there are still travel emissions that are difficult to reduce or avoid. Though it is ideal to have a conference in an area close to your attendees, this may not always be possible. These unavoidable emissions can be “offset” by purchasing emission reduction credits.

Typical emissions of an event come from:

- Travel to/from event (to California and to conference from hotels)
- Facility electricity & fuel-use
- Publications
- Food origin & preparation
- Waste
- Hotels

All energy use and travel produces carbon, particulate matter, nitrous oxides, sulfur dioxide, and other gases (all known as greenhouse gases, GHGs). The first step in reducing these pollutants, referred to as emissions, is through energy efficient projects. However, energy efficiency can only reduce pollution to a certain level. It is then necessary for additional measures to be taken to make your conference as "zero impact" as possible. A way to do this is to purchase carbon offsets.

Carbon offsets are projects designed to avoid or displace GHGs. Offsets are an important mechanism in reducing global climate change. Projects such as increasing the availability of renewable energy (nationally and internationally), improving energy-efficiency in industry, and promoting sequestration (planting trees to absorb carbon) create offsets. These offsets are available to trade and sell to neutralize our actions, ranging from an individual airplane trip to an entire conference. Offsets also stimulate our economy towards a less fossil-fuel intensive society and protect our environment by increasing biodiversity, protecting our water supply, preserving coastal areas, and promoting reforestation.

Carbon offsets must meet two criteria. First, it must be shown that the project would not occur without the funding of the offset purchaser. Secondly, results must be quantified. In order to measure the resulted gains a baseline without the offset project must be established. Actual emissions are then compared to the baseline and quantified. A third party with no financial interests in the project must then verify the results. ¹

Offsets are calculated by converting energy used in the conference to the emitted tons of carbon dioxide. There are many organizations that will offset your conference emissions. Individual offsetting organizations charge different amounts per carbon ton, so you may want to shop around first. How and where organizations offset emissions also varies. A

¹ Climate Trust (2006). *Offsets are Part of the Solution!* Retrieved on August 22, 2006 from http://www.climatetrust.org/about_offsets.php.

few different organizations and carbon calculators can be found on these sites:

CARBON CALCULATORS AND OFFSET ORGANIZATIONS

www.carbonfund.org: a nonprofit that lets you choose what project-type you want your offsets used for. This site only factors carbon emissions (so doesn't include other GHGs)

Methods: sequestration, renewable energy, and efficiency

www.carboncounter.org: a joint project of The Climate Trust and the Mercy Corps (an international relief organization), this nonprofit focuses on funding energy projects to reduce effects from humanitarian disasters.

Methods: cogeneration, energy efficiency, transportation efficiency and reforestation.

www.climatecare.org: a nonprofit company that invests offsets into sustainable projects around the world.

Methods: renewable energy, efficiency, sequestration, cogeneration, and transportation efficiency.

www.coolplanet.org: a nonprofit that partners with companies, campuses, communities and science centers throughout the Northeast to help reduce their carbon emissions.

www.nativeenergy.com: a private Native American company that helps build wind farms and biomass generators owned by Native Americans and/or farmers. This site offers many calculators, especially for all types of transportation.

Methods: renewable energy investments

www.cooldriver.org: a partnership with Cool Planet and Native Energy that compensates for car emissions.

www.b-e-f.org/index.shtm (Bonneville Environmental Foundation): a nonprofit Northwestern organization that sells renewable energy credits to offset emissions and promotes sustainable fish and wildlife habitat within the Pacific Northwest. This site has calculators for special events, car and air travel, and general emissions.

Methods: funds activities and projects that lead to greater reliance on clean, environmentally preferred renewable power.

www.sustainabletravelinternational.org: a nonprofit with great carbon calculators for plane, car, gifts, home, and lodging.

Methods: only does projects promoting renewable energy that comply with WWF Gold Standard (an independent, NGO-founded best practice standard for CDM & JI projects) and is sustainability-oriented. Also does energy efficiency projects.

www.terrapass.org: has a carbon calculator for flights & cars

Methods: invests in biomass and wind energy as well as industrial efficiency projects (through the Chicago Climate Exchange CCX—a voluntary cap and trade program)
www.betterworldtravel.org: can offset your flights: \$11 for domestic, \$22 international. You can also book a flight through Better World Travel, which pays your roundtrip offsets for free.

Travel: First, calculate the total distances your attendees are traveling by car, train, and plane. Accounting for transportation is the first step to making your conference carbon neutral.

- Option 1: Set up a *mode of travel* section on your online registration form. You can calculate the distances traveled and the associated emissions that need to be offset.
- Option 2: Estimate how many will attend by various modes of transportation (example: 120 are driving about 150 miles, 35 are flying). The sites mentioned above can also calculate estimated emissions and offsets, so you can still offset your emissions even if you don't have exact per/person travel information.
- Promote trains and shuttles over cars (if necessary urge carpooling).
- Include travel during the conference, such as shuttles transporting attendees to/from hotels to the event.

Facility meeting rooms: Estimate how much energy your conference will use by calculating the energy used for the area (in square feet) for a specific amount of time.² For Santa Barbara, the following equations were used. Please note that energy use is dependant on your facility's heating and cooling system and other characteristics. Contact your energy manager to find out what equations you should use.

Electricity: .01 kW * Sq feet * Hours = total kWh

Gas: 0.0004 Therms/Hour * Sq Feet * Hours = total Therms

1. Total area of the meeting rooms (sq ft):
2. Annual energy use of building:
Electricity (kW)
Natural gas (therms)
Fuel Oil (gallons) ³

²The Cleaner and Greener / Health & ClimateCare Program. (December 20, 2005). *Event Certification*. Retrieved July 20, 2006, from <http://www.cleanerandgreener.org>.

³ not all buildings use fuel oil

- The next step is to plug the information into a carbon calculator (found in CARBON CALCULATORS AND OFFSET ORGANIZATIONS). Once you have the total offset amount for buildings/rooms used you can purchase offsets for that amount.
- There are organizations that can help find donations to pay for your offsets (ex: Cleaner & Greener www.cleanerandgreener.org).

REGISTRATION:

- Have an on-line registration form. This saves unnecessary paper and resources.
- Have attendees pay online or at the event to eliminate paper mailings.

REGISTRATION SITES:

RegRover (www.regrover.com): less than 500, \$4/person. Cheaper as attendees increase.

RegOnline (www.regonline.com): less than 100 \$4.50/person; greater than 100 \$3/person plus a \$150 set-up fee. Used by Conferences at UCSB.

SPEAKERS

- Use as many local presenters as possible, promoting local resources and businesses
- Inform your speakers that you are making the event as sustainable as possible and email them your environmental policy.

PUBLICATIONS:

Ideally, you want to minimize the amount of paper publications. Now almost any information can be posted on-line and accessed after the event. You should have an event website if possible, on which all speakers and information can be posted. However, sometimes it is necessary to have published information during an event. If this is the case, here is what you can do to make environmentally friendly choices.

Recycled content: It is important to purchase paper with high post-consumer fiber content. Post-consumer recycled papers contain fibers from papers that have been reclaimed from the waste stream, such as

office paper. Pre-consumed paper is made from fibers that are captured before they get to the consumer, such as mill pulp and trimmings. Either one saves trees from being cut down in forests to make new paper and reduces the amount of space that waste occupies in landfills.

Ink: Avoid petroleum-based inks, which are common and that leak toxic VOC's into the ground in landfills. Ink can be made using renewable resources such as soy, linseed, and corn. These contain only a trace amount of petroleum oil (a minimal amount of petroleum is used, otherwise the amount of heat required to dry the ink would be extremely high). Another benefit of these renewable inks is that they are easier to separate from the fibers during the de-inking process of paper recycling. These inks are therefore better for the environment. They are partially made with renewable resources and use less non-renewable resources (petroleum oil).⁴

Chlorine Free: Try to purchase paper with pulp that is brightened without chlorine, because of the release of dioxins (chemicals) that are toxic. Chlorine-conscious paper comes in two forms. One is Totally Chlorine Free paper (TCF), which uses minimal water, and oxygen & hydrogen peroxide to bleach the pulp. The second option is Elemental Chlorine Free (ECF) paper, which uses minimal water and minimal pulp bleaching (the amount of dioxin used is reduced to trace levels). Both TCF and ECF papers significantly reduce the bio-accumulative compounds from mill wastewater, making them an environmentally friendly choice.⁵

AT A GLANCE

- All printed materials should be 100% recycled or list the recycled content on them
- Buy chlorine-free (ECF, usually priced similar to regular//TCF, usually priced a little higher)
- Always use double-sided (for printing and copying)
- Avoid goldenrod and fluorescent colored paper because it's difficult to recycle
- Limit glossy paper
- Advertise electronically as much as possible
- Print with vegetable-based ink (like soy)
- Make mailing labels (if necessary) with water-based adhesives

⁴ State of California. (2006, July 13). *Green California Environmentally Preferable Purchasing*. Retrieved July 15, 2006, from <http://www.green.ca.gov/EPP/Printing/Inks.htm>.

⁵ Center for Hazardous Materials Research. (January 9, 1996). *Pollution Prevention: Strategies for Paper Manufacturing*. Retrieved July 15, 2006 from <http://es.epa.gov/techinfo/facts/chmr/strty6.html>.

- Consider lowering your paper basis weight. Less weight requires fewer fibers, which saves resources and money.
- Avoid laminations. They emit VOC's if solvent based and often use many adhesives.
- Signs: recyclable or re-usable
- Speakers/workshop materials: encourage their materials to be available electronically and you can post the link on your website
- If printed material is necessary, ask for the original ahead of time and print it at an eco-friendly printer or ask them to adhere to the eco-friendly policy.
- Prepare an environmental policy and post it on your event website. Share it with all involved parties (suppliers, presenters, exhibitors and attendees).

PAPER RESOURCES:

Forest Ethics — Green Purchasing:

www.forestethics.org/purchasing/paper-copy.html

Union of Concerned Scientists — "Tree-free Paper":

www.ucsusa.org/publication.cfm?publicationID

FOOD: ORGANIC AND LOCAL

When making catering choices, be sure to consider where the food is coming from. Often companies ship food hundreds of miles, spray produce with pesticides, and treat processed foods with artificial ingredients to maximize shelf life. Your goals for your event can vary, beginning with the desire to provide fair trade coffee and tea with organic creamer, to serving 50-100% organic and local. It is your choice, and although it may be a bit more expensive, organic food is better, fresher, and more healthful.

Buying your food locally not only brings you fresh food, but generates community and regional development in your area. Many people fail to stop and think about the origin of their food. Think about how often people see oranges from California on New York produce shelves or Maine Blueberries in San Francisco fruit displays. The amount of resources captured in that orange or blueberry can be enormous when considering

the energy put into growing, picking, and transporting it to the place where you eat and enjoy it.

Local food production can help alleviate both global climate change as well as rural poverty. For example, in 1920 Iowa produced a wide variety of its own fruits and vegetables, but today most of its fruits and vegetables are shipped from elsewhere. If Iowans bought just 10 percent more of their food from within the state, they could collectively save 7.9 million pounds of carbon dioxide emissions a year!⁶

Large supermarket chains also use a lot of energy to get its products, many coming from large suppliers that standardize food in such a way that taste, nutrition, and cultural diversity are often sacrificed.⁷ Although some food trade is unavoidable, such as tropical products like coffee, which are consumed in colder climates, there is an unbelievable amount of trade for products that we grow in the US. For example, in one year, the New York City port exported \$431,000 worth of California almonds to Italy, and imported \$397,000 worth of Italian almonds to the United States.⁸

In addition to where your food comes from, your health is also to be considered. The average conventionally grown apple has 20-30 artificial poisons on its peel, even after rinsing.⁹ Organically grown food is grown and processed using no synthetic fertilizers or pesticides (though pesticides derived from natural sources, such as biological pesticides, may be used). Since organic farming doesn't use chemicals it is much safer for the environment by creating no toxic runoff and no residue in the soil. Organic farming also benefits its workers, who are not exposed to high levels of chemicals.

When you buy local, and even more preferable, local organic food for your event, you help curb greenhouse emissions, support your local economy, and get food that is fresher and tastier.

- Provide as much local, organic food as possible

⁶ Pirog, Rich, Van Pelt, Timothy, Enshayan, Kamyar, and Cook, Ellen. (June 2001). Food, Fuel, and Freeways: An Iowa Perspective on How Far Food Travels, Fuel Usage, and Greenhouse Gas Emissions. *Leopold Center for Sustainable Agriculture Report* retrieved July 16, 2006 from <http://www.leopold.iastate.edu/pubs/staff/ppp/contents.htm>.

⁷ Karat, Pulque, and Gac (November 2004). Three Shining Stars in the Traditional Food Galaxy. *Nutrition Review* 62 (11): 439–442).

⁸ Mamen, Katy, Gorelick, Steve, Norberg-Hodge, Helena, and Deumling, Diana. (May 2004). Ripe for Change: Rethinking California's Food Economy. *International Society for Ecology and Culture*. Retrieved July 22, 2006 from <http://www.isec.org.uk/pages/ripeforchange.html>.

⁹ Spevack, Ysanne. (2006). *10 Top Reasons to Go Organic*. Retrieved July 22, 2006 from <http://www.organicfood.co.uk/topten.html>.

- Serve fair trade coffee
- Have all condiments available in serving containers versus individual packets
- Avoid boxed lunches, serve buffet style
- Donate surplus food to a soup kitchen
- Have cocktail napkins available but not automatically distributed (given on request)
- Use real china & linen. If not possible use biodegradable products. You can get these donated and provide free advertising for the company
- Always offer a vegetarian option. Offer vegetarian meal selections; vegetables consume less land base and energy to produce.
- Have reusable centerpieces (such as potted plants or herbs)
- Inquire about composting—either through the university or see if there's a pig farm nearby that would take food scraps

SOME BIODEGRADABLE/COMPOSTABLE UTENSIL SITES:

Simply Biodegradable (www.simplybiodegradable.com): offers cornstarch, sugar cane, and heat tolerant ware.

Eco-Products (<http://www.ecoproducts.com/index.htm>): corn plastic, compostable, coffee cups, and everything you'll need.

NAT-UR Store (<http://w5inter2.hivelocity.net/biocorp/cart/showall.asp>): straws, biodegradable trash bags, plates and cutlery.

FOOD RESOURCES:

Where Does Your Food Come From?: www.foodroutes.org

Seafood Selection — "Seafood Solutions: The Questions Chefs Need to Ask When Purchasing Seafood": www.chefnet.com/wcrc/seafood.html

Organic food — "What is Organic?": www.organic-ingredients.com/organic.html

WASTE:

So many of the products you buy or use today are disposed of at one point or another. Packaging accounts for 33% of our garbage, accumulating to over 64 million tons per year!¹⁰ As Americans, we discard about 4 pounds of garbage each week. Just imagine if everyone focused on reducing waste, even just a little bit.

For your conference, try to minimize packaging. Here are a few simple things you can do:

- Provide recycle bins next to trash cans
- offer cartons of milk and bulk sugar instead of individual packets
- Display simple signs that state what can be recycled
- Use minimal packaging
- Provide/sell mugs for coffee with conference logo
- Compost--depends on food served
- For the name of your local recycling coordinator call the CIWMB hotline at (800) 553-2962.

Green Purchasing Guide: <http://greenguardian.com/EPPG/>

HOTELS:

Eco-friendly/green hotels are facilities with managers committed to conserving water, saving energy and reducing solid waste. If listing lodging on your event registration, make a special note of which hotels are eco-friendly. Here are some tips you can use in hotel research, as well as things your attendees can do at any hotel:

- Ask what recycling programs exist
- Try to have all hotels within walking distance of one another

¹⁰ Department Environmental Protection Pennsylvania (2006). *Waste Reduction in the Home*. Retrieved July 23, 2006 from <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/RECYCLE/facts/reduce.htm>.

- Only have linens changed on request (cards given out at check-in that say **no, please do not change linens**). This saves energy & water.
- Only have toiletries changed on request (use the same card as linens)
- Urge attendees to bring own toiletries if possible. If not, then set up a basket at checkout to collect them, donate to charity.

GREEN HOTEL RESOURCES:

Green Hotels Association (www.greenhotels.com): database of green hotels in each state.

Green Globe 21 - Sustainable 21st Century Tourism
(www.greenglobe21.com)

GreenLeaf Hotel Eco-Rating Program (www.terrachoice.com (under "Certification"))

Environmentally Sound Hotel Management Links
(pasture.ecn.purdue.edu/~epadod/hotel/src/contact_ww.htm)

Energy Star for Hospitality
(www.energystar.gov/index.cfm?c=hospitality.bus_hospitality)

Green Hotelier (<http://www.greenhotelier.org/>)

EDUCATION:

- Announce goals of the event and ask attendees help to achieve them
- Post signs throughout your event recognizing sustainable aspects (see Appendix A)
- Note extra steps the planning committee took to plan the event (purchased reusable mugs, etc)
- Give certificates of appreciation to those who have shown sustainability efforts

- Post what was sustainable at the conference so attendees can reference the information

ADDITIONAL GREEN GUIDES:

Blue Green Meetings: www.bluegreenmeetings.org

Convention Industry Council:

http://www.conventionindustry.org/projects/green_mtgs.htm

Environment Canada: www.atl.ec.gc.ca/greenman/index.html

EPA Green Meetings Guide:

<http://www.epa.gov/opptintr/greenmeetings/>

National Recycling Coalition: www.nrc-recycle.org (Under “tools and advocacy”—Green Meetings)

(<http://www.nrc-recycle.org/resources/library/nrcgreenmtgsguide.pdf>)

ADDITIONAL SOURCES:

Campus Climate Neutral: <http://www.naels.org/projects/ccn/>

Cleaner and Greener: <http://www.cleanerandgreener.org>

Climate Institute: www.climate.org

Co-op America Business Network — “Greening Your Purchasing:”

www.coopamerica.org/business/Bgreenng.HTM

Food First, Institute for Food and Development Policy (www.foodfirst.org)

Meeting Professionals International — "How Green are You?"

www.mpiweb.org/resources/greenmeetings/default.htm

New American Dream: a nonprofit that has a plethora of information on wise purchasing and living consciously. <http://www.newdream.org/index.php>

Treecycle Recycled Paper: <http://www.treecycle.com/info.html>

Waste online:

<http://www.wasteonline.org.uk/resources/InformationSheets/paper.htm>

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EDUCATIONAL SIGNS

BIODEGRADABLE UTENSILS AND PLATES

Packaging accounts for 33% of our garbage, accumulating to over 64 million tons!¹¹ As Americans, we discard about 4 pounds of garbage each week. Just imagine if everyone focused on reducing waste, even by just a little bit.

For this conference, all utensils and plates are made from biodegradable products, such as cornstarch, that will decompose in less than a year.

ORGANIC FOOD

There are two chief reasons why it is so difficult to link human harm conclusively to toxic chemicals.

1. Most safety tests done for regulatory agencies are not designed to discover whether the low-dose exposures to pesticide and chemical mixtures that we all experience are safe, particularly during critical periods of development.

2. Since people are contaminated with trace levels of hundreds of chemicals, it is generally impossible to attribute a specific health effect to any one of them.

Source: www.foodnews.com

For this event we are serving _____% organic, down to the milk in your coffee!

¹¹ Department Environmental Protection Pennsylvania (2006). *Waste Reduction in the Home*. Retrieved July 23, 2006 from <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/RECYCLE/facts/reduce.htm>.

FOOD FOR THOUGHT

12 FOODS WITH THE HIGHEST LEVELS OF PESTICIDES:

apples	peaches
bell peppers	pears
celery	potatoes
cherries	red raspberries
grapes	spinach
nectarines	strawberries

12 FOODS WITH THE LOWEST LEVELS OF PESTICIDES:

asparagus	kiwi
avocados	mangos
bananas	onions
broccoli	papaya
cauliflower	pineapples
corn (sweet)	peas (sweet)

Source: www.foodnews.com

For this event, we purchased only organic, pesticide-free produce.

PAPER

The U.S. uses 100 million tons of paper a year--and the number is increasing

Recycled paper uses 55% less water and helps preserve our forests

Source: www.treecycle.com

For this event, we used only 100% recycled paper and posted all publications on our website.

PAPER

The paper industry is one of the largest water polluters in the world

Recycled paper produces 35% less water pollutants, 74% air pollutants, and eliminates the need for many toxic pollutants.

Source: www.treecycle.com

For this event, we used 100% recycled paper with renewable inks.

CARBON EMISSIONS

The average domestic airline traveler flies about 160 miles, which produces about 1,700 pounds of greenhouse gases.

Source: www.betterworldclub.org

For this event, we purchased offsets for every carbon ton emitted during travel to this conference. These offsets were invested into renewable energy projects like biomass and wind energy.

COFFEE

A decade ago, coffee-producing countries received about a third of every dollar spent on coffee. Now, they see less than a dime. Farmers and their families are going hungry, children are leaving school, and many farmers have lost their land.

Fair trade guarantees farmers stable, fair prices, allowing them to avoid the pitfalls of the fluctuating world market.

Source: www.newdream.org

For this event, we purchased 100% fair-trade coffee, helping to ensure sustainability and community development in coffee-producing countries.

WATER AND ENERGY

The average washing machine uses 40 gallons of water per load.

Source: www.michigan.gov/documents/CIS_WSH_stdpt71_28150_7.pdf

For this event, we worked with hotels to provide the option of having linens washed every day.

RECYCLING

Recycling reduces the...

need for new waste disposal facilities

danger of environmental impacts from leaching & methane production

need for land conversion for waste disposal

need to reclaim land that has been used for waste disposal

need for raw materials

Source: Government South Australia (August 2 2006). <http://www.zerowaste.sa.gov.au/factsheets.php>

At this event, recycling bins are provided next to each trash can.

RECYCLING METAL

From cans to cars, all steel can be recycled. Using scrap steel to make new steel is much more energy efficient than mining iron ore and then smelting it in a blast furnace. Scrap steel from tins, lids and aerosol cans are recycled into all sorts of other steel products such as car parts and back into tin cans.

SOURCE: Source: Government South Australia (August 2 2006). <http://www.zerowaste.sa.gov.au/factsheets.php>

Appendix B

BEFORE THE EVENT

	Choose a site that is accessible via public transportation and minimizes long-distance travel
	Post public transportation options on your event website as well as around the event
	Have an online register form
	Offset the number of miles traveled and energy used to neutralize carbon pollution generated by the event
	Use reusable (or recycled) signs
	Make name cards on scrap paper and recycle when done; alternatively, order reusable plastic cards
	Send your exhibitors/speakers/vendors your sustainability policy
	Ask exhibitors to post their information online to limit brochure and paper distribution
	Request that all printed materials be 100% recycled and made with soy ink
	Purchase reusable coffee mugs in bulk to distribute at event
	Hire caterers who serve local and organic food
	Choose fair-trade, organic, and/or shade-grown coffee with bulk creamer/sugar
	Post the event's sustainable practices around the conference venue
	Place recycling bins next to all trash cans
	Ask caterers to use china; if not purchase bioware products

DURING THE EVENT

	Turn off electricity not in use (lights, overhead projections)
	Check that recycling bins are placed next to trash bins
	Announce the use of organic, local, and free-range foods
	Display a suggestion box for environmental improvements
	Provide composting, if possible, with a clear sign
	Donate leftover food to a food bank or pig farm

FOR EXHIBITORS

	Minimize electricity used in the booth
	Ask that AC be turn off when exhibitors are moving things into the facility (otherwise AC goes right out the door)
	Design booths with environmentally responsible materials
	Avoid printing dates on materials so they can be reused
	Use 100% recycled paper and soy ink for all published material
	Reuse packing materials
	Offer an electronic option for distributing material

FOR HOTELS

	Provide an option for guests to check out electronically
	Offer customers the option of refusing a daily linen change
	Provide soap/shampoo dispensers in bathrooms
	Provide low-flow faucets, toilets and showerheads
	Provide air dryers in bathrooms (instead of paper towels)
	Provide recycled and bleach-free paper products
	Provide Energy-Star appliances (mini-fridge, TV)
	Provide recycle bins in rooms and for meetings
	Occupancy sensors in high-use areas
	Fluorescent lighting (halls, rooms, restrooms, outdoor areas)
	Glaze windows to prevent heat from building up
	Have maintenance do regular "check-ups" on heating & cooling systems
	Have programmable thermostats
	Be sure air filtration is available in rooms
	Use plants that require little water
	Sweep (don't spray) parking lots and sidewalks
	Provide windows that can open for fresh air
	Minimize toxic cleaning products
	Use low VOC materials on property (paint, adhesives, carpets)
	Use local, sustainable companies for pest control, energy, etc
	Donate used furniture, towels, etc to a charitable organization
	Join in an environmental partnership or certification program
	Display green policies/amenities on place cards in guest rooms

