

Green Considerations	POSITIVE ENVIRON. IMPACT	EXTENT OF COST SAVINGS	EASE OF IMPLEMENTATION	VISIBILITY FACTOR	PRIORITY
Conference Equipment and Furniture					
Rent or obtain through sponsorship agreements any required equipment, such as computers and facsimile machines					
Provide access to computers to conference participants for the electronic transfer of information					
Create a web page to inform people of the conference and the green initiatives being taken					
Procure furniture made from recycled materials					
Transportation					
Educate transport providers on energy saving measures					
Institute fuel savings measures such as restricting the idling of buses and transportation vehicles					
Encourage park and ride programs by suburban participants					
Maximize fuel efficiency and the use of alternative fuels to conserve energy and reduce emissions when specifying rentals or purchasing taxi services					
Use low-sulphur diesel and ethanol-gasoline blends meeting environmental specifications wherever possible					
Purchase original equipment manufactured alternative fuel vehicles or retrofitting vehicles where life cycle costs are comparable to gasoline or diesel-fueled vehicles					
Purchase vehicles of appropriate engine size to meet operational requirements					
Reduce the number of vehicles for departmental use					
Perform emission testing and regular maintenance on vehicles to ensure maximum operating efficiency					
Recycle all used vehicle liquids					
Conduct driver education for enhanced energy savings and safety					
Hotels					
Provide recycling containers in the hotel rooms					
Determine the hotel's policies, programs and initiatives regarding the environment, e.g. reduced energy and water use and waste reduction and recycling programs					
Give guests the choice of having bath and bed linens replaced on a daily basis, or reusing them for one day to the next					
Exhibits, Presentations and Conference / Meeting Material					
Distribute reusable conference memorabilia such as canvas ditty bags or plastic travel mugs that may be used after the conference is over					
Donate used conference and meeting materials to a local charity					
Reuse surplus materials before purchasing new items					
Choose items such that any remaining items can be used at a later date, e.g. binders, envelopes, etc. that are not dated by the conference					
Choose durable and reusable supplies, rather than disposable ones					
Select materials with the maximum recycled content					
Use EcoLogo [™] certified* products (or other national standard), such as recycled toner cartridges, energy efficient light bulbs					