

## **Energy and Water**

- Promote energy and water efficiency to participants.

## **Waste Reuse, Recycle and Reduction**

- Include conference participants in the waste reduction process by promoting environmental awareness and informing them of the waste reduction and recycling programs available to them.
- Minimize paper use and maximize reuse of any paper handouts.
- Ensure that any waste is separated at the source for future recycling.
- Use appropriate recycling bins in all areas, located in central locations, readily available and clearly marked.
- Format any handouts so as to minimize the amount of paper used.
- Give purchasing priority to recyclable and post-consumer recycled products.
- Determine the number of participants of the conference prior to printing documents, so as to avoid the surplus.
- Use drymark eraser boards rather than paper in presentations.
- Collect environmentally-harmful wastes centrally, and store and dispose of them safely.