

**Table 3 - Green Conference, Large Meeting and Events Planner**

Green Considerations	POSITIVE ENVIRON. IMPACT	EXTENT OF COST SAVINGS	EASE OF IMPLEMENTATION	VISIBILITY FACTOR	PRIORITY
<b>Registration</b>					
Print all documents on recycled paper with a high post-consumer content and, if available, EcoLogo <sup>™</sup> certified* or similar national standard					
Note on the registration form and any advanced promotion that the conference will be "green"					
Consider having participants bring their own paper and writing instruments					
Have the registration package distributed at the conference, meeting or event rather than mailing it out					
Use reusable registration package holders, such as reusable cotton shopping bags					
<b>Food, Beverage and Catering Services</b>					
Serve food buffet style? one plate? without garnishes?					
Purchase fresh food rather than packaged prepared food					
Purchase local food items such as organically grown produce or local wines					
Donate left-over food to a local non-profit organization					
Serve beverages in returnable refillable containers					
Provide facilities for collecting food scraps to be composted					
Undertake a life-cycle assessment of major expenditures and consider only environmentally benign options					
Provide green procurement training to officers with purchasing authority to improve decision-making					
Provide purchasing officers authority to afford environmentally sound products at a 5-10% cost preference					
Phase out all warehousing space for standard items - use just-in-time system					
Adopt just-in-time delivery of all standard items on a competitive basis					
<b>Sponsorship</b>					
Inform potential sponsors formally of greening initiatives and encourage them to support and enhance the environmental management program					
Solicit "green" sponsors, e.g. companies who supply environmentally friendly goods, such as recycled paper and recycling bins or companies who reduce packaging and take responsibility for the waste which results from the use of their products					
Adopt human resource management practices that foster innovative working arrangements, such as job sharing, and working from home, which support environmental objectives to use less transportation, spread wealth, etc.					
Infuse environmental awareness into all training programs, particularly orientation training.					