

Table 2

Basic Requirements to Green Conferences, Large Meetings and Events

Registration

- Print all documents on both sides of the page.
- Minimize the registration form or use electronic registration.
- Use recyclable or re-usable name tags where possible.

Food, Beverage and Catering Services

- Use cloth, ceramic and glass instead of paper and plastic.
- Use cream pitchers and sugar bowls rather than creamers and sugar envelopes.
- Use cloth rather than disposable table drapes.
- Purchase products and services that meet environmental specifications wherever these are available.

Conference Equipment and Furniture

- Photocopiers should have the "double-sided" function and the use of this function should be encouraged.
- Ensure that presenters are aware of electronic presentation facilities and that their paper or slide deck will be distributed electronically, before or after the event.

Landscaping

- Use plants that are indigenous to the area and that will provide habitat.

Transportation

- Arrange hotel block bookings and exhibition facilities so as to minimize the need to commute.
- Solicit public transit sponsorship or rebates for participants.
- Encourage car pooling by local participants.
- Encourage alternate human-powered transportation, such as walking or cycling.

Exhibits, Presentations and Conference Materials

- Provide conference summaries or other materials electronically wherever possible, on a diskette or through a web page.
- Print all documents double-sided on non-bleached, non-deinked paper.
- Use reusable tokens rather than disposable paper tickets for coat check.
- Make available electronic presentation formats rather than overheads or paper flip charts.
- Remind participants, as part of session introductions or wrap-ups, that recycling and waste reduction opportunities are available for them.
- Reuse envelopes wherever possible.

Hotels

- Hold the conference or meeting at the same location where the guests or majority of guests will be staying.
- Hold the event at a central location, within walking distance of local points of interest.
- Choose a hotel that has an in-house recycling program, and let the the hotel know that this was a criteria which you used to select them.