

DFAIT GREEN CONFERENCES



Keep all promotional, registration and hand-out material short and to the point and ensure that all documents are printed under the "no-frills" publishing guidelines.

Participants should be encouraged to register by phone or electronically (if available). Participants should be advised in advance that the conference will be "green" and as such each should bring their own paper and writing instruments.

If at all possible, program material should be distributed upon arrival at the reception desk. Any hand-outs should be provided in a reusable holder; reusable plastic namecard holders with paper inserts should be used and participants are asked to return them at the end of the session. Be sure to provide receptacles at convenient spots.

Signage for exhibits and presentations should be well-designed and as generic and undated as possible so that it can all be reused at other events.

Well-marked recycling bins for waste paper and newspapers should be placed in convenient locations. Exhibitors should be reminded that recycled and recyclable handouts are desirable. Attendees should be reminded of recycling and waste reduction opportunities.

Encourage the use of slides and/or overheads rather than paper flip charts. Drymark erasable boards or blackboards are another possibility.

Provide a sign-up sheet and/or collect business cards for subsequent mailings of conference documents.

When planning food and beverage services ensure that:

- tableware is reusable (including coffee mugs, glasses, cutlery, dishes, napkins/tablecloths --- where possible);
- coffee, tea, water and juice are served in carafes and pitchers; cream and milk are provided in jugs, and sugar in bulk dispensers and that teaspoons (not plastic stir sticks) are also provided;
- soft drinks are served in returnable bottles;
- encourage the donation of food leftovers to food banks or other local charities.