

Table 1

Management Primer

- Set up a committee and ensure someone is delegated responsibility for implementing the green initiatives for the conferences, meetings and events.
- Allocate time and resources toward implementing the green initiatives for conferences, large meetings and events.
- Set goals, objectives and targets for the greening initiative, e.g. zero waste.
- Begin environmental initiatives early; environmental goals and procedures established at the outset ensures an integrated approach to planning.
- Provide a briefing and, where necessary, specialized training to organizers or staff. After objectives have been established, it will be necessary to provide specific operational guidance to all employees on how to implement these objectives, within the context of conference, meeting and event management.
- Ensure that all aspects of routine operations are addressed in relation to the principles of the environmental management program.
- Implement a program of accountability for environmental decision-making, together with formal recognition for responsible decisions at all levels.
- Ensure the environmental initiative is a priority at the highest managerial levels, and communicate this commitment to all employees, contractors and suppliers.