

9 Key Steps to Greening Large Conferences or Events



EXECUTIVE SUPPORT

Seek approval and support for greening your event from the outset.



WORK WITH THE VENUE(S)

Inform the manager of the venue about your commitment to sustainability and discuss options to make the event more sustainable.



USE WASHABLE DISHES

Request reusable items. Use glassware and cutlery, water pitchers, as well as bulk dispensers for milk, sugar, and other condiments.



AVOID OVER-ORDERING

Order the right amount of food and beverages for the number of participants.



MINIMIZE TRAVEL

Facilitate opportunities for carpooling, public transit, active transportation and vehicle right-sizing. Provide opportunities for participation via tele- and video-conference.



GO PAPERLESS

Circulate all relevant event information electronically. Use laptops or tablets for note-taking and encourage participants to do the same.



AIM FOR ZERO WASTE

Think about whether an item is really needed before purchasing. Have visible, onsite services for recycling, composting, and reusable items such as name tags. Avoid using bottled water.



ENGAGE PARTICIPANTS

Keep participants informed about efforts to reduce the environmental impact of the event and ways they can improve the sustainability of the event (reducing travel emissions, waste, print materials).



EVALUATE

Develop a strategy to help determine if you met your environmental objectives and identify ways to strengthen future events.