



## *GREEN BEST PRACTICES CHECK LIST FOR MEETING PLANNERS*

### COMMUNICATION/REGISTRATION

- Establish commitment to sustainable practices by executives or association directors. Post your organizations policies and commitment on conference web site.
- Provide information on conference electronically through email and web sites.
- Register attendees and confirm attendance on-line and via email.
- Consider offering Carbon Offset programs to attendees to offset their travel.
- Use badge holders and lanyards made of post consumer content.
- Ask that attendees return badge holders at the end of the conference. Provide convenient and accessible locations for drop off.
- Eliminate or reduce paper used for conference agendas and/or programs.
- Offer materials on-line or on a disk. Communicate and encourage this practice with presenters.
- Print double sided and use post-consumer content paper with vegetable or soy ink.
- Conference bags should be post-consumer content or made of sustainable material. For ideas or product info: [www.greenguru.com](http://www.greenguru.com) or [www.ecoproducts.com](http://www.ecoproducts.com)
- Consider giving a reusable mug or water bottle for attendees to use throughout the conference. Compliment with water fill stations instead of plastic bottles.
- Produce signs and banners on post consumer content. When possible, do not date material to allow for reuse.
- Use environmentally efficient office equipment on-site.
- Encourage and/or implement recycling and/or composting within the meeting venue.
- Request that venues do not place Head Table water at podiums. Instead encourage speakers to bring own water bottles.

## TRANSPORTATION

- Choose venues centrally located next to hotels and restaurant.
- Choose venues accessible by, and encourage, public transportation.
- If must use busing for attendees, ask that shuttle companies adhere to idling ordinance.
- Provide directions to event using various public transportation and bicycle routes.
- Choose local vendors for products when possible to minimize transport and shipping impact.
- Ask vendors to utilize local inventories and partners.