

Green Conference Basics

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Remember: "Reduce, Re-use, Recycle"

- 1) Include environmental criteria in all decisions (good to have a "green champion")
- 2) Choose a location that minimizes participants' transportation miles.
- 3) Select a hotel with robust environmental programs.
- 4) Create menus that use organic, locally grown food. (Minimize or eliminate red meat; don't serve individual bottles of water; donate leftover food, compost scraps.)
- 5) Reduce energy use (use natural light as much as possible, try to use facilities that buy "green power" and "energy star" equipment, don't change hotel towels and linens daily; don't drive alone.)
- 6) Reduce, Reuse, Recycle in that order. Print on both sides of paper, maximize electronic communication; use re-usable instead of throw-away tableware; buy recycled paper and other products.
- 7) Aim for zero waste going to a landfill - buy products in bulk to minimize packaging, recycle as much waste as possible.
- 8) Explore restoration opportunities: any way to learn more about, and help local groups restore the local natural habitat?
- 9) Inform people about environmental impacts of transportation, material, and energy choices. Share what was done to "green" the conference and help others learn how to do it.
- 10) Measure your results: track inputs and outputs; how much energy was saved, ask participants to track their use of resources, document and share the results!