



## **EECOM GREEN CONFERENCE GUIDELINES AND CHECKLIST**

Conference related activities and events generate significant amounts of solid waste and other waste products such as air emissions. In an effort to ensure EECOM conferences are planned as *green conferences* (to the extent possible), the following checklist should be used as a guide.

### **Pre-Conference**

- Invite guests by telephone or email rather than by using paper invitations.
- Provide information on environment friendly accommodation choices for your guests.
- Use double-sided printing for promotional materials and handouts if necessary
- Use recyclable paper for all paper materials distributed
- Avoid mass distribution of handouts and allow attendees to order copies.
- Provide reusable name badges.
- Seek naturally lighted meeting and exhibit spaces.
- Publicize mass transportation options.
- Provide shuttle service from mass transit stops or hotels to the event site.
- Use recycled paper & vegetable/soy-based inks for promotional materials and handouts
- Request the use of recycled and recyclable handouts or giveaways.
- Request that unused items be collected for use at another event.
- Encourage participants to recycle materials at the event (provide recycling bins).
- Reward participation by communicating environmental savings achieved.

### **Venue Initiatives**

The conference venue and accommodation facilities should have:

- A recycling program with adequate number of bins
- A linen/towel reuse option that is communicated to guests
- Easy access to public transportation or shuttle services
- A policy to turn off lighting and air conditioning when rooms are not in use
- Bulk dispensers or reusable containers for beverages, food and condiments
- Reusable serving utensils, napkins and tablecloths when food and beverages are served
- An energy efficiency program
- A water-conservation program
- Paperless check-in & check-out for guests (when possible)
- Use of recycled or recyclable products
- Employee training on these green activities
- Food sources from local growers or a policy to consider the growing practices of farmers who provide the food
- A policy to use bio-based or biodegradable products, including bio-based cafeteria ware
- Collectable paper and recyclable beverage containers stations in meeting areas.

## **Food and Service**

- Buy or request organic, locally grown food as much as possible.
- Use reusable utensils & dishes, as well as reusable napkins & tablecloths rather than paper.
- Serve beverages in containers such as punch bowls or pitchers, and serve condiments in bulk containers rather than individual packets.
- Eliminate plastic stirrers and straws.
- Serve buffet style, rather than box-lunch style.
- Serve only seafood that is certified or recommended by an organization promoting sustainable seafood such as the Marine Stewardship Council or the Blue Ocean Institute.
- Serve Fair Trade certified coffee.
- Reduce the use of disposable items (e.g. plastic carry bags, disposable tableware).
- Provide washing stations to encourage participants to bring their own reusable dishes.
- If disposable tableware must be used, purchase items with recycled content.
- Choose environmentally preferable decorations.
- Select the most energy-efficient lighting system suitable for the purpose.
- Give priority to private vendors that sell environmentally preferable products.
- Donate/reuse equipment, building materials or other items after the event.
- Plan food service needs carefully to avoid unnecessary waste.

## **Waste Category**

- Drinking water is provided in bulk containers or directly from a municipal water source.
- Labeled containers are provided for the collection of at least the following materials: glass, plastic, metal, paper, and cardboard; and these materials are taken to a licensed recycling facility.
- Labeled containers are provided for the collection of compostable tableware, and this material is taken to a licensed composting facility. (These points are only available if compostable tableware is used at the event.)
- Labeled containers are provided for the collection of food scraps, and this material is taken to a licensed composting facility.
- All condiments, including those provided by non-affiliates, are provided in bulk containers, not single-use packets.

## **Materials category**

- 100% of tableware used at all meals, snacks, coffee breaks and water refill stations is reusable. (Tableware includes all plates, bowls, glasses, mugs, and cutlery.)
- If cleaning products are purchased by the event organizers or their affiliates for use at the event, at least 50% of cleaning products are certified by a Type I eco-label. (The percentage of products is based on the number of different products purchased, not by weight or volume of product used.)
- All toilet tissue contains at least 70% recycled material.
- All table napkins (including napkins provided by non-affiliates) contain at least 70% recycled material OR are made from cloth.

- All paper towels (provided in washroom facilities used by attendees) contain at least 70% recycled material.
- At least 10% (by cost) of all food and beverages provided are locally sourced, meaning that all of the ingredients in the product were grown less than 160 km from the event location. (The total cost excludes food/beverages provided by non-affiliates. Water and alcoholic beverages are excluded from calculations.)
- At least 10% (by cost) of all food and beverages provided are certified organic. (The total cost excludes food/beverages provided by non-affiliates. Water and alcoholic beverages are excluded from calculations.)
- All fine paper/cardboard products used (e.g. signs, posters, handouts, reports, etc.) contain at least 30% recycled material. (Materials provided by non-affiliates are excluded.)
- All printed materials used (e.g. signs, posters, handouts, reports, etc.) are printed using vegetable-based inks & are printed using either no varnish, water-based varnish, or vegetable-based varnish. (Materials provided by non-affiliates are excluded.)
- Signs/banners are not manufactured with vinyl compounds, e.g. PVC (polyvinyl chloride). (Signs/banners provided by non-affiliates are excluded.)
- If any single-use tableware is used, 100% of the single-use tableware is either compostable or recyclable, where recyclable means that collection of this material will occur at the event. (Single-use tableware includes all plates, bowls, cups, cutlery, straws, and any other boxes or containers used to serve food)

### **Energy, Carbon and Transport Category**

- Collect a carbon offset fee from the conference attendees as part of the registration fee (e.g., \$5 per attendee) and donate that amount to a carbon offset initiative.
- 100% of the grid-based electricity used at the event is renewable, where renewable means either of the following have occurred: electricity has been purchased from an electricity provider that has valid certification from an independent electricity certification organization, and/or renewable energy certificates (RECs) have been purchased from a provider that has valid certification with an independent REC certification organization.
- Bicycle parking facilities are provided within 0.5 km of the entrance to the event.
- Entrance to event is within 0.5 km of a public transit stop (e.g. bus, streetcar, subway).
- Event facilitates carpooling by providing a link to a car-sharing service on its website.