

Hold Greener Meetings

Apply as many of the following as is possible.

Food & Beverage:

- Recycling Program: recycle paper, cans, bottles, and plastic.
- Avoid disposable utensils, napkins, and tablecloths. Use reusable versions instead.
- Serve juice, iced tea, coffee, and water in pitchers or bulk containers.
- Coffee grounds serve as high nutrient compost for organic herb gardens.
- Use bulk dispensers or reusable containers for beverages, food, and condiments.
- Implement water-saving strategies such as not pre-filling water glasses or not providing a saucer under the coffee cup (which requires unnecessary washing).
- Reduce the use of ice in drinking water.
- Donate cans to be recycled.

Transportation:

- Ensure easy access to public transportation or shuttle services.
- Loan or rent bicycles to guests.
- Provide public transportation passes as included with registration.
- Coins or chips are sometimes being used for car parking and coat checking instead of paper tickets.

Printing and Advertising:

- Paperless registration for guests.
- Encourage your attendees to think “green” in their lives. Place small plaques in rooms and common areas showcasing your company’s commitment to environmental responsibility and detailing ways they can also be green.
- Place information on your website promoting “green” initiatives they will see at your event. Websites save paper and attendees appreciate having information shared and easily assessable.
- Include in registration materials information about the facilities’ recycling program(s).
- Recycle: Printer/toner cartridges, paper, newspaper, cardboard.
- Utilize recycled paper; visit Green Seal for products manufactured from a high percentage of post consumer content.
- Avoid printing dates on materials so the materials can be easily reused.
- Use eco-friendly inks when printing.
- Optimize the space on printed materials; use smaller font and columns to make the most of each sheet used.

Choosing Venue:

- Look for locations that are LEED certified. (www.usgbc.org)
- Consider using greener locations for your meetings. During planning, ask about the venues greening efforts.
- Paperless check-in/check-out.
- Linen/towel reuse option that is communicated to guests; Hotel will provide cards that guests can use during their stay to let housekeeping know whether they want their towels and bed linens changed.
- Staff that turns off lights and turns down heating/air conditioning when rooms are unoccupied. Also, during summer months, closes the drapes.
- Have water conservation practices in place such as low-flow showerheads and toilets. Chief engineers have found that toilet tank fill diverters in older toilets save about 3/4 of a gallon of water per flush.
- Hotels that do not replace the amenities daily unless they are gone. Use of soap and shampoo dispensers would be optimal.
- Make donations: Give away; don't throw away old sheets, pillowcases, furniture, table linen, etc.
- Recycle stained tablecloths into napkins, chef's aprons, laundry bags and neckties.
- Donate a meeting room once per month to a local environmental group.
- Donate leftover food from your kitchen to a local non-profit organization.
- Guests can be encouraged to bring their own toiletries and soap and not to use the hotel's
- Install window film to lower heating and cooling loads and reduce glare in guestrooms.
- Provide recycler baskets for newspaper, white paper, glass, aluminum, cardboard, and plastic in guest rooms, vending areas, meeting rooms and lobbies.
- Provide glass cups and ceramic mugs (instead of plastic) for in-room beverages. Place cups and mugs upside down on paper doilies (instead of covering opening with a plastic wrapping).
- Donate leftover guest amenities, old furniture and appliances to charities.
- Restrooms that utilize recycled toilet paper and paperless hand dryers.
- Use environmentally responsible cleaning products for carpets, floors, kitchens, and bathrooms.

General:

- Establish a program with wholesalers to utilize reusable crates or cartons.
- Hotels can offer to put containers on the registration counter to collect badge holders to be reused.

Recycle:

- Recycle paper – mixed or separated depending on system
- Recycle corrugated paper (done behind the scenes – recycling containers are not needed in public area)
- Provide recycling bins to make recycling as easy as possible.