



# PLAN A GREEN MEETING

Explore Fairbanks/Sherman Hogue

The Convention Industry Council defines a green meeting or event as one that incorporates environmental considerations to minimize its negative impact on the environment. Green meetings can save money, are good for the environment and underscore your corporation's or association's commitment to social responsibility. Your event can make a promise to protect Profits, People and the Planet, as well as to Reduce, Reuse and Recycle. There are a number of things that you can do to "green up" your meeting:

**The First Step:** Write it down. Establish an environmental statement or policy for the meeting. Share the policy with the host facility, suppliers, delegates and speakers. Enlist support for your green meeting and encourage everyone to be part of the effort. Example: "We commit to minimize our environmental impact by using recycled materials and reducing the amount of solid waste from our meeting."

## Pick and choose what works for your meeting's needs:

- Use online registration to reduce paper usage.
- Create a website for the conference; email notices and confirmations; prominently display your "Green Policy" here.
- Provide an opportunity for your attendees to purchase carbon offsets as a part of their registration.
- Print materials on both sides of recycled paper. Ask speakers and vendors to limit the number of hand-outs.
- Choose a facility with green practices. Have the facility provide you with their eco-friendly policies and practices; distribute this information to attendees and vendors.
- Use bulk dispensers, not individually wrapped packages, during meal service for sugar, salt, pepper, cream, etc.

- Use water pitchers and glassware, not bottled water.
- Use coffee cups, linen napkins, and silverware or compostable products instead of disposables.
- Collect name badge holders after the meeting for reuse. Explore Fairbanks offers reusable and inexpensive name badge holders.
- Fully utilize technology—distribute all presentation notes on jump drives, have them available for download or have them available to conference attendees on your website.
- For materials that must be printed, utilize a local printing company. Explore Fairbanks can connect you to local providers.

- Offer vegetarian and healthy menu options; request locally grown food when possible.
- Use conspicuous recycling containers in meeting rooms and public spaces; make announcements reminding attendees to use them.

**Post-Event:** Wrap it up! Survey your attendees to get their feedback on your efforts. Provide an emailed and online report of the results of your efforts. Let people know that they made a difference! Share your success with delegates, speakers and the media. Green efforts are contagious!

Information for this page was gathered from various online green meeting sites including: [www.thejuicesstudios.com](http://www.thejuicesstudios.com), [www.simplygreen.biz](http://www.simplygreen.biz), [www.savetheworldatwork.com](http://www.savetheworldatwork.com), [www.conventionsouth.com](http://www.conventionsouth.com), [www.conventionindustry.org](http://www.conventionindustry.org) and [www.bluegreenmeetings.org](http://www.bluegreenmeetings.org).



Explore Fairbanks/Brady Gross