



## USER GUIDE FOR **GREEN MEETINGS**

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### BIG VENUE, SMALL FOOTPRINT

The Shaw Conference Centre is a BOMA *Go Green* certified venue and we are committed to responsible environmental practices. Here is a guide to help you plan a green meeting and incorporate environmental considerations to minimize the impact of your event on the environment.

### PLANNING YOUR MEETING

- Be clear on your intent to “green” your event – include information in your event program, exhibitor kits and membership mailings.
- Involve stakeholders and suppliers as you plan to ensure effective green participation; establishing metrics will allow you to measure your success.
- Cut paper use and mailing costs by creating an event website, offering electronic registration and hotel reservations, and communicating all event promotion and updates via e-mail.
- Promote responsible travel and eco-tourism among your membership.
- Choose hotels and amenities in close proximity so members can walk or use group / public transportation whenever possible.
- Use local, environmentally friendly suppliers where possible.

### DURING YOUR EVENT

- Post presentation materials online or distribute by CD instead of paper.
- Remind delegates to use recycling stations.
- Use recycled paper with vegetable oil-based ink for your print materials.
- Source mailing labels with water-based adhesives.
- Minimize photocopying (when necessary copy double-sided).



## DURING YOUR EVENT continued

- Offer eco-friendly items as take-away gifts: reusable coffee mugs, luggage tags made from recycled vinyl, organic chocolates, soy-based candles, etc.
- Collect and re-use plastic name tag holders.
- Consider local and sustainable menu items.
- Leave an environmental legacy.
- Use bulk water instead of bottled water.
- Donate leftover office supplies and electronics to inner city schools.
- Reduce or eliminate the use of disposable plates, cups, utensils and napkins.
- Turn-off lights and shut down electronics in support rooms at the end of the day.
- Consider reusable signage.

## GREEN MEETING RESOURCES

Green Meetings Industry Council

Web Site: [www.greenmeetings.info](http://www.greenmeetings.info)

Environment Canada's Green Meeting Guide

Web Site: [www.greeninggovernment.gc.ca](http://www.greeninggovernment.gc.ca)

Contact the Shaw Conference Centre for more information on our BOMA *Go Green* certification or any of our ongoing environmental initiatives.

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