

## **HOSTING A GREEN MEETING**

### **What is a Green Meeting or Event?**

A green meeting or event incorporates environmental considerations to minimize its negative impact on the environment.

### **What are the Benefits of Green Meetings & Events?**

- **The Economic Bottom Line – Green Meetings & Events Can Save Money**  
Planning and executing a green meeting isn't just about being environmentally responsible, they can have economic benefits for the event organizer. In fact, many of the minimum recommended guidelines in the Green Meetings Report can actually save money. For example, collecting name badge holders for reuse at an event of 1300 attendees can save approximately \$975 for the event organizer.\*
- **The Environmental Bottom Line – Green Meetings & Events are Good for the Environment**  
Using recycled materials, recycling materials used, reusing items and reducing materials used can significantly lessen the environmental impact an event has. For example, if a five-day event serves 2200 people breaks, breakfasts, lunches and receptions using china instead of plastic disposables, it prevents 1,890 lbs. of plastic from going into a landfill. That's nearly one ton! Another example is by not pre-filling water glasses at banquet tables during three days of served lunches for 2200 attendees; 520 gallons of water can be saved.\*

\*Information provided by Meeting Strategies Worldwide.  
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Environmentally responsible meetings are not only good for the earth, they're great for business. Planning or supplying a green meeting gives you the competitive edge, a great reputation, and can save you time and money in the process.

Below are some great places to start when planning your meeting and working with your selected venue. Ask your hotel about their environmental programs. Here are some questions to ask:

1. Does the Venue/Hotel has a recycling program?
2. Does the hotel has a linen/towel reuse program that is communicated to the guests?

3. Do guests have easy access to public transportation of activities/ places of interest within walking distance? Is there a hotel shuttle available to the group?
4. Are lights and air conditioning turned off when rooms are not in use? If yes, how do they ensure this?
5. Does the venue provide bulk dispensers or reusable containers for beverages, food and condiments?
6. Does the venue provide reusable utensils, napkins, tablecloths and service items?
7. Does the Venue/ Hotel have an Energy Efficiency Program?
8. Does the Venue/ Hotel have a Water Conservation Program?
9. Does the Hotel offer guests paperless check-in and checkout?
10. Does the Venue/ Hotel use recycled or recyclable products?
11. Does the Venue/ Hotel purchase food and products locally or take into account the growing practices of local farmers that provide food?
12. Are employees trained on Green Practices & Initiatives?
13. What additional environmental practices does the Venue/ Hotel have in place?

What can you do as the Meeting Planner?

1. Minimize the use of collateral materials
2. Minimize packaging and reuse shipping boxes
3. Use recycled or edible products as giveaways
4. Provide press kits and communication materials via PDA downloads
5. Provide/ Request recycling receptacles for cardboard, paper, plastic, can, glass, etc
6. Choose decorations and display materials that can be reused or recycled
7. Communicate your Green Vision and initiatives to the DMC, transportation co, etc. that you use to ensure they uphold your goals.
8. Consider locations that have mass-transit systems that connect attendees to/ from airports and venues