

## Greener Meetings Checklist



What can you do to make your meetings and events greener? Here are some suggestions:

### Reduce

- ✓ Send notices to your participants by email.
- ✓ If mailings are necessary, ensure that mailing lists are up-to-date to avoid returned mail.
- ✓ When making decisions about goods and services you require for your meeting, give preference to the most environmentally appropriate choices available, at a competitive price.
- ✓ When considering gifts for presenters or participants, think about products that are durable, minimally packaged, locally made, and of natural or non-toxic materials.
- ✓ Participants should be encouraged to register for your meeting electronically.
- ✓ Consider rental options, as opposed to purchase, for products or equipment.
- ✓ Consider options for attendance via teleconferencing. The Banff Centre has teleconferencing capabilities.
- ✓ Ask your participants to bring their own pens, paper, and travel mugs.
- ✓ Print all of your meeting, conference, or retreat materials double-sided whenever possible, using recycled paper. Or better still; provide materials to delegates digitally on a USB key.
- ✓ Include post-conference information on your website for those who couldn't attend, rather than printed copies of the proceedings.
- ✓ Use recycled paper for projects that require printing on-site. The Banff Centre has recycled paper available.
- ✓ No bottled water. Refillable water pitchers are used for meetings. Drinking water at The Banff Centre is tasty and safe, right from the tap. Use your own water bottle to fill up using the pitchers, or from drinking fountains. Consider providing attendees with their own re-usable water bottle.
- ✓ Choose registration bags that are made of recycled plastic or paper products, or natural fibre, such as 100 per cent organic cotton.
- ✓ If within driving distance of the Centre, consider carpooling with other conference participants from your area. If flying, use the Banff Airporter shuttle service (the official airport shuttle provider of The Banff Centre), rather than renting a car. You may be able to arrange a group discount price for the shuttle service, as well.
- ✓ If you drive your car to The Banff Centre, note that the Centre maintains a "no idling" policy. Vehicles should not be left idling more than two minutes.
- ✓ If going downtown from the Centre, walk.
- ✓ Use white boards with markers, rather than paper flip charts. If using flip charts, use both sides of the paper. Use non-toxic markers.
- ✓ Turn off lights and equipment when not in use, in your meeting room as well as your bedroom.
- ✓ Reduce water use. For example, turn off the tap while brushing your teeth.
- ✓ Close drapes in meeting rooms and bedrooms when not in use.

## Reuse

- ✓ Reuse your towels and bed linens while staying at The Banff Centre. There are cards in each guest bedroom to help you inform housekeeping staff of your choice.
- ✓ Provide reusable coffee mugs at the start of the meeting.
- ✓ Choose centerpieces or decorations that can be reused, or given away as prizes to participants.

## Recycle

- ✓ Recycle bins for paper, cans, glass, etc. are located throughout The Banff Centre campus.
- ✓ Guest bedrooms contain individual recycling “blue boxes.”
- ✓ When your meeting or conference concludes, clearly identify items that should be recycled.
- ✓ At the conclusion of your event, ensure that reusable name tag holders are returned to the Centre.
- ✓ Leftover merchandise, food products, supplies, or promotional items may be donated to local schools, or Banff non-profit organizations such as: Santa’s Anonymous, The Banff Food Bank, YWCA Community Resource Centre, etc. The Banff Centre can help connect you with these organizations.

## Be Accountable

- ✓ Create an eco-initiatives committee for your association or company. Work together to develop new ways to green your meetings, and ways to measure your success.
- ✓ Educate organization members about the environment.
- ✓ Develop and publish your policies and practices on your conference website, to promote your commitment.
- ✓ Evaluate your environmental efforts through questions included on your post-conference evaluation form. Use an online form, rather than a printed form.
- ✓ Align your organization with partners or sponsors who share your commitment through their positive environmental values and practices.

## Communicate

- ✓ Inform your meeting participants, in advance, that you are planning a green meeting. Help them understand the ways they can lessen their impact on the environment.
- ✓ Raise awareness among your members or staff about environmental concerns by making the topic a regular part of your planning discussions.
- ✓ Share your green meeting mission with other associations and corporations.
- ✓ Appoint members of your organization as “green ambassadors” to help encourage participation during your gathering.
- ✓ Add educational programming about the environment to your meeting or conference agenda. In the Banff area, several organizations could provide speakers for your event, including Parks Canada, The Yellowstone to Yukon Conservation Initiative, Bow Valley Naturalists, or the Canadian Parks and Wilderness Society.
- ✓ Recognize and appreciate your organizers and participants for their greening efforts.