

EECOM Green Conference Guidelines

Please use the following guidelines to assist the conference organization process. Please submit this checklist as an environmental report after the conference to Alan Warner at earthns@ns.sympatico.ca. Check the guidelines that were met, or explain next to the guideline, or at the end, as to why it could not be met. Fill in N/A where the guideline was not applicable and explain why. Thank you.

A. Conference Organization and Planning

- 1. Participants and presenters are advised in advance that the meeting will be green and educated about what this means. The registration materials ask that participants respect and assist this process as appropriate.
- 2. For all goods procured for the meeting, preference is given to the most environmentally appropriate alternatives that are available at a reasonable price and are locally produced. There is a willingness to pay more for environmental responsibility.
- 3. Gifts for participants are durable, minimally packaged and made from non-toxic materials.
- 4. Participants can register electronically.
- 5. Steps are taken to minimize environmental impact of transportation to the conference and during it. This could include choosing a locale accessible by public transportation, using a conference site where walking is feasible, providing information on public transit, etc.
- 6. Information systems are in place to facilitate carpooling.
- 7. Sponsors and donors are actively sought who reflect positive environmental values and practices.
- 8. Contributions from corporations that are known for environmentally destructive practices are rejected.
- 9. Organizers are encouraged to walk, bicycle, carpool or use public transit to attend meetings and events whenever possible.

B. Registration

- 10. Measures are taken to reduce paper waste at check-in (e.g., short registration forms, computerized systems).
- 11. The registration package is provided in a reusable or reused holder.
- 12. Reusable name tags are used.
- 13. Placards and banners are reusable or made from recycled materials.

C. Program

- ___ 14. Educational efforts are undertaken as part of the program to make participants aware of their environmental impacts during the conference and by the conference. This might include ideas such as calculating the ecological footprint of the conference.
- ___ 15. Attendees are reminded of waste reduction and other environmental opportunities during the conference. For example, presenters are asked to turn off overhead and slide projectors when not in use.
- ___ 16. The program includes education about the local ecology and environmental issues as a part of the program.
- ___ 17. The program includes on-line information opportunities for people who can not come to the conference.
- ___ 18. Field trips are screened to be environmentally friendly.
- ___ 19. The conference evaluation form has a place for participants to comment on the environmentally-friendly practices of the conference and provide suggestions for improvement.

D. Conference Site Systems

- ___ 20. Recycling and composting systems are in place with convenient and well-marked receptacles.
- ___ 21. Reusable dry markers, erasable boards or blackboards, overheads, computer projectors and slides are used instead of paper flip charts. (If paper flip charts must be provided, they should be made of recyclable newsprint, with recycled content.)
- ___ 22. Distribution of brochures, handouts and session notes is limited to those with a genuine need or interest (e.g., by providing a sign-up sheet or collecting business cards for subsequent mailings; putting copies at the front of the room rather than at the back).
- ___ 23. Exhibit components are reusable and, if practical, made from used or recycled materials. Exhibit packaging is reusable (e.g., pallets, wrappings), and/or recyclable.
- ___ 24. Exhibitors limit handouts and giveaways, and instead collect business cards or post a sign-up sheet for those interested in more information or product samples.
- ___ 25. Lights and equipment are turned off when not in use.

E. Office Systems for Conference and EECOM Office

- ___ 26. Paper use is minimized through the use of e-mail and voice mail instead of paper memos.
- ___ 27. Paper documents are produced only when necessary, and are as short as possible.

Editing is done on-screen, rather than printing unnecessary drafts.

- 28. All photocopying is double-sided.
- 29. Paper that has been used on one side only is collected and reused for fax cover sheets and note paper. Draft print-outs and photocopies for internal use are made on the back of used paper.
- 30. Documents are circulated and memos posted rather than individual copies being distributed.
- 31. Paper products have certified recycled content, with a high proportion of post-consumer content. Chlorine-bleached paper is avoided.
- 32. Paper products used, photocopier and laser printer toner cartridges, and printer ribbons, are recycled.
- 33. File folders and envelopes are reused (e.g., by placing a label over the old address).
- 34. Mailing and circulation lists are regularly checked and updated to avoid unnecessary mailings.
- 35. Environmentally Friendly Capital Purchasing is used: Priority is given to photocopiers and laser printers with double sided copying, and to plain-paper fax machines. Preference is given to equipment capable of using unbleached and recycled paper. Computers with built-in fax-modems are preferred to enable electronic faxing. Preference is given to photocopiers with stand-by or sleep features and computers equipped with energy-saving features.

F. Food Systems

- 36. Explicit effort is made to utilize food that is locally grown, organic, low in processing, and purchased in bulk.
- 37. Food is used as a teaching moment with appropriate labeling.
- 38. Food provides meal choices for vegetarian and vegan participants.
- 39. Leftovers are used and or given away.
- 40. No single portion package items (ketchup, coffee, cream, sugar etc.) and no single-serve containers are used. No Styrofoam or throw away plates, utensils, etc.
- 41. Disposable dishes, cutlery, straws, stir-sticks, napkins, etc. are not used for coffee breaks or meals. Durable coffee mugs are used. Coffee filters are reusable cloth or steel, or unbleached recycled paper.
- 42. There is a composting program or volunteers take organic materials home for composting.

G. Service Contractors

- 43. Preference is given to contractors who adhere to the above criteria as routine practice.
- 44. Contractors are made aware of the green criteria and expected to adhere to them. If they do not utilize some of these criteria as routine practice, they are challenged to make these a practice for this conference. If they refuse in major ways, attempts are made to find alternative contractors.
- 45. The contractor's practices respect all local and national environmental legislation.
- 46. The contractor makes all reasonable efforts to reduce paper use, including obligatory double-sided copying.
- 47. Any hazardous materials used are properly handled, stored and disposed of.

For guidelines which were not met, please briefly explain why and whether you feel this is an appropriate guideline. Use the guideline number to refer to the guideline. Use the back for extra space.

What suggestions do you have for the revision of this form? What suggestions do you have for new guidelines? What existing guidelines do you feel should be revised or eliminated?

(For the conference committee)

(Date)