



ACE 18 POINT GUIDE TO HOLDING GREENER MEETINGS

You may not be able to achieve all these objectives and not all may be relevant, but if we all start to consider these points when we are organising events we can help contribute in some way, however modest to begin with:

- Communicate electronically, using online brochures as well as booking, confirmation and registration procedures
- Actively work with recommended hotels and venues to ensure green principles are used on site
- Encourage participants to travel by train, bus, car share, on foot or by bike
- Enlist the support of suppliers to promote their green credentials
- Promote a seminar on ethical trading led by accredited suppliers
- Use BPA-free water bottles and jugs/water fountains to enable delegates not to use plastic bottles
- Print all handouts and conference materials on both sides of the (recycled) paper
- Make handouts available online or send online by request
- Use name tags in re-usable holders and have a collection box
- Use recyclable or reusable direction signs
- Encourage catering sponsors to source fair trade produce and organic wines from vineyards which use no chemical pesticides or fertilisers
- Specify the substitution of other materials in preference to polystyrene and styrofoam (which do not biodegrade for hundreds of years and are major contributors to ocean pollution)
- Use as much natural light and ventilation as possible at venues
- Remove all unused papers from rooms and recycle
- Use ethically sourced delegate (cloth) conference bags
- Turn off all electrical equipment and lights when rooms are not in use
- Recognise suppliers who have made efforts to green their business in Supplier Listings
- Ask for feedback in post-event surveys on green issues and elicit suggestions to help you get greener.