

CANADIAN EVALUATION SOCIETY GREEN CONFERENCE PLANNING CHECKLIST

CONFERENCE COMMUNICATIONS, REGISTRATION & WRAP UP

Confirmed

- Utilize email and the Internet for conference promotion and planning
- Advise participants that the conference will be a green meeting
- Establish a teleconferencing system to minimize travel for planning meetings
- Establish an online pre-registration process & encourage its use
- Use double-sided photocopying where possible
- Use remanufactured (recycled) printer cartridges
- Use post-consumer, recycled paper for all conference materials
- Use reusable posters, placards and banners if possible
- Partner with a carbon footprint measurement & offset service (e.g. Offsetters, Zerofootprint)
- Make sure exhibitors keep left-over literature
- Recycle extra cardboard at the conference centre
- Evaluate relevance; efficiency and effectiveness of greening efforts (e.g. include questions regarding environmental practices adopted at the conference and suggestions for improvements)

REGISTRATION MATERIALS

Confirmed

- Literature and hand-outs made available at “help yourself” tables rather than in delegate bags
- Delegates bring their own cloth tote bags or brief cases (give adequate notification)
- Encourage participants to bring their own paper and pens (give adequate notification)
- Use reusable name tag holders and collect at end of conference
- Consider handing out water bottles to delegates to use and re-fill during the conference (possible sponsorship opportunity)
- Minimize excess size and printing of conference programs

CONFERENCE VENUE AND ACCOMMODATION SERVICES

Give preference to services and contractors who have environmental policies and procedures.

Back-of-House Practices

Available Confirmed

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Waste material reduction & recycling (e.g. cardboard, paper, glass, compost) |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-toxic product use (e.g. cleaners, garden care, low volatile materials) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel, electricity & water conservation (e.g. light sensors, grey water irrigation) |
| <input type="checkbox"/> | <input type="checkbox"/> | Paperless or paper reduction practices, post-consumer products (e.g. office practices) |

Guest Room Features

Available	Confirmed	
<input type="checkbox"/>	<input type="checkbox"/>	Material recycling
<input type="checkbox"/>	<input type="checkbox"/>	Donation of bath products (e.g. shampoo, soaps)
<input type="checkbox"/>	<input type="checkbox"/>	Towel and linen exchange program (e.g. wash water conservation)
<input type="checkbox"/>	<input type="checkbox"/>	Energy & water conserving fixtures (e.g. low flow showerheads, thermostats)
<input type="checkbox"/>	<input type="checkbox"/>	Options to stop newspaper delivery

Meeting Room Features

Available	Confirmed	
<input type="checkbox"/>	<input type="checkbox"/>	Recycling stations
<input type="checkbox"/>	<input type="checkbox"/>	White boards or post-consumer flip chart paper
<input type="checkbox"/>	<input type="checkbox"/>	Elimination of note pads for each delegate
<input type="checkbox"/>	<input type="checkbox"/>	Donation of leftover supplies to school/charity (paper, pens)
<input type="checkbox"/>	<input type="checkbox"/>	Use on-site or hotel in-room TV conference program-at-a-glance services

Meals & Refreshments

Work with caterers to include sustainable food options:

Available	Confirmed	
<input type="checkbox"/>	<input type="checkbox"/>	Inform caterers of exact number of participants to avoid waste
<input type="checkbox"/>	<input type="checkbox"/>	Donation of usable left-over food to a local shelter (arrange with catering services)
<input type="checkbox"/>	<input type="checkbox"/>	Disposable-free service (e.g. refillable water jugs, bulk milk & sugar, china & cutlery, cloth napkins)
<input type="checkbox"/>	<input type="checkbox"/>	Food & beverage selection (e.g. organic, locally sourced, vegetarian, on-site garden, ocean wise options)

SPONSORS, EXHIBITORS & PRESENTERS

Confirmed

- Actively seek sponsors, exhibitors and presenters who reflect positive environmental values and practices
- Encourage sponsors, exhibitors and presenters to provide a link to their environmental policies / practices on the conference website
- Select durable, reusable, locally-made, non-toxic gifts for presenters
- Communicate with exhibitors before the event to encourage waste minimization

ENVIRONMENTAL EDUCATION & TOURS

Available Confirmed

- Showcase green initiatives on the website and program material (e.g. environmental policies and practices of conference services)
- Advise participants of low impact travel options (e.g. rideshare, shuttle services, public transit, walking/cycling, and carbon credit purchase opportunities)
- Identify opportunities for environmental education tours (e.g. LEED buildings, brownfield redevelopment, nature tours)