

CU CONFERENCE SERVICES GREEN MEETING CHECKLIST

Rethink, Reduce, Reuse, Recycle, Repurpose, Recover, Reciprocate

We encourage you and your team to join us in efficiently using resources when planning your group's program and visit to campus. To be successful, we encourage you and your team to:

- ✓ **Create** a green meeting plan for your group by using the checklist below.
- ✓ **Provide** information to participants about the green aspects of the meeting.
- ✓ **Track** your performance.
- ✓ **Communicate** the results to your participants via website, social media, signage, etc.
- ✓ **Celebrate** your successes and recognize staff, vendors and venues!



AIR QUALITY

- Use SmartWay (epa.gov/smartway) or a similar freight transportation service for all shipping to reduce emissions.
- Request non-toxic cleaners be used during meetings to limit chemical exposure.
- Request non-toxic dry-erase markers for a healthier meeting environment.



ASSESSMENT

- Solicit sustainability statements from venues/vendors to influence your selection process.
- Calculate meeting footprint (terrapass.com) to establish a benchmark.
- Include green meeting questions in your surveys to assess successes.
- Evaluate successes and areas for improvement for future meetings.



CARBON OFFSETS

- Purchase carbon offsets ([The Good Traveler](https://thegoodtraveler.com)) to lower carbon footprint for the meeting.
- Offer carbon offsets ([The Good Traveler](https://thegoodtraveler.com)) for all aspects of the meeting, from travel to eating to heating, through registration and the meeting website to ensure participation.
- Ask for a show of hands of those who have purchased a carbon offset to normalize behavior.



EQUIPMENT/LIGHTING

- Request non-toxic dry-erase markers for a healthier meeting environment.
- Look for supplies that can be purchased secondhand or rented to consume less.
- Request that rented equipment be programmed for sleep mode overnight to reduce energy use.
- Use rooms with natural light and open shades to reduce energy consumption.
- Turn off all electronic equipment and lights during breaks (when safe) to reduce energy consumption.



FOOD AND BEVERAGES

- Encourage guests to bring reusable water bottles and coffee mugs to reduce water and energy use.
- Use china instead of compostable products or plastic to reduce overall carbon footprint.
- Request cloth or recycled-content napkins to reduce waste.
- Make sure Styrofoam and other Polystyrenes are not used to reduce recycling contamination.
- To reduce waste, request that condiments (sugar, sweeteners, honey, cream, milk, cream cheese, jelly, butter, ketchup, mustard, dressings, etc.) and snacks be served in bulk, not individually packaged.
- Avoid bottled water by offering bulk water stations and reusable water bottles to reduce disposable plastic.
- Avoid boxed meals to reduce packaging and food waste.
- Use donatable or reusable decorations and sustainability grown flowers to reduce water and transportation use.
- Take a healthy meeting pledge: no sugary drinks, offer fruit desserts, use whole grains and provide exercise stations to reduce after-food fatigue.
- Select reception menus that feature easy-to-eat, bite-sized foods to eliminate utensils.
- Serve at least one plant-forward or vegetarian meal to reduce water footprint and promote sustainable eating.
- Feature local food and producers at catered events to support our local economy.
- Order organic menu items when available to limit pesticide use.
- Select Fair Trade items to support environmental and economic justice.
- Select caterers that provide food-composting services and request that unused food be rescued to reduce food waste.
- Secure sufficient composting, recycling and landfill (if needed) bins, provide detailed signage for proper use and use volunteers to help participants recycle and compost properly to avoid contamination.
- Announce compost and recycling options at the event to increase successful diversion.



GIVEAWAYS AND PROGRAM MATERIALS

- Consider practicality, what it is made of and water use in purchases to reduce the impact of giveaway items.
- Purchase sustainably made items from local vendors and manufacturers to reduce transportation.
- Assure that promotional items are made using verifiable fair labor practices to support social justice.
- Select green-themed or consumable gifts to be recognized as a green meeting.
- Use 100% recycled/FSC Certified paper for any necessary handouts, print double-sided, use soy-based ink and note recycled content on materials.
- Use a mobile app for programs and send pre-meeting information electronically to support sustainability.
- Provide USB or online abstracts and proceedings to reduce paper use.
- Use EPP (Environmentally Preferable Products) to support a green meeting (scsglobal.com).



OUT-OF-THE-ORDINARY GREEN PROGRAMMING

- Use an outdoor meeting space and encourage walking between sessions (with ADA accommodations) to keep your participants engaged and get them in touch with nature.
- Schedule time for play to reduce stress and increase productivity.
- Offer pedal-powered snack breaks for exercise, bonding and energy use education.
- Offer a yoga, tai chi or meditation session to promote well-being and the value of work/life balance.
- Engage attendees in a sustainability activity or demonstration.
- Have a green training session for conference attendees and volunteers that includes how to compost/recycle and what green practices are in place at the venue (LEED buildings, water saving, etc.).
- Play sustainability BINGO as an icebreaker.
- Plan icebreakers around BYOM (bring your own mug) to feel more connected and reduce waste.
- Schedule a service event in the community as a team building and social justice education opportunity.
- Include underrepresented groups in all planning aspects, programs and volunteer opportunities to champion social justice.
- Have device-free sessions/meetings to support engagement and connections and reduce stress.
- Use the Oroeco app (oroeco.com) to track sustainability behavior, encourage behavior change and promote sustainability education.



SIGNAGE

- Design signs so that they can be used for future conferences to reduce future costs and waste.



TRANSPORTATION

- Promote non-stop flights, train and carpooled travel to and from meetings to reduce carbon footprint.
- Encourage attendees to walk, bike, carpool, share rides or use public transportation during the meeting to save energy.
- Provide detailed information on public buses, bikes, trains and walking routes.
- Provide virtual options to participants who are unable or would like to avoid traveling.
- Rent electric or hybrid vehicles for staff use and shuttles to reduce emissions.
- Rent buses that use BioDiesel to support renewable energy.



WASTE DIVERSION

- Require exhibitors to minimize individual wrapped and wasteful giveaways to reduce landfill waste.
- Use volunteers to help participants recycle and compost properly to increase diversion rates.
- Promote and celebrate that your meeting is zero waste to encourage participation and build enthusiasm.
- Ask participants to bring their own pin or organization button to pin on their nametag to reduce waste and encourage interaction.
- Have participants bring their own lanyard and/or badge cover for their nametags to reduce waste.
- Provide a giveback box to encourage the reuse of lightly used or unneeded items.



CU CAMPUS SUSTAINABILITY RESOURCES

- To see a list of all that CU Boulder provides as a green venue, visit the CU Green Venue link on the CU Conference Services Sustainable Conferences page [Sustainable Conferences | Conference Services \(colorado.edu\)](#).
- To find out more about all the sustainability operations, engagement and legacy that CU Boulder is involved in, please visit the Sustainability website [Home | Sustainability | University of Colorado Boulder](#) and the student-powered, award-winning Environmental Center website [Home | Environmental Center | University of Colorado Boulder](#).
- For additional information on what Housing & Dining Services does to contribute to sustainability efforts on campus, please visit their website [Sustainability | Housing & Dining | University of Colorado Boulder](#).



MORE RESOURCES

- Global Sustainability Standards [GRI - Standards \(globalreporting.org\)](#)
- EIC Sustainable Event Standards [EIC Insights | Sustainability | Sustainability Standards and Registry \(eventscouncil.org\)](#)
- EPA Green Meetings [Green Meetings | US EPA](#)
- International Standards [ISO - Environmental sustainability](#)

INQUIRIES

For general information or questions about the Green Meeting Checklist, Sustainable Conferences, CU Sustainability or CU, contact CU Conference Services—email conferences@colorado.edu.

If you are interested in CU Boulder for your meeting location, please submit your inquiry at colorado.edu/conferenceservices/content/inquiry-form

