



CU CONFERENCE SERVICES

Green Meeting Checklist

RETHINK, REDUCE, REUSE, RECYCLE, REPURPOSE, RECOVER, RECIPROCATE

We encourage you and your team to join us in the efficient use of resources when planning your group's program and visit to campus. In order to be successful, we encourage you and your team to:

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

AIR QUALITY

- Use **SmartWay** or similar freight transportation service for all shipping to reduce emissions.
- Request non-toxic cleaners be used during meeting 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** to establish 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** for the meeting to lower carbon footprint.
- Offer carbon offsets** for all aspects of the meeting from travel to eating to heating through registration and meeting website to assure participation.
- Ask for a show of hands of who has purchased to normalize behavior.

EQUIPMENT/LIGHTING

- Use facilities with dry-erase boards, black boards or SMART boards to capture brainstorming discussions to reduce the use of flipchart paper.
- 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 is programmed for sleep mode overnight to reduce energy use.
- Use rooms with natural light and open shades when possible 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 paper to reduce overall carbon footprint.
- Request cloth or recycled-content napkins in order to reduce waste.
- Make sure Styrofoam and other Polystyrenes are not used to reduce recycling contamination.
- Request condiments (sugar, sweeteners, honey, cream, milk, cream cheese, jelly, butter, ketchup, mustard, dressings, etc.) and snacks be served in bulk, not individually packaged, to reduce waste.
- Avoid bottled water by offering bulk water stations and providing reusable water bottles to reduce disposable plastic.
- Offer buffet set-up for on-the-go meals with compostable packaging, avoid boxed meals to reduce waste.
- Use donate-able or reusable decorations and sustainably grown flowers to reduce water and transportation use.
- Take a healthy meeting pledge: no sugary drinks, offer fruit desserts, use whole grains, 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 in order to reduce water footprint and promote sustainable eating.
- Feature local food and producers at catered events to support 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 is rescued to reduce food waste.
- Secure sufficient composting, recycling and landfill (if needed) bins, provide detailed signage for proper use and when available 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 in order to reduce the impact of giveaway items.
- Purchase sustainably made items from local vendors and manufacturers to reduce transportation.
- Assure that promotional items 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 mobile app for program, 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.

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, 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 icebreaker around BYOM (bring your own mug) to feel more connected and reduce waste.
- Schedule a service event in the community as team building and social justice education opportunity.
- Include underrepresented groups in programs and volunteer opportunities to champion social justice.
- Have device-free sessions/meetings to support engagement, connections and reduce stress.
- Use Oroeco app (oroeco.com) to track sustainability behavior to encourage behavior change and sustainability education.
- GRI Standards
- MeetGreen.com
- Sustainablemeetingplanner.com

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 carpoled travel to and from meeting to reduce carbon footprint.
- Encourage attendees to walk, bike, carpool, share rides or use public transportation during the meeting to save energy.
- Provide detailed public bus, bike, train, walking route information to support usage.
- Provide video or teleconferencing 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 busses that use BioDiesel to support renewable energy.

WASTE DIVERSION

- Require exhibitors minimize individual wrapped and wasteful giveaways to minimize 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 use 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 reuse of lightly or unneeded items.

CU CAMPUS SUSTAINABILITY RESOURCES

To see a list of all that CU Boulder provides as a green venue, visit [CU Green Venue](#).

To find out more about all the sustainability operations, engagement and legacy that CU Boulder is involved in, please visit the [Sustainability website](#) and the student-powered, award-winning [Environmental Center](#).

For additional information on what Housing & Dining Services does to contribute to sustainability efforts on campus, please visit the [HDS website](#).

FOR MORE RESOURCES

- [APEX/ASTM Sustainable event standards](#)
- [EPA Green Meetings](#)
- [Events Industry Council What is Sustainability](#)
- [ISO 20121 Standards](#)
- [GRI Standards](#)
- [MeetGreen.com](#)
- [Sustainablemeetingplanner.com](#)

INQUIRIES

For general information or questions about the Green Meeting Checklist, Sustainable Conferences, CU Sustainability, or 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