



Social Economy Centre Green Conference Guidelines

The following guidelines are used to assist the conference organization process.

Adapted from *The Canadian Network for Environmental Education and Communication Steering Committee Green Conference Guide*

<http://www.eecom.org/english/greenconf_form.html>

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. Participants can register electronically.

___ 4. 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.

___ 5. Sponsors and donors are actively sought who reflect positive environmental values and practices.

___ 6. Contributions from corporations that are known for environmentally destructive practices are rejected.

___ 7. Organizers are encouraged to walk, bicycle, carpool or use public transit to attend meetings and events whenever possible.

B. Registration

___ 8. Measures are taken to reduce paper waste at check-in (e.g., short registration forms, computerized systems).

___ 9. The registration package is provided in a reusable or reused holder.

___ 10. Reusable name tags are used.

___ 11. Placards and banners are reusable or made from recycled materials.

C. Program

___ 12. Educational efforts are undertaken as part of the program to make participants aware of their environmental impacts during the conference and by the conference.

___ 13. 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.

___ 14. The program includes education about the local ecology and environmental issues as a part of the program.

___ 15. The program includes on-line information opportunities for people who can not come to the conference.

___ 16. 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

___ 17. Recycling system is in place with convenient and well-marked receptacles.

___ 18. 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.)

___ 19. Distribution of brochures, handouts and session notes is limited to those with a genuine need or interest.

___ 20. Lights and equipment are turned off when not in use.

E. Office Systems for Conference and Social Economy Centre Office

___ 21. Paper use is minimized through the use of e-mail and voice mail instead of paper memos.

___ 22. Paper documents are produced only when necessary, and are as short as possible. Editing is done on-screen, rather than printing unnecessary drafts.

___ 23. All photocopying is double-sided.

___ 24. 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.

___ 25. Documents are circulated and memos posted rather than individual copies being distributed.

___ 26. Paper products have certified recycled content, with a high proportion of post-consumer content. Chlorine-bleached paper is avoided.

___ 27. Paper products used, photocopier and laser printer toner cartridges, and printer ribbons, are recycled.

___ 28. File folders and envelopes are reused (e.g., by placing a label over the old address).

___ 29. Mailing and circulation lists are regularly checked and updated to avoid unnecessary mailings.

___ 30. Environmentally Friendly Capital Purchasing is used: 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

___ 31. Explicit effort is made to utilize food that is locally grown, organic, low in processing, and purchased in bulk.

___ 32. Food is used as a teaching moment with appropriate labeling.

___ 33. Food provides meal choices for vegetarian and vegan participants.

___ 34. Leftovers are used and or given away.

___ 35. No single portion package items (ketchup, coffee, cream, sugar etc.) and no single-serve containers (water, juice etc.) are used. No Styrofoam or throw away plates, utensils, etc.

___ 36. 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.

___ 37. There is a composting program or volunteers take organic materials home for composting.

G. Service Contractors

___ 38. Preference is given to contractors who adhere to the above criteria as routine practice.

___ 39. 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.

___ 40. The contractor's practices respect all local and national environmental legislation.

___ 41. The contractor makes all reasonable efforts to reduce paper use, including obligatory double-sided copying.

___ 42. 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)
