

GREEN MEETINGS

A green meeting incorporates environmental considerations throughout all stages of the meeting to minimize the negative impact on the environment.

The creation of a green event must consider all aspects of the planning process. Making informed choices regarding everything from site selection to meeting materials to catering can significantly reduce the environmental impact of the event.

A green meeting can be accomplished through minimizing the use of disposable items, reducing energy consumption, using paperless technology, and making informed decisions regarding catering. Green meetings may also incorporate social aspects such as donating unused or reusable supplies to charitable organizations.

Examples of Ways to Implement

Request that hotel:

- Accommodate towel and sheet reuse
- Replace amenities (e.g., soap, shampoo) only if they have been largely consumed
- Turn off heat/air conditioning when guests are not in their rooms
- Serve coffee in cups or recyclable paper cups (no Styrofoam)
- Use pitchers for water instead of individual water bottles
- Serve water in on-site restaurants only upon request
- Purchase locally grown and organic foods whenever appropriate

Encourage Chapter to:

- Review PAOE newsletter to think of ways to take advantage of earning sustainability points
- Communicate “greening” initiatives to members, attendees and media
- Reduce transportation emissions and support local economies by using local talent and products when possible
- Use recycled materials when feasible, for example, using recycled paper and soy-based ink on printed materials
- Order and use reusable signage when possible
- Offer “every day” practical tips, such as turning down the thermostat on water heaters, using a programmable AC/heat thermostat, and unplugging appliances

Ask attendees to:

- Recycle meeting materials
- Maintain room at a slightly higher temperature in hot weather and a slightly lower temperature in cold weather