

# **CRRA 2006: GREENING THE CONFERENCE GUIDELINES**

*Updated 8/16/06*

## **ZERO WASTE TARGET AREA GUIDELINES:**

### **1. Food and Beverage Guidelines**

- a. Reduce waste
  - i. Ask delegates to sign-up for meals, by letting you know what meals they will be attending to reduce food waste and costs.
  - ii. Use reusable plates, cups, utensils, napkins and tablecloths.
  - iii. Do not individually wrap food (e.g., sandwiches, cookies, etc.)
  - iv. Eliminate wooden/plastic coffee stirring sticks
  - v. Remind attendees to bring their own mugs and cloth bags for use (if appropriate)
  - vi. Use bulk servings, for example:
    - a. Draft soda rather than individual cans/bottles
    - b. Bulk sugar and creamer containers rather than individual packets
    - c. Condiments in bulk dispensers rather than individual packets
    - d. Chips served in a bowl rather than single-serving, bagged chips
    - e. Water served in pitchers rather than individual bottles
- b. Purchase environmentally-preferable food/drink/product options
  - i. Request organic foods (or determine cost difference at minimum)
  - ii. Vegetarian/vegan options must be available at every meal served
  - iii. If paper napkins must be used (e.g. at bar), use recycled-content products
- c. Divert waste generated
  - i. Arrange to have left over food donated to a local food bank or soup kitchen.
  - ii. Bins for composting should be available for food scraps (and other compostables) in the conference areas and in the venue kitchen
- d. When a caterer or restaurant location is being considered, determine if a certified "Green Business" would meet your needs keeping the guidelines #a-c.

### **2. Transportation Guidelines**

- a. Choose activities that can be reached by walking whenever possible
- b. If transportation is provided, choose alternative-fuel vehicles or other options that reduce emissions of greenhouse gasses such as CO<sub>2</sub> as compared to gas-powered vehicles or solo trips
  - i. Choose the following (listed in order of preference): electric, hybrid, or natural gas/biodiesel/ethanol instead of diesel or gas powered vehicles.
  - ii. Car or vanpool
- c. Reduce individual trips
  - i. Choose walkable options
  - ii. Choose options which can be reached by public transportation
  - iii. Choose options that are close to the pick-up location
  - iv. Provide information about the local public transit system, or arrange for carpooling shuttles.

### **3. Waste Reduction Guidelines**

- a. Work with exhibitors to ensure less waste (e.g. only reusable displays, fewer giveaways, draft document for signing or include in their contract)

- b. Work with speakers to ensure PowerPoint presentations are posted online and reduce copies
  - c. Offer bag/other event materials to event attendees instead of giving one to all registered attendees. Attendees can determine which materials they would like to take.
4. **Waste Diversion Guidelines** (develop/implement recycling plan)
- a. Provide recycling options for the following materials throughout the conference venue (leave throughout the entire time of the conference):
    - i. Aluminum, bimetal, tin, glass, and plastic #1-7 food and beverage containers
    - ii. Cardboard
    - iii. Paper
    - iv. Organics
  - b. If needed, determine who can provide service, how the containers will be emptied, etc.
  - c. Develop system to measure diversion and garbage produced
  - d. Evaluate the garbage generated and provide recommendations for eliminating the waste items observed in upcoming conferences
5. **Communication Guidelines**
- a. Reduce paper use as much as possible through:
    - i. Use of electronic delivery methods whenever possible and allowing participants to opt out of conference mailings
    - ii. Elimination of unneeded hard copies
    - iii. Double-sided printing/copying
  - b. For all printed materials:
    - i. Print on both sides
    - ii. Print on the highest post-consumer paper possible with a minimum of 30% post-consumer content
    - iii. Choose processed chlorine free (PCF) paper
    - iv. Print using vegetable or soy based inks
    - v. Reinforce the conference's greening message in all communications

## **COMMITTEE SPECIFIC GUIDELINES:**

### **1. Food and Beverages Committee**

- a. *See "Food and Beverage Guidelines"*
- b. Ensure that all kitchen and wait staff have been trained in the zero waste guidelines and are familiar with where to place recyclables/compostables.

### **2. Registration Committee**

- a. Pre-conference Registration
  - i. *See "Communication Guidelines"*
  - ii. Offer and encourage electronic registration
  - iii. Provide greening the conference information that lets attendees know how they can be involved (e.g. Green Network, bring own mug and/or bag)
  - iv. Incorporate the individual carbon dioxide offset cost in the registration fee rather than making it optional
- b. Name tags
  - i. Provide reusable/recyclable options

- ii. Provide a drop off location with instructions for how to reuse/recycle name tags at the conference
    - c. Registration packet
      - i. See *"Communication Guidelines"*
      - ii. If giveaways are included (e.g. bags, pens, etc.), items should be recycled-content. Eliminate throw-away items (even if they are recycled-content). Offer giveaways as opposed to handing out a bag full of items.
      - iii. Work with Greening the Conference committee to include a page on how we're greening the conference and how they can be involved
      - iv. Provide attendees with information about environmentally preferable transportation choices for getting to the conference
        - a. Commuter trains and other mass transit systems are preferable to car travel.
        - b. Hybrid car rentals
        - c. Hybrid taxi services
      - v. Provide information to attendees about how the conference is offsetting carbon emissions from car or plane travel and electricity usage
      - vi. In registration booklet map, include a map which identifies the public transportation options as well as nearby green business, vegetarian and vegan restaurant options
    - d. Conduct post-conference survey electronically
- 3. Before/After Event Committee**
  - a. See *"Transportation Guidelines"*
- 4. Awards and Awards Ceremony Committees**
  - a. Award
    - i. Award should have recycled-content and/or represent waste reduction (e.g. awards that are passed to each year's winners)
  - b. Ceremony
    - i. See *"Food and Beverage Guidelines"*
    - ii. If decorations are required, choose reusable or recyclable options
  - c. If the CRRA Board purchases plaques for planning committee members, these should also contain recycled-content
- 5. Exhibitors Committee**
  - a. See *"Food and Beverage Guidelines"*
  - b. See *"Waste Reduction Guidelines"*
  - c. Minimize paper and other giveaways
  - d. Bring exhibit materials that can be recycled or taken with you for future reuse
- 6. Printed Committee**
  - a. See *"Communications Guidelines"*
  - b. Provide option to eliminate duplicate mailings to one office
  - c. Reduce or eliminate use of non-reusable banners
- 7. Tours Committee**
  - a. See *"Transportation Guidelines"*
  - b. Minimize distance to tour locations
- 8. Program and Sessions Committee**
  - a. Speakers
    - i. Post PowerPoint slides on CRRA website for downloading after the conference
    - ii. Do not provide printed copies of your PowerPoint slides for notes

## **9. Technical Councils Committee**

- a. Technical Councils should offset carbon dioxide emissions for speakers flying or driving in

## **10. Keynote Speakers Committee**

- a. CRRA Board should offset carbon dioxide emissions for speakers flying or driving in

## **11. Contracts Committee**

- a. Conference Venue
  - i. Consider the following when choosing the conference venue:
    - a. Existing recycling program for meeting rooms
    - b. Green building features
    - c. Any other environmentally-preferable attributes
  - ii. Try to locate the hotel and conference venue within walking distance of each other.
- b. Hotel
  - i. Consider the following when choosing the hotel options:
    - a. Existing in-room recycling program
    - b. Existing waste reduction programs (e.g. ability to opt out of daily newspaper deliveries)
    - c. Existing water-saving program (e.g. linen and towel reuse options for guests staying more than one night)
    - d. Green building features
    - e. Any other environmentally-preferable attributes
- c. Printer
  - i. *Share "Communications Guidelines" with printer*
- d. Caterer
  - i. *See "Food and Beverage Guidelines"*
  - ii. Incorporate "Food and Beverage Guidelines" in contract with caterer and/or provide caterer with a copy of the "Food and Beverage Guidelines"

## **12. Welcome Reception Committee**

- a. *See "Food and Beverage Guidelines"*
- b. *See "Transportation Guidelines"*

## **13. Other Committees**

- a. **Pub Stroll Committees**
  - i. Choose reusable or recyclable "identifiers" for CRRA attendees
  - ii. Include nearby Green Businesses if possible