



## *Our Recommended Green Meeting Suggestions:*

### **Reduce Waste**

- Print on both sides of all paper whenever possible for promotional materials and handouts.
- Minimize automatic distribution of handouts - allow attendees to order copies instead or present them with a flash drive with all relevant files.
- Provide reusable name badges.
- Other: \_\_\_\_\_

### **Plan to Recycle**

- Encourage guests to use provided recycling bins for paper and other recyclable materials.
- Gather all cardboard and recyclable packing materials from exhibit areas.
- Encourage or provide reusable beverage containers (personalized with your company logo).
- Other: \_\_\_\_\_

### **Conserve Energy, Reduce Traffic**

- Turn off all unneeded lighting and electronic equipment when not in use.
- Encourage mass transportation options with phone numbers and Web address for route planning.
- Coordinate shuttle service to take advantage of mass transit.
- Other: \_\_\_\_\_

### **Buy Earth-Friendly Products**

- Use only recycled paper and vegetable- and soy-based inks.
- Provide reusable pocket or file folders, cloth bags, etc.
- When reusable items are not feasible, select products made from recyclable, recovered materials.
- Plan food service needs to avoid unnecessary waste.
- Other: \_\_\_\_\_

