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# Green Meeting Checklist

A green meeting takes into consideration all aspects- location, materials, food services, energy conservation and waste- in order to reduce waste and environmental impacts. This green meeting checklist provides suggestions to minimize negative environmental impacts involved with hosting meetings. This checklist can be applied to on and off campus meetings or events.

### Location

* Choose a location that is accessible by public transit, such as UOIT. Provide public transit directions and encourage carpooling, biking or walking.
* Choose a location centrally located that requires the least amount of people to drive.
* Select a LEED certified or energy efficient building/venue.
* Avoid travel and use telephone or video conferencing technology when possible.

### Materials

* Use electronic advertising and promotion.
* Use web based invitations and email follow up information.
* Email out presentation’s and meeting agendas instead of printing them.
* Request attendees bring laptops to the meeting to take notes.
* If handouts are necessary, print double sided and use sustainable paper such as Step Forward Paper.
* In place of flip-charts, use reusable whiteboards with water-based, non-toxic markers.
* If decorations are necessary, chose reusable options (tablecloths, potted plants, etc).
* Reuse signage.
* Collect and reuse name tag holders (Draw from the badges for a prize).
* If you are giving a gift to presenters or participants, consider products that are sustainable, durable, minimally packaged and made locally.

### Food Service

* Select a caterer who uses sustainable practices and request an eco-friendly meal.

#### → Aramark at DC and UOIT can provide sustainable meal options

* Provide UOIT branded reusable water bottles upon arrival in place of plastic bottles.

#### → Contact the Office of Campus Infrastructure and Sustainability for Go Green. Stay Blue reusable water bottles

* Provide reusable dishware if possible or ask attendees to bring their own cups or mugs.
* If disposables are necessary, provide plates and utensils which are compostable (if composting is available) or recyclable.
* Use napkins made from recycled content.
* Serve finger food that can use napkins rather than plates.
* Offer beverages, condiments, and other food items in bulk to reduce individual packages.
* Use reusable spoons at coffee stations, rather than plastic stir sticks.
* Donate leftover food.
* Offer vegetarian meal options.
* Use green cleaning products.

#### →UOIT facilities use green cleaning products

### Energy Conservation

* Turn off electronic equipment when it is not in use
* Turn off lights when the room is not in use
* Remind attendees not to idle

### Waste

* Make sure recycling bins are easily accessible in the room, and clearly labeled
* Arrange to compost food waste if possible