



# Checklist

## for rocking your green events

### Venue, transportation and accommodations

- The venue has one or more certifications (LEED, for example)
- The venue has policies and procedures promoting sustainability
- The venue is easily accessible by public transit
- The venue is close to hotels (within walking or cycling distance, for example)
- Videoconferencing is available for participants in remote regions

### Logistics

- Presentation documents are available online and in non-print formats (be careful not to choose an even more polluting option, such as giving out USB keys!)
- Required print-outs are double-sided
- Decorations are reused or reusable
- Recycling bins are clearly visible

### Food and beverages

- Coffee is fair-trade, and sugar and milk are available in bulk (no individual sugar packets or single-serve creamers)
- Dishes are reusable, rented or at the very least recyclable
- The caterer favours local, seasonal and organic foods
- Vegetarian selections are available
- Products have no or minimal packaging

### Communication

- Participants are informed of green initiatives, before and after the event
- Any corporate gifts are actually useful: gift certificates, baskets of local products, etc.
- Greenhouse gases produced by the event are calculated and offset
- Participants are invited to submit environmentally friendly suggestions to improve future editions