

MEETING PLANNER

Meeting planners can have a great impact on the sustainability of a meeting. To help you in your quest to make your meeting greener, GSN has provided you with a checklist to use in the meeting planning process. As you go through each section, use the Green Meetings document to gain additional insight or ideas. Then get creative and be sure to let GSN know how it goes, so we can spread the green word!

First Questions to Ask:

- What can we reduce?
- What can we reuse?
- What can we recycle?

Selecting a Venue or Accommodations

- Does the venue have an Environmental Policy, defined sustainability initiatives, or external certification?
- Does the property have a recycling program? What items can be recycled?
- Do they have energy-efficient lighting and monitoring systems?
- Are there water-conserving fixtures and appliances used throughout the venue?
- Are in-room amenities provided in bulk containers, instead of individual plastic containers?
- Is there a sustainable linen program offered?
- What sustainability measures can your meeting attendees take part in? How will you communicate these?

Vendors

- Is the vendor within your defined “local area” for the meeting?
- Do they have an Environmental Policy, sustainable initiatives, or external certification?
- Where do they source their ingredients or products? Are they within your defined “local area”?
- What is the life cycle of the product? (i.e. where do the contents come from, how many uses does it have, and how does it get disposed of?)

Food and Beverage

- Do they offer local, regional, or organic cuisine?
- Do they ethically and responsibly source their seafood, if offered?
- Are there vegetarian options offered?
- Do they use refillable water jugs or pitchers?
- Do they provide china and linen or recyclable/compostable cutlery?
- Do they serve condiments in bulk? What about milk and sugar?
- What is the plan for leftover food? Is there a donation plan in place?

Meeting Supplies

- What can you reuse from a previous meeting?
- Are you using thin, recycled paper for printed materials? What about vegetable or soy-based ink products?
- Is there a donation plan for leftover conference materials, which you will not reuse?
- Can you provide presenter presentations and notes online or via email?
- Can you use non-plastic reusable name tags or ones printed on recycled label paper?

Travel

- What eco-friendly transportation options are available to access your venue/accommodations? How will you communicate them to your attendees?
- Can you offset your attendees air and ground travel? Can you make it a sponsorship opportunity?