

# Tips, Tricks, Best Practices

*IMEX America Sustainability Center*

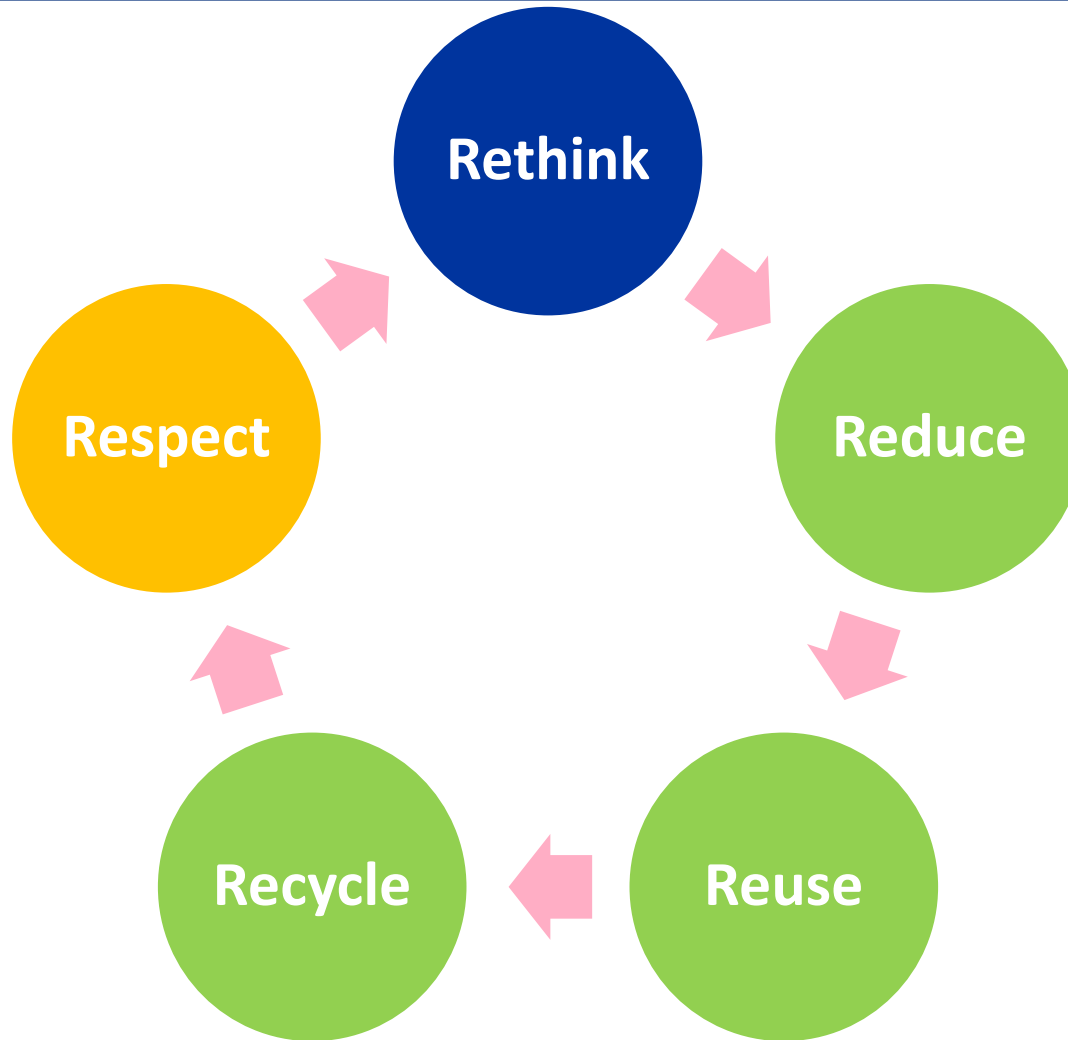
Amy Spatrisano, CMP  
Principal, MeetGreen®

1:15-1:45pm  
October 12, 2011



# Framework

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# Re-Think

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Do we need it?

What can be done locally?

How could we do this meeting differently?



**Rethink**

# Reduce

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- Paper usage
- Give away items
- Time spent in session



Reduce

# Reuse

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- Packing materials
- Signs
- Decor



Reuse

# Recycle

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- Whatever you couldn't eliminate
- Donate leftover food
- Donate leftover bags/pens/giveaways



Recycle

# Respect

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Respect as a filter in your decision making will always guide you to act sustainably.



Respect

# Tips, Tricks, Best Practices

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# Audio/visual

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- Use local labor
- Reuse staging
- Use live plants



# Accommodations

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**Do they have:**

- **Towel/sheet reuse program**
- **Unused amenity program**
- **Close blinds/turn off lights/turn off TV practice**
- **Low flow showers/toilets**



# Communications

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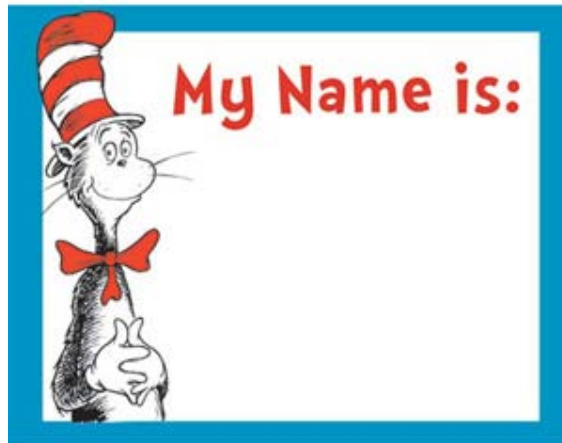
- Use post consumer/recycled paper 20%
- Reduce or eliminate programs – use electronic options
- Ensure signage is made from environmentally responsible materials:
  - FSC certified wood
  - Reused metals
  - Non vinyl



# Communications

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- **Conference bags made from renewable sources**
- **Name badges made from renewable sources**
- **Collect/reuse name badges**



# Destination Selection

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Research if destination has:

- **Recycling infrastructure**
- **Venues within walking distance**
- **Public transportation – airports**



# Exhibits

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- Eliminate or minimize collateral material
- Donate left behind items
- Recycle materials
- Reduce energy use
- Design booth for reuse



# Food/Beverage

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- **Use china service – eliminate disposables**
- **Request local/organic choices – 25%**
- **Make responsible seafood/meat choices**
- **Offer one all vegetarian meal**
- **Serve it in bulk**



# Meeting Venue

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- **Recycle!**
- **Reduced energy -communicate room usage**
- **Low flow toilets/sinks**
- **Recycled bathroom supplies**
- **Eco-friendly cleaning products**



# Onsite Office

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- **Use Energy Star or equivalent equipment**
- **Recycle**
- **Use postconsumer recycled paper**
- **Eliminate individual bottled water**



# Transportation

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- Institute/comply with a no idling policy
- Use hybrid or alternative fueled vehicles
- Encourage use of public transportation



# Important Tip

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## Put it in writing!

- Request for proposals
- Contracts
- Reports



# Resources

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- MeetGreen® [www.meetgreen.com](http://www.meetgreen.com)
- The Green Meeting Industry Council  
[www.greenmeetings.info](http://www.greenmeetings.info)
- Convention Industry Council  
[www.conventionindustry.org](http://www.conventionindustry.org)

