LOGISTICS

Communications Checklist

- ☐ Facilitate participation through teleconference where possible
- ☐ Encourage meeting participants to take notes electronically
- ☐ Use electronic systems for registration, confirmations and check-in
- ☐ Provide meeting materials digitally, for example, using internet sites, email, USB memory sticks and CDs
- ☐ Where hard copies are necessary, print double-sided, use post-consumer recycled, chlorine-free, acid-free and sustainably certified (e.g. FSC) paper; use vegetable-based, non-toxic inks
- ☐ Limit the use of paper that is difficult to recycle, such as glossy paper, goldenrod and florescent paper; minimize the use of colour copies
- ☐ Use non-toxic markers and reusable dry-mark erasable boards, overheads and slides instead of paper flip charts; if available use computerized Smart Boards that link what is printed directly to a laptop
- ☐ Offer on-site IT services (such as computer stations and USB ports) where people can copy information to memory sticks
- ☐ Pens should be provided only upon request and should be made of a high content recycled material and be refillable
- ☐ Ensure documents and document covers are recyclable
- ☐ Choose environmentally responsible printing companies which do not use environmentally persistent chemicals and promote responsible practices

Purchasing, Waste Management and Energy Conservation Checklist

- ☐ Source goods and services which are environmentally, ethically and socially responsible
- ☐ Ensure that a comprehensive recycling program is in place, including waste reduction initiatives which minimize meeting materials, reduce packaging, and promote renting rather than purchasing; waste reuse initiatives; and a highly visible waste collection system (there should be numerous well-located bins for separated waste with clear signs and instructions)
- ☐ Reuse plastic name tag holders/lanyards and provide a designated area for participants to return material that can be re-used
- ☐ Minimize use of decorative elements
- ☐ Ensure that energy reduction practices are followed by turning off lights and heating/cooling systems when not needed
- ☐ Request the facility manager to set the thermostat in the venue to a minimal, but comfortable temperature to decrease energy consumption
- ☐ Request that all banners or place cards are reusable and made from recycled content
- ☐ Create a no waste policy that places the responsibility of disposing any garbage on the suppliers or vendors
- ☐ Ensure tracking systems are in place if you wish to collect information on your meetings' energy use or types and volumes of waste recovered from your meeting