**Key Steps to Greening Large Conferences or Events**

1. **EXECUTIVE SUPPORT**
   Seek approval and support for greening your event from the outset.

2. **WORK WITH THE VENUE(S)**
   Inform the manager of the venue about your commitment to sustainability and discuss options to make the event more sustainable.

3. **USE WASHABLE DISHES**
   Request reusable items. Use glassware and cutlery, water pitchers, as well as bulk dispensers for milk, sugar, and other condiments.

4. **AVOID OVER-ORDERING**
   Order the right amount of food and beverages for the number of participants.

5. **MINIMIZE TRAVEL**
   Facilitate opportunities for carpooling, public transit, active transportation and vehicle right-sizing. Provide opportunities for participation via tele- and video-conference.

6. **GO PAPERLESS**
   Circulate all relevant event information electronically. Use laptops or tablets for note-taking and encourage participants to do the same.

7. **AIM FOR ZERO WASTE**
   Think about whether an item is really needed before purchasing. Have visible, onsite services for recycling, composting, and reusable items such as name tags. Avoid using bottled water.

8. **ENGAGE PARTICIPANTS**
   Keep participants informed about efforts to reduce the environmental impact of the event and ways they can improve the sustainability of the event (reducing travel emissions, waste, print materials).

9. **EVALUATE**
   Develop a strategy to help determine if you met your environmental objectives and identify ways to strengthen future events.