



MEETING PLANNER GUIDANCE GREEN MEETINGS





SELECT A VENUE THAT HAS A GREENING & SUSTAINABILITY POLICY TO INCLUDE

- **WASTE REDUCTION AND RECYCLING**
- **ENERGY AND WATER CONSERVATION**
- **USING ENVIRONMENTALLY FRIENDLY PRODUCTS AND MATERIALS**
- **SUSTAINABLE FOOD AND BEVERAGE SELECTIONS**

A VENUE WITH SOMETHING MORE

- **SELECT A VENUE THAT CONNECTS ATTENDEES TO THE NATURAL ENVIRONMENT AND INCORPORATE THIS RESOURCE INTO YOUR CONFERENCE PROGRAM (I.E., INTERPRETATIVE HIKES AND OUTSIDE SOCIAL FUNCTIONS)**

MINIMIZE TRAVEL IMPACTS

- **UTILIZE THE CARBON OFFSET PROGRAM TO BALANCE TRAVEL TO AND FROM THE MEETING. VAIL RESORTS IN COMBINATION WITH SUSTAINABLE TRAVEL INTERNATIONAL OFFERS A CARBON CALCULATOR TO OFFSET ASSOCIATED TRAVEL IMPACTS. ACCESS THIS CALCULATOR WITHIN THE GREEN MEETINGS SELECTION ON WWW.ROCKRESORTS.COM/ENVIRONMENT.**
- **SELECT A LOCATION THAT OFFERS GROUP AIRPORT SHUTTLE SERVICE**
- **SELECT A VENUE THAT OFFERS INTRA-RESORT SHUTTLE SERVICE TO ENCOURAGE GROUP TRANSPORTATION**
- **SELECT A VENUE WHERE ACTIVITIES ARE WITHIN WALKING DISTANCE**



RESOURCE CONSERVATION - ALL FACILITIES

- **SELECT A VENUE THAT HAS MADE VISIBLE COMMITMENTS TO ENERGY CONSERVATION, SUCH AS RETROFITTED LIGHTING AND INSTALLED SENSORS AND TIMERS ON LIGHTING AND HEATING AND COOLING EQUIPMENT**
- **SELECT A VENUE THAT IS IMPLEMENTING WATER SAVING PRACTICES INCLUDING UTILIZING LOW-FLOW FAUCET AERATORS FOR SINKS, TOILETS, SHOWERHEADS, AND APPLIANCES**

RESOURCE CONSERVATION & PURCHASING – FOOD & BEVERAGE

WORK WITH A VENUE THAT IS COMMITTED TO OFFERING SUSTAINABLE CUISINE PROGRAM THAT INTEGRATES ORGANIC, NATURAL, SEASONAL, SUSTAINABLY MANAGED AND LOCAL AND REGIONAL FOOD INGREDIENTS AS WELL AS COMPLEMENTARY BEVERAGE SELECTIONS TO COMPLETE THE GUEST DINING EXPERIENCE. VAIL RESORTS *APPETITE FOR LIFE* PROGRAM FEATURES ORGANIC PRODUCE AND FREE-RANGE MEAT, DAIRY, AND POULTRY PRODUCTS, SUSTAINABLE FISH AND SEAFOOD, ORGANIC AND FAIR TRADE COFFEE, ORGANIC WINES AND LOCALLY BREWED BEER TO HIGHLIGHT SOME KEY EXAMPLES.

- **WORK WITH VENUE TO OFFER ALTERNATIVES TO BOTTLED BEVERAGES INCLUDING BOTTLED WATER AND INDIVIDUALLY PACKAGED CONDIMENTS AND REPLACE WITH BULK ITEMS**
- **CONSIDER MENU SELECTIONS THAT INTEGRATE WASTE REDUCTION PRACTICES TO SIMPLIFY UNNECESSARY PLACE SETTINGS. FOR EXAMPLE, REQUEST MUGS OR SIMILAR FOR BEVERAGES RATHER THAN CUPS AND SAUCERS**
- **REQUEST NO OR MINIMAL USE OF DISPOSABLE ITEMS BE USED SUCH AS PAPER AND PLASTIC PRODUCTS. IF USED, REQUEST ITEMS THAT ARE MADE FROM RECYCLED MATERIALS AND/OR ARE COMPOSTABLE.**
- **LOOK FOR A VENUE THAT HAS A FOOD COMPOSTING PROGRAM.**



RESOURCE CONSERVATION & WASTE REDUCTION & RECYCLING – GUEST ROOMS

- **WORK WITH PROPERTY TO OFFER PAPERLESS CHECK-OUT**
- **SELECT A PROPERTY WITH TOWEL AND LINEN REUSE PROGRAMS**
- **SELECT A PROPERTY WITH A GUEST ROOM RECYCLING PROGRAM FOR NEWSPAPERS, ALUMINUM CANS AND PLASTIC/GLASS BOTTLES**
- **OPT-OUT PROGRAM FOR DAILY NEWSPAPER DELIVERY (IF APPLICABLE)**

WASTE MANAGEMENT & RECYCLING – GENERAL MEETING SPACE

- **MINIMIZE OR ELIMINATE CONFERENCE BROCHURES – IF NEEDED SEND POSTCARDS. PRINT ANY MATERIALS ON MINIMUM 30% POST-CONSUMER RECYCLED CONTENT PAPER WITH VEGETABLE (SOY) INKS. LOOK FOR PRINTERS THAT ALSO OFFER FOREST STEWARDSHIP COUNCIL (FSC) PAPER.**
- **PROMOTE ONLINE REGISTRATION**
- **MINIMIZE OR ELIMINATE SPEAKER HANDOUTS - OFFER THEM ONLINE TO ATTENDEES. AT A MINIMUM REQUIRE DOUBLE-SIDED COPIES**
- **PROMOTE NAMETAG AND EVENT SIGNAGE RECYCLING**
- **ENCOURAGE VENDORS TO OFFER RECYCLED CONTENT GIVEAWAYS (ASK US FOR RESOURCES)**
- **UTILIZE REUSABLE NAME TAGS AND EVENT SIGNAGE**
- **UTILIZE REUSABLE DECORATIONS OR CHOOSE PLANTED OR ORGANICALLY GROWN PLANTS AND FLOWERS THAT CAN BE DONATED TO AN AREA HOSPITAL OR NURSING HOME AFTER THE CONFERENCE OR EVENT**
- **CONSIDER EDIBLE CENTERPIECES SUCH AS FRESH FRUIT ARRANGEMENTS**
- **CONSIDER ELIMINATING CONFERENCE GIFT BAGS OR SWITCH TO CLOTH BAGS THAT CAN BE REUSED AND PROVIDE AN EXCELLENT SPONSORSHIP AND EDUCATIONAL OPPORTUNITY**
- **OFFER REFILLABLE MUGS AT REGISTRATION TO THE CONFERENCE ATTENDEES AS A SOUVENIR OR MAKE AVAILABLE FOR PURCHASE ON SITE**



WASTE MANAGEMENT & RECYCLING – EXHIBITORS

- **ENCOURAGE ENERGY CONSERVATION USING HALF-LIGHTS, NO HVAC DURING MOVE-IN/OUT**
- **ENCOURAGE GREEN PRACTICES FOR EXHIBITORS:**
 - **OFFER RECYCLE BINS ON THE SHOW FLOOR TO ASSIST IN THE RECYCLING OF FREIGHT BOXES, CARDBOARD, AND PLASTIC WRAP (DEPENDING ON LOCAL RECYCLABILITY)**
 - **OFFER COLLECTION BINS FOR LESS COMMON MATERIALS: BATTERIES, VINYL TABLE COVERINGS (UTILIZE PRE-PAY SHIPPING /DISPOSAL OPTIONS IF LOCAL RECYCLING OPTIONS ARE UNAVAILABLE)**
 - **PROVIDE AN AREA TO COLLECT DONATIONS OF GIVEAWAYS; LEFTOVER SIGNAGE; FLOWERS TO LOCAL SCHOOLS NON-PROFITS; AND, CHARITIES**
 - **SUGGEST BRINGING SAMPLES OF BROCHURES-SENDING UPON REQUEST**
 - **MINIMIZE PACKING MATERIAL-USE REUSABLE/SUSTAINABLE-BIODEGRADABLE MATERIAL**

COMMUNITY STEWARDSHIP

- **WORK WITH THE PROPERTY TO COORDINATE A MEETING ATTENDEE VOLUNTEER EFFORT OR NON-PROFIT CONTRIBUTION EFFORT. FOR EXAMPLE:**
 - **TRAIL MAINTENANCE OR COMMUNITY CLEANUP PROJECT**
 - **GUEST NIGHT OR ATTENDEE GENERAL DONATION PROGRAM FOR AREA CONSERVATION EFFORTS, DISASTER RELIEF, ETC. FOR REFERENCE, VAIL RESORTS PARTNERSHIP WITH THE NATIONAL FOREST FOUNDATION**
[HTTP://WWW.VAILRESORTS.COM/CORP/INFO/PROTECTING-OUR-FORESTS.ASPX](http://www.vailresorts.com/corp/info/protecting-our-forests.aspx)

ADDITIONAL PLANNING RESOURCES

THE FOLLOWING ORGANIZATIONS, BUSINESSES AND WEBSITES OFFER ADDITIONAL RESOURCES TO ASSIST IN GREENING YOUR EVENT OR MEETING:

GREEN MEETINGS INDUSTRY COUNCIL - [HTTP://WWW.GREENMEETINGS.INFO/](http://www.greenmeetings.info/)
OCEANS BLUE FOUNDATION - [WWW.BLUEGREENMEETINGS.ORG](http://www.bluegreenmeetings.org)
US EPA - [HTTP://WWW.EPA.GOV/OPPT/GREENMEETINGS/](http://www.epa.gov/oppt/greenmeetings/)
DENVER CONVENTION CENTER - [HTTP://WWW.DENVERCONVENTION.COM/GREEN.HTM](http://www.denverconvention.com/green.htm)
MEETINGS STRATEGIES WORLDWIDE -
[HTTP://WWW.MEETINGSTRATEGIESWORLDWIDE.COM/](http://www.meetingstrategiesworldwide.com/)

FOR MORE DETAILS, GO TO:

[WWW.ROCKRESORTS.COM/ENVIRONMENT](http://www.rockresorts.com/environment) OR
[WWW.VAILRESORTS.COM](http://www.vailresorts.com) AND CLICK "ENVIRONMENT" IN THE PAGE FOOTER OR GO TO
[HTTP://WWW.VAILRESORTS.COM/CORP/INFO/ENVIRONMENT.ASPX](http://www.vailresorts.com/corp/info/environment.aspx)

