

Reduce, Reuse, Recycle!

Easy Ways to Reduce

Reducing means using fewer non-renewable resources and producing less waste, so less trash and garbage go into landfills.

Reducing is always the most effective environmental practice and the place to begin when you can. Here are simple ways to **reduce** at meetings:

- Use webinars when appropriate for topics and audience, since webinars dramatically reduce costs and environmental impact.
- Encourage walking, biking, and public transportation whenever possible.
- Utilize electronic (paperless) channels for meeting promotion (E-invites), registration (online payment), materials (posted on a website), and evaluations (online surveys).
- Turn off meeting room equipment and lighting when not in use.

Easy Ways to Recycle

Recycling is one of the most popular ways to “go green.” However, **recycling** is not always easy or even available in some locations. **Recycling**, like using cans to make new cans, is better than

throwing them into the landfill, but it still takes energy to collect, crush, and remake them. So, **recycle** after reusing items as much as possible.

- Check with the meeting venue to maximize recycling opportunities for attendees in public spaces and sleeping rooms.
- Provide convenient, obvious recycling bins for cans, bottles, paper, and compostables.
- Make friendly recycling announcements throughout events, reminding attendees which items are recyclable, which are trash, and what bin each item should go in.
- Save any leftover materials for your next training or return them to training provider.

Easy Ways to Reuse

Reusing means getting the most out of things in their original form before you toss or recycle them. You can **reuse** things yourself or give them to someone who can **reuse** them when you cannot. Here are some tips on reusing items at training events:

Reduce, Reuse, Recycle!, *continued*

- Collect plastic badge holders at the meeting's conclusion and use them again.
- Invest in signage and other materials that can be reused at multiple meetings.
- Provide reusable coffee mugs and/or water bottles. Or, invite participants to bring their own cups and/or bottles.
- Serve water in pitchers rather than bottles.



More Responsible Ways to Go Green

While **reduce**, **reuse**, and **recycle** remain the most important strategies for managing waste, some newer ideas may also help you plan and present a greener meeting.

- **Rejecting**, also known as **pre-cycling**, is one of the new ideas. It is simply **rejecting** excessive or unnecessary packaging on any items purchased for your meeting.
- **Respond, React, or Reward.** This idea goes by several names, but it all comes down to one thing: letting businesses know what you think about their environmental practices. You can contact them with an E-mail or by calling the toll-free number listed on the package to voice concerns about excessive packaging. Or you might let a hotel or conference facility know how much you appreciate their positive environmental practices.

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