

Creating a “Green” Conference

Environmental Stewardship Best Practices: A Resource Guide for Host Committees

Environmental Stewardship *refers to responsible use and protection of the natural environment through conservation and sustainable practices.*

The *Environmental Stewardship Committee* of the AORE works to promote the preservation and conservation of the natural environment. We do this through providing education, practicing environmental stewardship and advocating for the conservation and care of our natural resources. This document should provide a quick reference guide for host committees to aid in the preparation of sites to ensure conduciveness with the AORE and its’ goals regarding environmental stewardship.

Onsite Event Operations and Expectations: At the next AORE event, implement as many of the following programs as possible—

- ❖ Composting food waste
- ❖ Offering organic locally sourced food
- ❖ Promoting eco-friendly practices to attendees using conference social media
- ❖ Providing comprehensive recycling throughout conference site and facilities
- ❖ Setting copiers and printers to duplex printing
- ❖ Providing vegetarian, vegan and gluten free meal options
- ❖ Printing conference-specific materials on paper with a high content of post consumer recycled material

Host Site Considerations: Advertise to conference attendees the environmentally sound initiatives the host site currently practices—

- ❖ Use of water conserving plumbing fixtures
- ❖ Purchasing locally sourced foods
- ❖ Using eco friendly cleaning products
- ❖ Use of high efficiency appliances
- ❖ Printing menus and other paper items on post consumer recycled paper
- ❖ In room bedding and towel service is only changed out per guest request
- ❖ Recycling bins in each guest room and in hospitality areas
- ❖ Use of energy efficient lighting fixtures
- ❖ Donation of older furnishings to a local shelter or charity
- ❖ Posted signs encouraging water conservation
- ❖ Purchasing products from environmentally conscious vendors

Seek out host sites that demonstrate their commitment to health and the environment by holding either a Green Seal or LEED certification. These facilities have met certain criteria regarding environmentally sustainable practices.

The AORE is committed to promoting ecologically sound stewardship of the natural environment. Through your efforts in preparation of the upcoming AORE event, you will be supporting the mission of the AORE, promoting sustainable practices among colleagues and peers and advocating for environmentally sound business practices.

Please let us know if you have any questions, ideas, thoughts or concerns regarding conference stewardship expectations. Please contact Andrea Hassler at ahassler@uccs.edu.