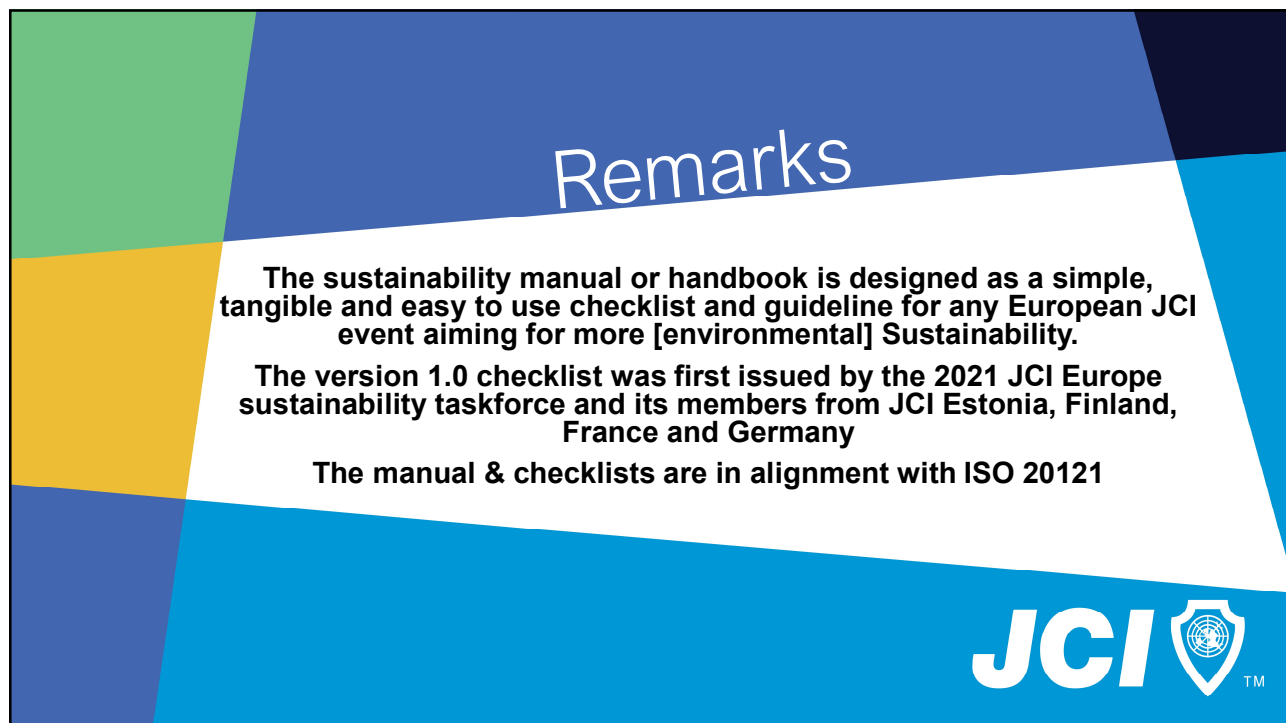


1



2

There are 48 sustainable, green actions below

Participation (1)

- All COC members have been informed and have agreed to follow the applicable actions on this checklist

Accommodation (4)

If event attendees require accommodation, we will encourage them to...

- stay in a green key certified hotel
- That are close to the venue
- use public transport during their stay
- use the most fuel-efficient vehicles to meet JCI staff needs

Logistics & Planning (13)

For our events we plan to...

- leverage video or teleconferencing tools to reduce travel
- Use an electronic registration process
- Distribute documents digitally/electronically only
- Print name tags on recycled paper
- Encourage attendees to bring their own badges, re-use badges and plastic name tag-holders
- Purchase only green "thank you" gifts
- Purchase carbon offsets from a reputable source
- Create promotional signs out of materials that can be repurposed at other events/meetings and occasions
- use erasable boards, blackboards or slides instead of paper flipcharts
- Use flipcharts that contain recycled content paper
- Purchase products that embody the green purchasing principles
- Communicate to exhibitors and attendees about the sustainable features of the event
- choose a venue that has sustainable green building features



3

Communication (5)

Electronic communication to attendees before the event will include...

- Information on the sustainable features and level of green Spaces certification achieved
- Tips for individuals to reduce their environmental impacts at the event/Conference such as bringing their own:
 - Reusable bag
 - Water bottle or travel mug
 - Reusable dish and clutter
 - Lanyard and name tag holder
 - Portable electronic devices

Any promotional materials and handouts that we use will ...

- Printed on third party certified paper, containing recycled content
- Printed double sided
- Printed with vegetable and soil based inks

Transportation (4)

We will encourage event attendees to ...

- Cycle or walk to the event or venues
- Use public transit/transport
- Consider carpooling or ride-share solutions
- Take a shuttle to and from the airport

Exhibits & Venue (9)

During our event we are committed

- Requiring our exhibitors to participate in reducing the impact of the event
- Ensuring conference staff, COC, organizers are aware of the of the sustainability features of the event and actively participate and promote them
- Only providing giveaway items that have a clear purpose or are a prompt or incentive supporting sustainable behaviour
- Turning off light and equipment while not in use
- Ensuring paper, plastic, beverage and recycling bins are present, highly visible and labelled with appropriate signage
- Ensuring organics bins are present, highly visible and labelled with appropriate signage
- Having assistants at recycle and/or organics stations to guide proper disposal during peak times
- Providing reminders to participants to use recycled stations in event/meeting areas
- Providing door prizes that model sustainability



4

Food & Drink (11)

At our event, we are committed to providing ...

- compostable plates, cups and utensils
- Napkins containing recycled content
- Offering organic, seasonal and/or locally grown food
- Vegetarian or vegan-friendly options
- Gluten-free and dairy-free options
- Meat dishes that have a lower carbon footprint
- fish as an alternative to meat
- Fair trade, shade grown coffee, tea, and/or hot cocoa
- Reduced portion sizes to prevent food waste

To avoid unnecessary food waste, we will ...

- Compost unused food
- Carefully plan the food service to meet our needs

Innovation (1)

The entire COC will work together to ...

- To create our own innovation action



5



DEVELOPING LEADERS
FOR A CHANGING WORLD

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