

Discover... Tips for Planners:

"Greening" your conference or event

- Have participants register online and receive a confirmation email instead of using paper print-outs
- Reduce carbon footprint:
 - Set up a carpool or utilize a ride-share program for attendees to get to the event
 - Encourage your group to walk to their meeting spaces instead of driving—Make it fun and set up a pedometer challenge
 - Fort Collins has a [Bike Library](#)—Encourage participants to take part
 - Make a carbon off-set carbon site available on your registration page through www.ColoradoCarbonFund.org
- Encourage participants to bring a water bottle and/or coffee mug to refill instead of using disposable cups
- Use white boards and chalk boards for meetings instead of paper flipcharts
- Provide bulk meals/food that require less packaging (i.e. cream, sugar, condiments)
- Utilize the single stream recycling services provided in meeting rooms and at meal times
- Encourage guests to re-use towels in sleeping rooms to save water
- Close curtains/blinds during the day to lower energy costs and keep your meeting room cool
- Return meal cards to the front desk at the end of your conference to be recycled
- Return portfolios/name badges to the registration table at the end of your conference for reuse

Did you know that...

- *CSU is the only Colorado school named in Enviaance Inc.'s "Sustainable 16" Universities in 2012*
- *Our campus is only one square mile and most meeting space is a short 7 to 10 minute walk away*
- *Housing & Dining Services purchases **renewable energy** in all public areas*
- *CSU is bike-friendly, with a Silver Level League of American Bicyclist certification*
- *Over half of our classrooms offer **SMART** classroom technology encouraging less paper waste*
- *Our bins are **single-stream**: all items can go into the same bin- no need to sort*
- *Our trayless dining system reduces plate waste by 50% and saves thousands of gallons of water*
- *Each year 7,200 gallons of used cooking oil are collected to be refined to create **biodiesel***
- ***Pulpers** compost food and paper waste—reducing waste stream by up to 70% and water usage by 80%*
- *Over 20% of the food served in our dining centers is organic or locally grown/supplied*
- *Aspen Hall is **LEED Gold Certified** and features an on-site thermal plant*

Colorado State University

CONFERENCE & EVENT SERVICES