



## Guidelines for Green Meetings

Thank you for considering green alternatives for your meeting. The Virginia Beach Convention Center (VBCC) is committed to become as environmentally friendly as possible. Your efforts are an important component in achieving this goal. Please consider the following:

1. Encourage presenters to leave hand outs behind and go “paperless.” Have a sign up sheet available for capturing e-mail addresses in each room for those requesting an electronic copy of the speaker’s presentation.
2. Encourage attendees to deposit all recyclable items in the center’s recycle containers.
3. Purchase name badges that are reusable. These typically have paper inserts. Have a collection box available at the end of the meeting.
4. Avoid dating promotional items such as goodie bags, coffee mugs, or note pads. Overages are easily reused at future meetings.
5. Print all conference materials on recycled paper with vegetable based inks and to print on both sides.
6. Turn off meeting room lights after the last guest leaves.
7. Have water served from pitchers rather than plastic bottles.
8. Request that banquets be served rather than buffet style.
9. Encourage attendees to enjoy environmentally friendly activities such as walks on the beach or visiting one of many state and national parks in the Virginia Beach area.
10. Encourage exhibitors to bring a realistic amount of promotional materials. Have them recycle unused portions rather than dispose of them.
11. Encourage exhibitors to use environmentally friendly packing materials (i.e. cardboard).

For a complete list of VBCC’s sustainability initiatives, request a copy from your event manager.