

Imagine...

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: (calculate your carbon footprint at [Terrapass](#))
 - Set up a carpool or utilize a ride-share program for attendees to get to the event
 - Encourage your group to take public transit or walk to their meeting spaces instead of driving—
Make it fun and set up a pedometer challenge
 - Salt Lake City has a bike share program, [GREENbike](#). Encourage participants to take part
 - Make a carbon off-set donation link available, on your registration page, to the University’s carbon reduction efforts through the [Campus Sustainability Projects Fund](#). The money goes toward energy efficiency, expansion of renewable energy, etc. right here at the U.
 - Flight CO2 equivalents (CO2e) with recommended \$5.95 carbon offset purchase for each 1,000 pounds of CO2e.
 - 2 hour or less flight: Appx. 943 lbs. CO2e (offset **cost \$5.95**)
 - 2-4 hour flight: Appx. 1219 lbs. CO2e (offset **cost \$7.25**)
 - Greater than 4 hours: 6,376 CO2e (offset **cost \$38**)
 - If most of your attendees aren’t flying, you may consider a link that says, “Give \$5 toward the University of Utah’s efforts to reduce its carbon emissions.”
- Encourage participants to bring a water bottle and/or coffee mug to refill instead of using disposable cups. Even better, provide one for them as a gift at check-in, if your budget allows.
- Use white boards for meetings instead of paper flipcharts
- Provide bulk meals/food that require less packaging (i.e. cream, sugar, condiments)
- Utilize the recycling services provided in meeting rooms and at meal times
- Encourage guests to re-use linens in sleeping rooms to save water during their stay
- Close curtains/blinds during the day to lower energy costs and keep your meeting room cool
- Return portfolios/name badges to the registration table at the end of your conference for reuse
- Consider using re-useable signage if you host the event quarterly, annually, etc.

Did you know that...

- Our campus is ranked by the U.S. Environmental Protection Agency as 8th in the nation and 1st among Pac-12 schools in the College and University Green Power Challenge results.
- The U of U is bike-friendly, with a Silver Level League of American Bicyclist certification
- The Peterson Heritage Center Dining Hall composts about 300 pounds of pre-consumer food scraps weekly
- The U of U is part of the State Arboretum of Utah, with main campus alone having 9,000 trees.
- In 2014, the U of U became the first University to manage a community solar program that helped University members install solar on their residences. The program installed 1.8 megawatts of solar.
- The University of Utah has a goal of net-zero carbon by 2050.