

UH Student Centers Sustainable Meeting & Event Planning Guidelines

The Student Centers are furthering the University of Houston's commitment to sustainability by developing these guidelines aimed to reduce the environmental impact of meetings and events planned in the building or other campus locations.

These guidelines, although not an exhaustive list, provide some best practices for your event to go "green."

Go High-Tech:

- Take advantage of state-of-the-art technology so you can go paperless.
- Put key meeting documents online and empower your team to access them via internet.
- Leverage interactive online tools and apps versus paper surveys and other documents.
- Use A/V to your advantage and project information rather than providing a hard copy.
- Try projecting signage, logos, and information so you can skip creating banners and signs.

Focus on Food:

- Work with the catering staff to encourage the use of locally sourced products or organic ingredients.
- Request that all condiments be provided in bulk containers rather than individually.
- Request pitchers of water with glasses rather than bottled water to produce less waste.
- Take advantage of the 4 water bottle filling stations located throughout the buildings.
- Encourage guests to bring their own or provide them with reusable items (cutlery, water bottles, etc.)
- Use reusable flatware, glassware, and utensils rather than disposable -especially coffee service items.
- Ask attendees to sign up for the meals that they will attend to cut down on food waste.
- Offer vegetarian meal options, as vegetables consume less land and energy to produce.

Waste Management:

- Make recycling a priority! All-in-One recycling bins are available in all event rooms or meeting spaces and encourage attendees to recycle properly (only clean, food-free items in recycle bins.)

Materials:

- Choose reusable and sustainable centerpieces and other decorations such as live plants and silk flowers that could either be stored to use again or that could be given to attendees to take home and plant.
- When providing paper materials is necessary, print double-sided using recycled paper.
- Use cloth tablecloths and napkins, if possible.
- Create displays using items from the surrounding regional environment, take a cue from local history and culture, and seek out interesting things themed to your event and activities.

Sustainable Event Communication

- Offer electronic registration.
- Ask presenters to offer their presentations and information online rather than paper handouts.
- Communicate your sustainability efforts (i.e. recycling, materials use, etc.) whenever possible in verbal form.

For more information contact Conference and Reservation Services at (832) 842-6167 or CARS@uh.edu.
Visit the Student Centers website www.uh.edu/studentcenters