

Guidelines for Green Meetings

Thank you for considering green alternatives for your meeting.

The Monterey Conference Center (MCC) is committed to being as environmentally-friendly as possible. Your efforts are an important component in achieving this goal.

Please consider the following:

- 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.
- Encourage attendees to deposit all recyclable items in the center’s recycle containers.
- Purchase name badges that are reusable. These typically have paper inserts. Have a collection box available at the end of the meeting.
- Avoid dating promotional items such as goodie bags, coffee mugs or note pads. Overages are easily reused at future meetings.
- Print all conference materials on recycled paper with vegetable-based inks and print on both sides.
- Turn off meeting room lights after the last guest leaves.
- Have water served from pitchers rather than plastic bottles.
- Encourage attendees to enjoy environmentally-friendly activities such as walks along the nearby Recreational Trail and visits to many area parks, museums and historical sites.
- Encourage exhibitors to bring a realistic amount of promotional materials. Have them recycle unused portions rather than dispose of them.
- Encourage exhibitors to use environmentally-friendly packing materials such as cardboard.

A copy of the complete list of MCC’s sustainability initiatives can be requested from your event coordinator, or you can download a copy from our website at www.montereyconferencecenter.com.



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