



# GOING GREEN

## • Tips for 'Greening' an Event •

All events contribute to global warming and climate change through CO<sub>2</sub> and other green house gas emissions, which result from delegate travel and venue use.

At the Riviera International Conference Centre we are already working to reduce venue emissions by implementing green technologies and new environmental management systems.

Here are a few ways in which you can make your event even more environmentally-friendly:

- When providing delegate packs - give these to delegates when they register on arrival - not beforehand to avoid duplication and extra postal costs.
- When producing literature for your event, use recycled and chlorine-free paper. Ensure paper is genuinely made from recycled stock
- Give delegates information on the most efficient routes to the Riviera International Conference Centre, including car share options to the venue. Further information about this is available on [www.conferencetorquay.co.uk](http://www.conferencetorquay.co.uk)
- When planning exhibitions, give consideration to how exhibition materials can be reused or recycled.
- During the organisation of your event, use environmentally-friendly methods of communications and promotion such as emails and websites.
- Consider your energy use in the building - for example, switch off lights, adjust air conditioning or heating when rooms are not in use, or when appropriate request Venue staff to do on your behalf.
- The Riviera International Conference Centre can recycle your non-contaminated paper and cardboard waste. Please keep these separated by using the suitable recycling bins that will be provided around the venue.
- When planning your catering requirements discuss the possibility of using locally produced food.
- Wherever possible ensure fruit is provided as an alternative to sweet desserts
- Consider offsetting the carbon dioxide emissions created by your event, by leaving a legacy in the form of planting a tree. This offsets CO<sub>2</sub> emissions and will provide important habitat for wildlife. For further information: [www.carbontrust.co.uk](http://www.carbontrust.co.uk)
- The Riviera International Conference Centre will encourage Event Organisers to consider using those companies who recycle their packaging