

How to Host a

ZERO-WASTE

Event on Campus

Help UC San Diego reach its waste diversion goals by making your next conference, seminar or training session a zero-waste event. Here's how you can ensure that your event doesn't generate waste that goes to the landfill.

Provide recycling bins.

Give participants a way to recycle. Recycling bins are usually located in training and meeting rooms, but for larger events, you may order more from your party rental supplier.

Reduce paper.

- Send email invitations to avoid paper and printing costs and use online registration. This also facilitates faster response from participants.
- Limit or avoid distributing presentation printouts by providing participants with resource materials electronically after the event. If materials must be printed, provide online coupons that interested participants can download to their smart phones and display to reduce the amount of paper that is recycled.

Select green vendors.

Choosing eco-friendly vendors can help you reduce waste during your event. Work with caterers to see if they can provide a zero-waste option upon request. Vendors should be notified ahead of time that you are hosting a zero-waste event so that they come prepared. If you are self-catering, consider these important suggestions:

- Use reusable or recyclable cups, utensils and plates.
- Provide self-serve food and beverage stations with appropriate portions to avoid excess food waste and individual containers.
- For large events, encourage exhibitors to give away only sustainable items that are recyclable, reusable or made from recycled content.

Rally support!

- Inform participants that they will be attending a zero-waste event.
- Suggest that participants bring their own reusable beverage containers.
- Consider having a volunteer —staff member or student intern— who can educate participants about sustainability and encourage them to help.