



Sustainable Events Guide: Waste guide

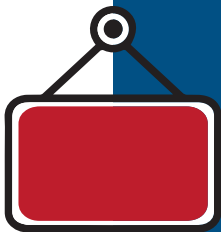
Beyond food, conferences also generate other forms of waste. Swag is a commonly handed out to participants, posters and decorations adorn the walls, and gifts are handed out to speakers. There are many simple things you can do to avoid waste and to make sure it gets into the proper bin.



ORDERING A BIN

The University of Ottawa has a variety of recycling facilities available on campus. Several hundred recycling stations are located in strategic areas on campus. But, if you are hosting an event and require additional bins, you can request them through Conventions and Reservations Services.

- Classrooms typically do not have recycling stations, they are located in the adjacent hallways
- For outdoor events, you should order a full set of bins. You can consult with the Recycling Coordinator for the placement and quantity of bins
- When requesting additional bins, don't forget to make sure that they are accompanied by signage.



SIGNAGE

When you are making signage for your conference, the best thing you can do is try to reduce the number of physical signs you need.

- Try to have your messages and wayfinding on screens
- Send important messages and instructions to attendees via email
- If you are going to create physical signs, try to have them made out of recyclable materials instead of plastic



SWAG, GIFTS, and PRIZES

Reduce the number of physical objects you give away by offering alternatives. If you are going to give away items, try to select local items, things that can be reused, gift certificates, or experiential gifts.

Try to follow these sustainability criteria when giving things away.

- Reduce physical objects (gift cards, experiential gifts)
- Objects that are durable and long lasting
- Objects that have a high possibility of reuse
- Objects that have a sustainability certification
- Objects are local or artisanal
- Objects that have recycled content or are low carbon



DECORATIONS

When considering decorations, ensure that they add value to your event. Try to aim for decorations that are reusable, environmentally friendly, and/or easily recyclable.

Follow these sustainability criteria when giving things away.

- Plants (which can also be given away to participants if you don't want to keep them)
- Reusable centerpieces (for reoccurring events, keep and reuse centerpieces)
- Photobooths
- Paper decorations

* If you have leftover items or don't want to keep the decorations, you can donate them to the Free Store.

