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# Green Event Plan for Organizers and Supporting Agencies

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## Vision

*To ensure the least amount of environmental impacts resulting from hosting the Young Leaders Summit on Northern Climate Change in Inuvik in August 17-20, 2009. To work together to strengthen northern young leader's voices to contribute effectively to Canadian and international climate change policy.*

## Sustainability Statement

*Together we will innovatively and resourcefully discuss our event's carbon footprint and aim to achieve a carbon neutral event. Together we will collaborate with our supporting agencies on ways to reduce the negative environmental consequences of the event.*

## Objectives

*To make use of environmentally sound practices, to reduce waste, resources, energy use; to make wise purchasing decisions; to plan for environmentally- friendly, transportation, food services and accommodations.*

## Green Event Check List for Organizers

ITEM	YES	NO
<b>TRAVEL</b>		
Provide information and options for reducing transportation emissions		
Encouraging participants to take the most efficient form of transportation: walk, bike, car pool, or caravan		
Organize a caravan from Whitehorse to Inuvik to reduce carbon emissions, improve efficiency and safety		
Rent vehicles with lowest emission rates (fuel efficient)		
Ensure that all vehicles have a emergency roadside kit (including First Aid kit, map, blankets, food, water) and that drivers know the location of the nearest tire repair garages on the Dempster Highway		
Purchase carbon offsets generated by travel and event emissions		
<b>WASTE REDUCTION</b>		
Where possible use reusable products instead of disposable products		
All printing is done on both sides and on recycled paper when possible		
Event is publicized electronically and event resources and information provided electronically		
ITEM	YES	NO

Send list of available equipment and tools (in both Recreation Center and hotels) to presenters and dignitaries in pre-summit e-mail explaining the desire for green presentations		
“Want more info?” sign-up sheets are posted to collect e-mail addresses and contact information of participants		
Instead of name tags, borrow plastic re-usable name tags and insert recycled-paper names		
Use dry erase white boards and/or flip charts for workshops		
Use dry erase board in coffee break meeting area to advertise any announcements or changes to schedule e.g. ‘Daily Whip’		
Use cloth bags instead of plastic bags where possible		
<b>RECYCLING AND COMPOSTING</b>		
Remind participants to recycle. Promote recycling during and/or after opening ceremonies by making an announcement, or by advertising on a dry erase white board in the exit area as people leave the event site		
Situate composting and recycling containers for food waste, bottles and paper in appropriate areas that are well marked		
Find out where and what types of materials can be recycled in Inuvik		
Arrange and confirm compost and recycling depot: who, where and what method of delivery		
Donate excess food to the local Food Bank: who, what, where		
<b>FOOD</b>		
Food requirements are estimated as accurately as possible to avoid excess waste		
Food waste is composted		
Use local suppliers. Work with caterer to include sustainable food options such as locally grown, organic, and fair trade		
Arrange with caterer and local hunters about wild game for meat meals		
Use eco-friendly cleaning products		
Provide reusable event mugs and water bottles to participants and presenters. Remind participants and presenters to tape their names on the mugs.		
Ensure that washable plates, cups and cutlery are available for the participants and the caterer		
Serve fair trade coffee and tea		
Avoid excessive packaging. Purchase food items in bulk (e.g. cheese and crackers and bagels) to reduce waste		
Suggest to caterer to use large jugs to serve real juice and water in. Bottled water in not an environmentally friendly option		
<b>VENUE</b>		

Arrange and suggest that accommodations be walking distance from venue		
Turn off projectors, overheads and lights when they are not being used and if possible find an alternative energy source e.g. solar, wind		
Provide presenters with electronic means of communication e.g. power-point projector or teleconferencing - ask presenters what they require		
Ask venue about their environmental practices. E.g. Do they use eco-friendly cleaning products and/or can they provide extra bins for compostable materials?		
Consider local options for buying off-sets based on the Arctic Energy Alliance calculations of the total emissions of event		
Borrow mosquito nets and/or make available donated natural mosquito repellent for participants for Wellness camp and campfire night		
Towels are placed in bathrooms for drying hands		
Notices are put up near sink taps – encouraging people to shut off water when lathering		
<b>PROMOTION AND SPONSORSHIP</b>		
Use email and websites links to advertise the event wherever possible		
Seek sponsorship that supports our green initiatives as well as seek sponsorship from businesses with green and social initiatives		
Advertise business logos electronically, via PowerPoint before and after summit sessions		
Collect business logos and prepare electronic ad page for each session		
<b>PARTICIPANT PACKAGES</b>		
Ask all business who contribute to the packages to consider the “greenness” of the item. Will it be useful? Is it made out of environmentally- friendly materials?		
Rather than give out paper flyers and handouts, collect email addresses and email sponsor product information		
Provide participants with background information of the presentations as well as resource material in CD and electronic form (e.g. research documents, web-links, contact lists, sponsors logos etc.)		

**HOSTING AGENCIES:**

- Arctic Athabaskan Council*
- Climate Action Network Canada*
- Ecology North*
- Gwich'in Council International*
- Pembina Institute*

*The hosting agencies would like to thank all those involved in making the Young Leaders Summit on Northern Climate Change a successful green event.*