



IUCN
World
Conservation
Congress
Hawai'i 2016

My Green Forum and Cultural/Social Events Guidebook

Forum Events as well as Cultural/Social Events are important elements of the IUCN Congress. To inspire more sustainable behaviour among participants, IUCN requests that all Cultural/Social Events adhere to this policy.

IUCN and a group of local volunteers, the “Green Team”, have developed the “IUCN Congress Green Policy” and other measures as part of IUCN’s continued effort to minimize the potential negative environmental impacts of a gathering of the size of the IUCN Congress. Learn more about the overall “[IUCN Congress Green Policy](#)”

These main principles of the Congress Green Policy apply to the Cultural/Social Events:

Paperlow: No paper handouts. Please bring only display copies of publications. IUCN will offer a mobile app instead of a printed programme.

Plastic-free: No “Single-use” plastic items will be distributed or sold in the venue.

Zero-waste: Only materials that can be reused, recycled or composted are allowed on site. [See Annex II: table of authorised and prohibited material.](#)

All the material used for the Events, including carpets and furniture follow this regulation. Recycling and composting stations will be available throughout the venue. Residual waste shall be limited to a minimum.

IUCN, the National Host Committee, the Events Contractor and the Venue are committed to produce Events in the most environmentally friendly way possible. All contracted providers work in accordance with the “IUCN Congress Green Policy”, including Food and Beverage services.

The guiding principles below apply to all Events Organizers, with no exception. Please rethink what you would like to achieve with your event accordingly to adhere to these guidelines.

1. Equipment

If your event requires specific equipment, you will be asked to minimize the shipping of materials and rent local furniture instead. Make sure the equipment used is made of environment-friendly, recyclable material (FSC, organic, etc.) or is reusable for future meetings. Furthermore, if the use of decoration is essential, only organic, endemic, non-endangered potted plants are allowed within venue.

2. Communications and Event Material

IUCN is aiming for a Paperlow Congress. To help minimise paper and to provide easy access to information by Congress participants, Event Organizers can take advantage of specific features on the IUCN Congress mobile app’:





- Upload documents
- Dedicated web space including calendars for Events

Event Organizers are expected to:

- Limit the number of publications, using “display” copies only and/or rental screens but no handouts.
- Provide more information digitally; fulfilling requests via email and website referrals, including QR (quick response) codes on display-only publications, uploading all relevant documentation and information on the appropriate section of the mobile app’ and Congress website.
- If you really must print, please contact us at congresslogistics@iucn.org. Contact details for certified sustainable printers are listed in [Annex III](#).
- Reuse and bring your signage, displays and standard company/organization banner instead of creating a single-use Congress branded banners. In case you don’t have a standard banner, signage or displays, please produce them locally using a sustainable company.
- Use sustainable and ideally locally sourced materials such as organic or recycled long-lasting material. Where possible, avoid referring to location and years so you can reuse your signs at future Events.
- Donate material that cannot be reused at future conferences to local businesses.

For local printing companies which do not use environmentally harmful chemicals and promote responsible practices, see sustainable printers listed in [Annex III](#).

For a list of local businesses which can reuse or recycle used conference material, please contact us at greencongress@iucn.org

3. Giveaways and sell items

If you choose to sell items or give out gifts or promotional material, IUCN encourages you to offer useful items such as travel mugs, aluminium water bottle etc. or items that can be reused. Consider gifts/products that convey a green and/or socially responsible message, are reusable and which have been produced ethically, using environmentally-friendly materials (such as organic unbleached natural fibres, recycled, nontoxic or biodegradable materials). [See table of authorised and prohibited material in Annex II](#).

Any leftover giveaways that cannot be recycled, composted or taken back home should be donated to a local charity or institution. Please contact us for details on donations.

4. Energy consumption

Please turn off the lights and equipment when not in use. Favour the use of energy-efficient electronic devices. Ensure that the energy-saving features of all electronic equipment are enabled.

5. Sustainable waste management





All waste produced will be collected separately (organic, glass, metal, paper etc.). Well-marked stations will be provided throughout the venue. Organic waste will be collected for composting and/or supplying to farmers for livestock feed. All other items will be recycled.

Detailed information about waste management will be provided onsite.

The 2016 IUCN Congress is:

- **Paperlow:** [see section 1](#)
- **Plastic-free:** Do not use plastic items such as plastic bottles, plastic bags, plastic cups, straws, and plastic packaging...basically anything that's intended only to be used once and then discarded. Any food or beverages ordered through Catering will be delivered with reusable crockery or compostable material.
- **Zero-Waste:** Minimize residual and unavoidable waste. Think about what you brought to the last event you have organized and limit what you bring this time to the true essentials. Replace any non-sustainable products with reusable, recyclable or compostable alternatives. **Only reusable, recyclable or compostable materials are allowed.**

6. Shipment and Consignment

Avoid shipping materials to the venue that can be acquired locally. The carbon footprint related to the freight will be calculated and added to your shipping cost in order to offset the emissions. A limited amount of material shipped will be allowed per event – excess volume/weight will incur a penalty fee which will contribute to the Congress Carbon Offset Fund.

7. Food and Beverage

The Food & Beverage services will be sold by the Convention Center. As a result, the Catering services which will be provided in the Venue will observe the following rules:

- Locally sourced food; sustainable and seasonal as much as possible
- No endangered species on menus
- Vegetarian/vegan options available
- Offer fair-trade products where possible

- Plastic bottles are not sold or distributed at the venue (e.g. tap water encouraged and water fountains available throughout the venue; refillable jugs used instead of bottled water for speakers)
- Food/catering waste is minimized and organic waste is composted
- No packaging (e.g. condiments in bulk, no individual wrapping)



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After reading through these guidelines, please sign and return the agreement form to congresslogistics@iucn.org

If you have any questions or need additional information, contact congresslogistics@iucn.org (for Social/Cultural Events) or congressforum@iucn.org (for Forum Events) or the Green Team: greencongress@iucn.org

Thank you for your role and commitment in rising to the challenge of making the IUCN Congress a Green Congress!

Participants will appreciate your efforts, so be creative and tell them the stories behind your Green Congress efforts.

Wishing you every success with your event!





ANNEX I

Agreement

As an Event Organizer in the 2016 IUCN World Conservation Congress, I have read “My Green Forum and Cultural/Social Events Guidebook” and I agree to adhere to all the principles stated. I will plan to organize my event using only local, recyclable, compostable or reusable items, as per these guidelines.

I also agree to inform and train my staff on the rules to be observed, before, during and after the Congress.

Name of organization

Name of responsible officer

Date

Signature



ANNEX II – Table of authorised and prohibited material

Authorised Material

Sustainable Fiber

- Recycled polyester (rPET)
- Certified organic cotton
- Fair Trade cotton
- Better Cotton Initiative cotton
- Upcycled materials
- Hemp
- Tencel
- Soy
- Coconut

Sustainable Materials (for structure, giveaways, etc.)

- Recycled glass, metal, cardboard
- Reclaimed or repurposed or reusable items
- Reclaimed wood
- FSC certified wood
- BPA free

Prohibited Material

- Any Styrofoam
- **Plastic**
 - #1 polyethylene (PET) plastic ,
 - #2 high density polyethylene (HDPE),
 - #5 polypropylene (PP)
 - Plastic containers,
 - Water/ soda bottles,
 - Plastic film
 - Plastic bags,
 - Plastic food service products (plates, bowls, cups, utensils, etc.)

Please note that any alternative materials other than those listed in this annex **will not be allowed without prior approval**. For any questions or advice, please contact us at greencongress@iucn.org.



ANNEX III – Useful links and contacts

Local Printing Companies

Hagadone

<http://www.hagadoneprinting.com/>

274 Puuhale Road

Honolulu, Hawaii 96819

Phone: 808-847-5310

Email: info@hagadoneprinting.com

Service Printers Hawai'i Inc.

<http://www.serviceprintershawaii.com/>

Phone: 808.841.7644

Email: kathy@serviceprintershawaii.com

Edward Enterprises, Inc.

<http://www.ee3.com/>

240 Puuhale Road

Suite 101

Honolulu, HI 96819

Phone: 808-841-4231

Email: sales@ee3.com

Other Resources

Energy Conservation

Energy Star

www.energystar.gov

Energy Star Certified Products

www.energystar.gov/products/certified-products

Hawaiian Electric

www.hawaiienergy.com www.heco.com (Oahu)

Department of Business, Economic Development & Tourism (DBEDT), State of

www.hawaii.gov/dbedt

Electronic Product Environmental Assessment Tool (EPEAT)

www.epeat.net

Water Conservation

Watersense

<https://www3.epa.gov/watersense/>

Water Supply

www.hbws.org (Oahu)

Waste Reduction & Recycling

Waste prevention

http://www.opala.org/solid_waste/Waste_Prevention.html





Environmental Product Guide

http://energy.hawaii.gov/wp-content/uploads/2011/10/EPG-FINAL_Fall-2011.pdf

Recycling

www.opala.org/solid_waste/what_goes_where_table.html#common_items or www.envhonolulu.org
(Oahu)

Re-use

www.baseyard.com

www.reusehawaii.org (Oahu)

http://www.opala.org/solid_waste/archive/Reuse.html#dropoff

Pollution Prevention

Plastic Free Hawaii

www.kokuahawaiifoundation.org

Recommended Standards for Copy Paper

www.responsiblepurchasing.org/purchasing_guides/copy_paper/standards/

Ecologo/Greenguard Product Guide/

www.productguide.ulenvironment.com/QuickSearch.aspx

Green Seal

www.greenseal.org

Responsible Purchasing Network

www.responsiblepurchasing.org/purchasing_guides/all

Environmental Protection Agency (EPA) Pollution Prevention

www.epa.gov/opptintr/p2home

Department of Energy (DOE), United States

www.fueleconomy.gov

www.afdc.energy.gov/tools

Department of Health (DOH), State of Hawai'i

www.hawaii.gov/health

www.hawaii.gov/health/environmental/waste/sw/wastemin.html

The Bus

www.thebus.org (Oahu)

CO2 Calculators

<https://www.atmosfair.de/en/faqs/emissionsrechner>

Catering

Marine Stewardship Council (sustainable fishery information)

www.msc.org

Hawai'i Convention Center Sustainability initiatives

http://www.meethawaii.com/Hawaii-Convention-Center/PDF/Media-Press-Kit/HCC_Environmental_2014.aspx