



## Reducing Paper Waste at Conferences

A typical tradeshow can generate the equivalent of 170 trees worth of paper waste, and the average attendee can take home as much as 10 pounds of paper. Reducing the amount of paper waste for a conference of 500 attendees can save over \$750 and almost 200 pounds of wood.

The price of paper is around .3 cents per sheet. Although this might seem like an insignificant amount compared to other conference expenses, but because of the large amount of paper typically used at conferences, the cost of paper can quickly add up and leave behind a large paper trail. There are a number of strategies every event planner can take to reduce the amount of paper needed for any conference.

## Tips for Using Less Paper Before the Conference Even Begins

Paper waste prevention is the practice of reducing or eliminating paper use so that the potential for paper to be used inefficiently or disposed is prevented in the first place. Prevention is the most environmentally preferable means to reduce paper waste. Paper waste prevention reduces the environmental impacts and energy use associated with paper manufacturing and paper recycling. "Think before you print" is only one way to prevent paper waste. To further reduce your paper use follow these tips:

- Selecting photocopiers and printers able to print on both sides
- Distributing information via e-mail and avoid hard copy
- Avoiding use of fax cover sheets
- Distributing inter-office documents using routing slips, bulletin board, or scan for email distribution
- Using both sides of paper when printing; use reverse side of used paper for printing rough drafts
- Streamlining operational systems that rely on paper or "hard" copies
- Reusing envelopes for inter-office mail
- Set and use fax and copy machines to copy documents directly to computers rather than printing a new copy

## Reducing Paper Waste at the Event

- Use reusable methods of informing participants during the event rather than single use printed documents
- Use online registration
- Offer documents, such as agenda and presentations, online to reduce distribution at event
- Ask participants to bring personal pens and paper and provide additional paper only on demand
- Encourage exhibitors to limit distribution of documents, such as brochures and handouts. Provide web based or IT distribution methods if possible
- Send follow up communication electronically and use based post-event evaluations
- If speakers require distributing paper copies themselves, ask that they follow these requirements

## Closing the Loop, Using Recycled Paper

No matter how successful you are in reducing waste at your next event, some paper use is unavoidable. To further reduce the impact of paper use, consider using non-chlorinated paper made with at least 35% post-consumer recycled content and soy-based inks. For more information on recycled paper visit [www.p2pays.org/ref/03/02243.pdf](http://www.p2pays.org/ref/03/02243.pdf)



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