

# GREEN MEETINGS

with the London Convention Centre



LONDON  
CONVENTION  
CENTRE



# TOGETHER WE CAN

## WHAT IS A SUSTAINABLE (GREEN) EVENT?

A sustainable (green) event works to ensure that all elements of an event, from beginning to end, are carried out with the goal of reducing pollution, resource consumption, carbon footprints and the environmental impact on the local community.

## WHY PLAN A SUSTAINABLE (GREEN) EVENT?

Simply put, going green is good business. Green initiatives are an important part of business today. Being proactive in greening your events and everyday business activities can position your organization as a leader in your industry; helping increase exposure, reputation and the overall profile of your organization and event.

“A green meeting incorporates environmental considerations throughout all stages of the meeting in order to minimize the negative impact on the environment.”

*Green Meeting Industry Council*

“Of course, the primary benefit of planning a green event is the benefit to the environment. While this should always be the primary driver for green events, event planners must recognize that it's a business as well. It can be strategic to “go green” both in terms of financial savings and reputation.”

*Thebalance.com | An Event Planner's Introduction to Green Meetings and Events*

“A sustainable event conserves and restores resources, honors and supports those involved, adds value to the local economy, and educates participants about the benefits of sustainability. All it takes is vision and commitment.”

*Sustainable.org | How to plan a sustainable event*



London Convention Centre has received a four key rating from Green Key Global's "Green Key Meetings" program.

# LCC GREEN



## FACILITY

**LIGHTING** - We are currently in the process of replacing all 120V bulbs in the ballroom.

**HEATING/COOLING** - The southern window exposure is fitted with window film that acts as an insulator, keeping heat from escaping in the winter and shielding the sun in the summer.

LCC lighting & heating/cooling procedures aim to minimize resource consumption. Lights and event heating is activated 30 minutes prior to client arrival. Additionally, the LCC is part of Enernoc, responding to requests to reduce energy consumption during peak times.

**WATER CONSERVATION** - Low flush toilets are installed throughout the LCC. The LCC implemented an On Demand hot water system with a cost of \$55,000 CAD. The On Demand hot water system replaced a 500-gallon holding tank which was constantly heated. This led to reduced water usage and associated energy costs for water heating. Additionally, the center purchased a new industrial dishwasher in the kitchen for a cost of \$116,500 CAD with anticipated savings of \$6,000 annually with 40% improvement of water usage.

**DIGITAL SIGNAGE** - Digital signage replaces paper posters throughout the LCC, including outside of every meeting space to indicate specific sessions and meeting rooms.



## RECYCLING & WASTE REDUCTION

The LCC is focused on reducing waste. Efforts for the past 2 years can be found below.

Waste reduction efforts include:  
Use of reusable materials for clients, including linens instead of disposable napkins, glassware instead of disposable cups.  
Excess meals deemed acceptable are donated to the Men's Mission or Salvation Army.

Recycling and Waste Management	2018 (in lbs)	2017 (in lbs)
Recycling Co-mingled	7,782	8,355
Wood Pallets	4,323	3,795
Organics	24,912	38,425
OCC (Corrugated Cardboard)	6,239	15,267
Oil (from Deep Fryers)	888	825
Grease (from Food Waste, converted into biogas)	21,810	47,017
Waste	49,118	50,419
Percent of Materials Recycled	61%	57%

# LCC GREEN



## FOOD

The London Convention Centre team is committed to supporting our neighbours, our local farmers and our community by **SOURCING SEASONAL, REGIONAL AND SUSTAINABLE INGREDIENTS**.

We work with great suppliers who are committed to purchasing **INGREDIENTS FROM A 100 MILE RADIUS**, ultimately reducing our carbon footprint while supporting local food systems.

Local food is **TASTIER, HEALTHIER** and **SUPPORTS OUR ECONOMY**.

It's not only the **SMART** thing to do, it is the **RIGHT THING TO DO**.

The LCC is committed to buying **LOCAL FIRST**.

From July to October (depending on Southern Ontario Weather) 90% of our product is from local farmers within 60km from London's city centre; Providing local crops from apples to zucchini



## COMMUNITY

**The London Convention Centre is committed to supporting community programs and campaigns that promote greener living.**

Proud partner of ReForest London and the Million Tree Challenge  
Proud participant in the City of London Clean & Green Campaign  
Proud supporter of the London Food Bank, Men's Mission and Salvation Army



## PARTNERSHIPS

**The LCC proudly seeks partnerships with suppliers and contractors who embrace the environmental standards and expectations held by our facility.**

*"The London Convention Centre is committed to protecting the environment and is continuously looking at ways to improve waste management, reduce energy consumption and recycle materials. All purchasing decisions incorporate consideration of the environmental and sustainability attributes and practices of the Proponents (policies, practices, products)."*

# PLANNING A GREEN MEETING

## PLANNING



Plan to be Green! Create a plan and make sure your organizing team knows your plan



When creating your plan include measurable goals and a checklist that you can review after your event



Select venues and hotels that can support your Green Plan



Whenever possible, use local suppliers who are environmentally conscious and reflect your green standards.



Make the Move from Paper to Digital!

- Apps for Organizers - There are apps available to help events planners and their team stay in touch and on top of all of the details, while eliminating unnecessary paper documents
- An App for Delegates - Through Freeman Audio Visual Canada the LCC offers clients an Event App template. This app is web-based to work with all platforms. It gives organizers a tool to provide delegates with the Agenda, Session Information, Speaker Biographies, Floor Plans and more straight to their smart phones, tablets and laptops



Distribute and receive event information electronically - Use emails, event websites, event apps and online registration.



Include your "Green Mission" in your pre-event information. Familiarize your delegates with your green goals for the event and how they can help. Include Green suggestions in your exhibitor package



Only print necessary materials, but if printing is required during your planning choose post-consumer recycled paper



Purchase or utilize signage that can be reused at future events and/or that are produced from recycled materials. The LCC offers digital displays that you can customize outside of all meeting space



"Green" Welcome Kits - If you aren't ready to move to an app for delegates, purchase environmentally friendly bags and include materials that reduce opportunities for waste like reusable water bottles and pre-loaded USB's with speaker notes



"Green" Speaker Gifts - Choose environmentally conscious speaker gifts; consider materials made from sustainable materials.

# PLANNING A GREEN MEETING

## PACKING



Collect all of your conference materials and store them electronically either on a USB, on a Smart Device or in the Cloud instead of printing



Pack your toiletries in reusable containers; avoid using toiletries provided by your hotel



Bring a reusable bottle, instead of purchasing bottled beverages during your stay

## TRANSPORTATION



If you are renting a car for your travel, consider a hybrid or electric vehicle



Encourage attendees to make use of public transit, or share transportation with other attendees. Consider arranging shared transportation, or discounted/complimentary transit



Walk when possible - The LCC is located in Downtown London. Hotels, restaurants, shops and entertainment venues are all within walking distance



Join Community CarShare and borrow the CarShare Car located at the LCC for any transportation needs during your stay.

Visit <http://communitycarshare.ca/> for more details

## ACCOMMODATIONS



Choose Hotels who do or will support your Green Event Criteria

- Hotels that offer paperless check-in and billing
- Hotels that utilize environmentally friendly and sustainable materials
- Guests are all provided recycling bins
- Toiletries are provided in refillable containers
- Guests have the option to opt out of linen refresh services
- Look for hotels with Green Key ratings

# PLANNING A GREEN MEETING

## WELCOME & REGISTRATION



Get your delegates on-board with your green event - Share information with them about your green efforts and how they can be green during the event.

- Location of recycling stations
- Information about walkable adventures during free time
- Information about public or shared transportation options
- Offer opportunities that give back to the host community



Utilize Paperless Registration - Create a technology hub that can be used during registration (you may find additional uses for your technology hub too!)



Use recycled paper and environmental inks for printed materials



Use reusable name tags and offer drop off locations for name badges during the final day or hours of the event



During opening remarks, offer information about your Green Plan and how people can participate

## FOR YOUR MEALS



Use reusable coffee mugs - If you have to use disposable, make sure they can be composted and provide composting receptacles



Use china plates and cutlery for your meals. If you must use disposable make sure items can be recycled or composted and provide places to do both



Avoid individually packaged items or condiments



Offer water stations, instead of bottled water. Ask us about our Infused Water Stations at the LCC!



Choose Local Food First - Ask Chef David Van Eldik, CCC about creating a local and sustainable menu









Choose wine and beer that is produced locally; Ontario offers an amazing selection




Provide Vegetarian meal options

# PLANNING A GREEN MEETING


## FOR TRADESHOWS AND SESSIONS

-  Use and encourage exhibitors to use materials that are reusable and, when possible, made from recycled material
-  Encourage attendees to use electronic devices or provide electronic devices (loan service or registration gift) in place of paper handouts.
-  Offer an e-hub where individuals are able to download session presentations.
-  Remind exhibitors and presenters to turn off electronic equipment during downtime (i.e. projectors, computers, tradeshow equipment)
-  Use whiteboards with non-toxic markers; if you need to use flipcharts make sure the paper is made from post-consumer recycled materials
-  If session materials must be printed, print double-sided. If printing a presentation, include multiple slides per sheet and print double-sided




## WHILE IN LONDON

-  Take advantage of downtown London and what can be found on a short walk
  - Looking for a unique dining experience? Within a short walk from the LCC any appetite can be satisfied by London's diverse culinary landscape
  - Looking for fun and entertainment? Budweiser Gardens, The Grand Theatre, Museum London, Western Fair District and more are waiting for you
  - Looking to do a bit of shopping while in town? Downtown London offers everything from men's and women's clothes to comic books and collectables
- Take a walk through downtown, Victoria Park or Harris Park; simply enjoy Downtown

## BEFORE YOU LEAVE

-  Inventory all of the items left behind and left over. Being able to easily track down lost items is not the only value of tracking these items. Being aware of what you or your exhibitors did not use will help you better tailor your materials and their materials the next time you hold the event.

## AFTER YOUR EVENT

-  Save paper and offer your post-event surveys digitally! Our clients appreciate receiving our Guest Experience Survey electronically
-  Consider implementing some of your green meeting planning into your everyday work. Cut back on printing, source recyclable paper, choose local lunch options, etc.
-  Review your green meeting goals and evaluate how you did. Were you able to achieve your goals? How successful were you?



# “LEAF” A LASTING IMPRESSION



The London Convention Centre is a proud partner of ReForest London.

Since 2012, a 5-7 foot tall native tree has been planted on behalf of every new conference or event booked at the LCC with a value greater than \$25,000.

Planting a tree is our way of growing a lasting connection between your organization and London.

How will you “leaf” a lasting impression?

We are happy to help you find the right opportunity, whether planting trees, growing gardens, creating a bursary for local environmental projects, or donating excess conference materials to those in need, like schools and local community groups.



# LONDON CONVENTION CENTRE