

Registration and Eco-Friendly Snack Ideas

Registration tips:

- **Pre-registration:** Have students pre-register for the workshop or conference. If participants have choices for breakout sessions and space is limited, have them sign up for their preferred selection prior to arriving.
- **Good Signage:** Have signs for washrooms, workshop rooms, water fountains or other information participants might need throughout the day. Welcome signs can start the day off right. Large format agendas posted in workshop areas help everyone keep on schedule and let people know what is happening throughout the day. Maps can help participants orient themselves if there are multiple locations used throughout the day. Use GOOS paper wherever possible!
- **Materials:** Have all the materials you need for the workshop or conference – pens, name tags, markers, flip chart paper, laptop, lcd projector, powerpoint presentation, power bar, speakers, extension cord, etc.
- **Go To helpers:** Assign a few students to be on hand to help with the inevitable last minute glitches, escort presenters to their workshop rooms, point out water fountains, staff the registration table after the event has started to accommodate late-comers, etc.

Eco-Friendly snack tips

- **Lead by example:** Eco-conferences are great places to model waste minimization strategies. Try to work with your team to think of innovative ways to serve and present food while at the same time creating zero or close to zero amounts of waste.
- **Less packaging:** Buy in bulk, provide large bins of food where students can fill up on food and beverages without having single serve packaging involved. Remember to keep health and safety regulations in mind. You may need servers to facilitate this approach.
- **Free water:** Make sure to encourage students and staff to lug-a-mug and drink plenty of free tap water while at the event. Add ice, slices of fruit or mint to pitchers of tap water to make it fancy.
- **Lug-a-mug 2.0:** Encourage participants to lug-a-mug/reusable container/plate/cutlery. Offer rinsing stations after lunch and for a zero-waste meal.
- **Lunch Team work:** Get the host-school's culinary department (if available) involved. Challenge them to reduce waste wherever possible and suggest finger food and drinkable items like: soups served in mugs (with rinse station), samosas, veggie platters, sandwiches, fruit, dessert tarts etc.
- **Local healthy vegetarian fare:** Set an example by providing food that has a lower impact on the environment by eating lower on the food chain. Offer mainly plant-based fare that is locally sourced wherever possible.
- **"Eat what you take":** A lot of food waste is created when people don't eat what they have taken. Put up signs around your food that encourages people to only take what they are sure to eat.

Photos from Burlington Green's Conference

