



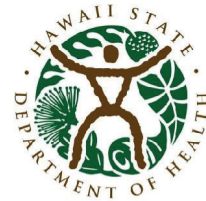
**HAWAII
GREEN**

2023

**BUSINESS
PROGRAM**



**HAWAI'I
STATE
ENERGY
OFFICE**



Annual Conference of the Hawai'i Library Association



HAWAI'I
Library Association



**HAWAI'I
ASSOCIATION OF
SCHOOL LIBRARIANS**



Background:

The annual conference of the Hawai'i Library Association (HLA) brings together information professionals from across the state to meet and learn from one another. It was held virtually (Zoom) and at Ka'iwakiloumoku, attended by 125 - 135 individuals. This year, they are planning a joint conference in collaboration with the Hawai'i Association of School Librarians (HASL).

Highlights:

Solid Waste Reduction

- Use double-sided printing for promotional materials and resources. Ensure a minimum of 30% post-consumer recycled content, double-sided, and processed chlorine-free.
- Provide reusable name badges
- Sufficient / large enough recycling bins are clearly and conveniently placed adjacent to all trash cans and recycling is collected for paper, plastic, etc.
- Don't use plastic coffee stirrers, paper doilies, and plastic straws. Use plastic-alternatives and eco-friendly material.
- Use only electronic communication for registration, announcements, and updates.
- If cups and tableware are not reusable, they are compostable. Use only BPI-certified biodegradable service ware and avoid corn-based plastics.
- Encourage and/or reward participants who bring their own water bottles and cups.
- Provide a convenient drop-off point for all unwanted handouts and accessories.
- This event re-uses items from previous events.
- If the event uses centerpieces and decorations, then they must be sustainable.

Energy and Water Efficiency

- Provide signage to encourage staff and guests to turn off lights and electrical equipment when not in use and/or signage for water conservation in restrooms.
- Plan your event precisely and select the right venue to fit (provide ratio of expected

Catering

- Provide water upon request and/or large dispensers.
- Offer vegetarian and vegan options.
Serve buffet style meals instead of boxed lunches.
- Serve finger foods that are not individually wrapped and do not require utensils. Food and beverage service provider uses bulk dispensers for sugar, salt, pepper, cream, and other condiments.

Transportation

- Public transportation timetables, maps, and routes are made available to the participants.
- Components of the event are made available by video conference and telecommuting.

Pollution Prevention

- Non-toxic cleaning supplies are used.
- Sustainability policy is written in brochures/handouts/session notes, explained to attendees, and an electronic copy made available.
- Communicate to attendees, the sustainable practices implemented at your event.



For waste reduction, reused items from other events and foliage from event planner's yard.



Catering was buffet style, featuring vegetarian/vegan options, and finger foods that are not individually wrapped and do not require utensils. Cups and tableware were reusable or compostable.

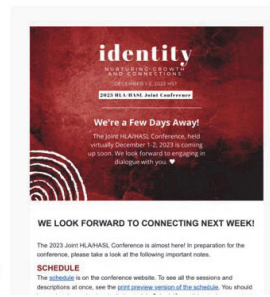
GO GREEN

HLA's Sustainability Committee has taken steps to make this an environmentally friendly event. We need your kokua in practicing aloha 'āina:

- Bring a reusable water bottle or cup.
 - Present your reusable water bottle or cup at sign in to receive a vinyl sticker.
- If given a handout or brochure, be sure to place it in recycle bins when done.
 - Look for recycling bins which will be set up throughout the workshop and social site.
- If attending the social, bring a reusable container for leftovers.
 - Please bring your own reusable container to take leftovers home in.
- Consider carpooling or public transportation (coordinate with a friend or colleague to meet you near the entrance to campus).
 - [Commuter Route Service Areas](#)
 - [TheBus Route Schedules](#)
 - [CarHui Ride Share](#)
- Turn off lights, water, and AC when not in use. And unplug electronics when not in use.

Communication to attendees about sustainable practices.

2023 Joint HLA/HASL Conference: Important Details
 Hawaii Library Association • Hawaii Library Association@gmail.com
 HLA: hawaii.library@hawaii.gov



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