

Yale Sustainability Summit

30 March – 3 April 2009

PLANNING A DEPARTMENTAL EVENT

FIRST: THINK ABOUT YOUR INTERESTS IN SUSTAINABILITY AND YOUR GOALS FOR YOUR DEPARTMENT. DO YOU HAVE IDEAS FOR INCREASING ENERGY EFFICIENCY? REDUCING PAPER USE? CAR-POOLING OR CYCLING TO WORK? THINK ABOUT PLANNING AN EVENT THAT MIGHT HELP ADDRESS THESE SUSTAINABILITY GOALS.

THEN: CONSIDER THE BEST METHODS OF COMMUNICATING IN YOUR DEPARTMENT AND THE BEST TIME DURING THE DAY AND WEEK FOR THEM TO GATHER. WE SUGGEST AN AFTERNOON MEETING ON TUESDAY (31 MARCH) OR WEDNESDAY (1 APRIL). IF YOUR DEPARTMENT HAS A REGULAR MEETING TIME, INTRODUCE THE TOPIC OF SUSTAINABILITY IN THIS FAMILIAR SETTING.

NEXT: FORM PARTNERSHIPS AND INVOLVE OTHER PEOPLE. REMEMBER TO TRADE IDEAS AND COLLABORATE.

LOGISTICS: DON'T FORGET THE FOLLOWING WHEN PLANNING YOUR EVENT:

- 1) **LOCATION** – REMEMBER TO BOOK A ROOM IN A CONVENIENT LOCATION FOR YOUR DEPARTMENT MEMBERS. ROOM RESERVATIONS WITHIN A DEPARTMENT ARE USUALLY HANDLED THROUGH YOUR DEPARTMENT'S REGISTRAR'S OFFICE. ROOM RESERVATIONS ON CENTRAL CAMPUS ARE HANDLED THROUGH YALE CONFERENCE SERVICES ([HTTP://WWW.YALE.EDU/YALECONF/](http://www.yale.edu/yaleconf/)). TO RESERVE A ROOM ON THE MEDICAL SCHOOL CAMPUS, EMAIL BSO.CUSTOMERSERVICE@YALE.EDU.
- 2) **AUDIO/VISUAL NEEDS** – DOUBLE-CHECK THAT YOUR ROOM WILL ACCOMMODATE YOUR A/V NEEDS, INCLUDING PROJECTORS AND MICROPHONES.
- 3) **SECURITY** – IF YOU'RE PLANNING AN EVENT FOR EARLY IN THE MORNING OR AFTER 5 PM, THE BUILDING MIGHT BE INACCESSIBLE. MAKE SURE TO ARRANGE FOR THE ROOM TO BE OPENED IN TIME FOR YOU TO SET UP FOR THE EVENT.
- 4) **FOOD/REFRESHMENTS** - PLAN AHEAD FOR LUNCH AND/OR REFRESHMENTS. MAKE IT A POINT TO ORDER FROM A CATERER THAT PROMOTES SUSTAINABLE PRACTICES.

KEEP IT SIMPLE! SUSTAINABILITY OFTEN WORKS IN SIMPLE WAYS. CONVERSATIONS AND QUESTIONS CAN PACK MORE PUNCH THAN POWERPOINT.

IDEAS: FEEL FREE TO ADOPT ONE OF THESE EVENT IDEAS OR CONTACT THE SUMMIT TEAM FOR MORE IDEAS: SUSTAINABILITY.EVENTS@PANLISTS.YALE.EDU.

- PRESENT “BEST PRACTICES” FOR YOUR DEPARTMENT AND DISCUSS HOW SUSTAINABILITY AND EFFICIENCY CAN BE IMPROVED; OR FOCUS ON ONE PARTICULAR BEST PRACTICE YOU’D LIKE TO ENCOURAGE WITHIN YOUR DEPARTMENT.
- BRAINSTORM WAYS IN WHICH YOUR DEPARTMENT COULD BOTH SAVE MONEY AND ADOPT MORE ENVIRONMENTALLY FRIENDLY PRACTICES BY STREAMLINING OPERATIONS.
- DISCUSS HOW SUSTAINABILITY FITS INTO YOUR DEPARTMENTAL GOALS.
- HOST A FILM SCREENING THAT WILL STIMULATE DISCUSSION ABOUT SUSTAINABLE PRACTICES. FILM IDEAS INCLUDE “THE 11TH HOUR,” “AN INCONVENIENT TRUTH,” AND THE “PLANET EARTH” SERIES.
- PLAN A RECYCLING TOUR – INVITE YALE RECYCLING TO DO A WALK-THROUGH OF YOUR DEPARTMENT AND EXPLAIN HOW RECYCLING EFFORTS COULD BE IMPROVED.
- TOUR A LEED CERTIFIED BUILDING.
- HOST A LUNCH OR HAPPY HOUR THAT MEETS YALE’S “GOLD” SUSTAINABLE EVENTS STANDARD (VISIT [HTTP://WWW.YALE.EDU/SUSTAINABILITY/SUSTEVENTS.HTM](http://www.yale.edu/sustainability/sustevents.htm)). FEATURE SUSTAINABLE FOOD AND USE REUSABLE DISHWARE.
- ORGANIZE A DEPARTMENTAL TREE PLANTING OR PARK CLEAN UP.
- TOUR THE YALE FARM AND ENJOY PIZZA COOKED IN THEIR WOOD-FIRE OVEN (VISIT [WWW.YALE.EDU/SUSTAINABLEFOOD](http://www.yale.edu/sustainablefood)).
- HOST A DEPARTMENT-WIDE COFFEE MUG CONTEST. INVITE YOUR COWORKERS TO BRING IN THEIR FAVORITE OR FUNNIEST MUG. THEN SELECT A JUDGE AND CHOOSE THE WINNER. BRINGING MUGS TO WORK ENCOURAGES PEOPLE NOT TO USE PAPER PRODUCTS.

SUSTAINABILITY SPEAKERS

NEED MORE IDEAS? INVITE A SUSTAINABILITY SPEAKER TO YOUR MEETING WHO CAN DISCUSS YALE’S SPECIFIC SUSTAINABILITY INITIATIVES.

MELINA SHANNON-DIPIETRO	DIRECTOR, YALE SUSTAINABLE FOOD PROJECT
WILLIS JENKINS	PROFESSOR OF ENVIRONMENTAL ETHICS, YDS
C.J. MAY	RECYCLING COORDINATOR, YALE RECYCLING
HOLLY PARKER	DIRECTOR OF SUSTAINABLE TRANSPORTATION
BOB FERRETTI	EDUCATION & OUTREACH MANAGER, OFFICE OF SUSTAINABILITY

CONTACT SUSTAINABILITY.EVENTS@PANLISTS.YALE.EDU TO SCHEDULE A SUSTAINABILITY SPEAKER.