



Tips for Media to help reduce their event related impact on climate change

Tips	Environmental Impact	Ease of Implementation	Cost of Implementation
1. Use digital cameras (which avoid the need for photo-processing chemicals) and collect used camera batteries for recycling or proper disposal. Store lithium batteries in individual plastic bags for recycling.	High	Easy	Medium
2. Limit the size, quantity and frequency of printed media and public relations materials. Use e-mail, CDs and other electronic media whenever possible.	Medium	Easy	Low
<p>3. All printed materials for attendees, public relations and media should adhere to green printing principles:</p> <p>Minimal paper use:</p> <ul style="list-style-type: none"> • Brief documents • Paper-conserving layout • Double-sided printing • Lightest-possible-weight paper • Standard paper sizes • Accurately estimate quantities or “on-demand” printing • Limit use of colour (depending on the printing process, increasing the number of colours may increase energy consumption). 	Medium	Moderate	Medium
4. Use recyclable paper having high post-consumer recycled content; preferably not chlorine-bleached; not coated, glossy or laminated. Plus, use vegetable-based inks.	Medium	Moderate	Medium
<p>5. Avoid excessive ink coverage e.g., solid blocks of ink (which impedes deinking).</p> <p>6. Avoid “bleeds” (printing right to the edge of the paper).</p> <p>7. Ensure that document covers are recyclable.</p> <p>8. Avoid glued bindings where feasible.</p> <p>9. Where appropriate, print a smaller number of separate versions for each language, rather than printing a larger number of much longer bilingual or multilingual versions.</p>	Low	Moderate	Medium
10. Minimize photocopying.	Medium	Very Easy	Low
11. Collect used camera batteries for recycling or proper disposal. Store lithium batteries in individual plastic bags for recycling.	High	Moderate	Low
12. Consider using a local area network (LAN) for inter-office memos. Distribute press releases through a LAN in the media centre rather than on paper.	High	Moderate	Low